

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 degrees (AA) and Associate in Science degrees (AS) 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 Arts Degrees for Transfer (AA-T) and Associate in Science Degrees for Transfer (AS-T) are designed to provide a clear pathway to a CSU major and baccalaureate degree.
- 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.

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.

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.

Programs are subject to change without notice, up to and including discontinuance. While every effort is made to sustain a program through the completion of all enrolled students, sometimes a program must be eliminated as a result of actions of the faculty or administration of Cerro Coso Community College, the California Community College Chancellor’s Office, the California State Legislature, or state or federal agencies. When a program must be discontinued, at any campus location, the process for discontinuance shall be educationally sound and in accordance with the college’s master plan, educational goals, and specific program objectives. It is the practice of Cerro Coso Community College to consider impact on students completing the program and work with affected students to provide alternative solutions, as appropriate. Students impacted by program change or elimination will be connected with a counselor to review their options and to develop that a plan best meets their goals and needs.

All programs offered by the college are approved by the Cerro Coso Community College Academic Senate, the Kern Community College District Board of Trustees, the California Community College Chancellor’s Office, and the Accrediting Commission for Community and Junior Colleges.

Programs Offered

Program	Job Skills Certificate	Certificate of Achievement	AS Degree	AA Degree	AS-T Degree	AA-T Degree	Page(s)
Administration of Justice					✓		60
Anthropology						✓	61
Art History						✓	62
Business Administration					✓		63
Business		✓	✓				64-65
Business Office Technology		✓	✓				65-66
Business Office Technology: Administrative Office Assistant		✓					67
Business Office Technology: Office Clerk		✓					68
Child Development: Early Childhood Education					✓		69
Child Development Associate Teacher		✓					70
Child Development Teacher		✓					71
Child Development Master Teacher		✓					72
Child Development Site Supervisor		✓					73
Computer Information Systems		✓	✓				74-75
Cyber Security Technology		✓	✓				75-76
Data Analyst I		✓					77
Emergency Medical Technician	✓						78
English						✓	78
General Sciences				✓			80
Human Services		✓	✓				81-82
Industrial Technology		✓	✓				82-83
Information Technology Plus		✓					84
Kinesiology						✓	84
Liberal Arts: Arts & Humanities				✓			85
Liberal Arts: Mathematics & Science				✓			87
Liberal Arts: Social & Behavioral Sciences				✓			88
Management		✓	✓				89-90
Mathematics					✓		90
Medical Assisting			✓				91-93
Medical Assisting: Administrative Medical Assisting		✓					92
Medical Assisting: Clinical Medical Assisting		✓					93
Paralegal Studies		✓	✓				94

Program	Job Skills Certificate	Certificate of Achievement	AS Degree	AA Degree	AS-T Degree	AA-T Degree	Page(s)
Private and Proprietary Security Academy	✓						95
Psychology						✓	96
Studio Arts						✓	96
Vocational Nursing		✓	✓				97-98
Web Fundamentals		✓					99
Web Professional		✓	✓				100-101
Welding Processes		✓					102
Welding Technology		✓	✓				102-103

Program Locations

Majors and programs are offered at a variety of Cerro Coso Community College campus locations, but not all majors or programs are offered at each site. Every effort is made to offer all courses at the campus location of an advertised program so that students can complete the award in a timely manner. But occasionally it is necessary to offer an online class in place of an advertised onsite class so that students can stay on track for degree or certificate completion. Students should consult with the counselor at the site where they are enrolled when selecting a degree objective or other program of study.

Program	Ridgecrest/ IWW	CC Online	KRV/Lake Isabella	East Kern/ Tehachapi	ESCC Bishop & Mammoth Lakes	Page(s)
Administration of Justice	✓	✓	✓			60
Anthropology	✓	✓				61
Art History	✓	✓				62
Business Administration	✓	✓				63
Business	✓	✓				64-65
Business Office Technology		✓				65-66
Business Office Technology: Administrative Office Assistant		✓				67
Business Office Technology: Office Clerk		✓				68
Child Development: Early Childhood Education		✓				69
Child Development Associate Teacher		✓	✓			70
Child Development Teacher		✓				71
Child Development Master Teacher		✓				72
Child Development Site Supervisor		✓				73
Computer Information Systems		✓				74-75
Cyber Security Technology		✓				75-76
Data Analyst I		✓				77
Emergency Medical Technician	✓		✓	✓	✓	78
English	✓	✓				78
General Sciences	✓					80

Program	Ridgecrest/ IWW	CC Online	KRV/Lake Isabella	East Kern/ Tehachapi	ESCC Bishop & Mammoth Lakes	Page(s)
Human Services	✓		✓		✓	81-82
Industrial Technology	✓					82-83
Information Technology Plus		✓				84
Kinesiology	✓				✓	84
Liberal Arts: Arts & Humanities	✓	✓	✓	✓	✓	85
Liberal Arts: Mathematics & Science	✓	✓	✓		✓	87
Liberal Arts: Social & Behavioral Sciences	✓	✓	✓	✓	✓	88
Management		✓				89-90
Mathematics	✓	✓				90
Medical Assisting	✓		✓			91-93
Medical Assisting: Administrative Medical Assisting		✓	✓			92
Medical Assisting: Clinical Medical Assisting	✓		✓			93
Paralegal Studies		✓				94
Private and Proprietary Security Academy	✓		✓	✓	✓	95
Psychology	✓	✓	✓		✓	96
Studio Arts	✓				✓	96
Vocational Nursing	✓		✓		✓	97-98
Web Fundamentals		✓				99
Web Professional		✓				100-101
Welding Processes	✓					102
Welding Technology	✓					102-103

Programs Available at Ridgecrest/Indian Wells Valley Main Campus

Administration of Justice Associate in Science Degree for Transfer (AS-T)	60
Anthropology Associate in Arts Degree for Transfer (AA-T)	61
Art History Associate in Arts Degree for Transfer (AA-T)	62
Business Administration Associate in Science Degree for Transfer (AS-T)	63
Business Associate in Science Degree	64
Business Certificate of Achievement	65
Emergency Medical Technician Job Skills Certificate	78
English Associate in Arts Degree for Transfer (AA-T)	78
General Sciences Associate in Arts Degree	80
Human Services Associate in Science Degree	81
Human Services Worker Certificate of Achievement	82
Industrial Technology Associate in Science Degree	82
Industrial Technology Certificate of Achievement	83
Kinesiology Associate in Arts Degree for Transfer (AA-T)	84
Liberal Arts: Arts & Humanities Associate in Arts Degree	85
Liberal Arts: Mathematics & Science Associate in Arts Degree	87
Liberal Arts: Social & Behavioral Sciences Associate in Arts Degree	88
Mathematics Associate in Science Degree for Transfer (AS-T)	90
Medical Assisting Associate in Science Degree	91

Medical Assisting: Clinical Medical Assisting Certificate of Achievement.....	93
Private and Proprietary Security Academy Job Skills Certificate	95
Psychology Associate in Arts Degree for Transfer (AA-T).....	96
Studio Arts Associate in Arts Degree for Transfer (AA-T).....	96
Vocational Nursing Associate in Science Degree	97
Vocational Nursing Certificate of Achievement.....	98
Welding Processes Certificate of Achievement.....	102
Welding Technology Associate in Science Degree.....	102
Welding Technology Certificate of Achievement.....	103

Programs Available at CC Online Campus

Administration of Justice Associate in Science Degree for Transfer (AS-T).....	60
Anthropology Associate in Arts Degree for Transfer (AA-T).....	61
Art History Associate in Arts Degree for Transfer (AA-T).....	62
Business Administration Associate in Science Degree for Transfer (AS-T).....	63
Business Associate in Science Degree.....	64
Business Certificate of Achievement.....	65
Business Office Technology Associate in Science Degree	65
Business Office Technology Certificate of Achievement.....	66
Business Office Technology: Administrative Office Assistant Certificate of Achievement.....	67
Business Office Technology: Office Clerk Certificate of Achievement.....	68
Child Development: Early Childhood Education Associate in Science Degree for Transfer (AS-T).....	69
Child Development Associate Teacher Certificate of Achievement.....	70
Child Development Teacher Certificate of Achievement.....	71
Child Development Master Teacher Certificate of Achievement.....	72
Child Development Site Supervisor Certificate of Achievement.....	73
Computer Information Systems Associate in Science Degree	74
Computer Information Systems Certificate of Achievement	75
Cyber Security Technology Associate of Science Degree.....	75
Cyber Security Technician Certificate of Achievement.....	76
Data Analyst I Certificate of Achievement.....	77
English Associate in Arts Degree for Transfer (AA-T).....	78
Information Technology Plus Certificate of Achievement.....	84
Liberal Arts: Arts & Humanities Associate in Arts Degree.....	85
Liberal Arts: Mathematics & Science Associate in Arts Degree.....	87
Liberal Arts: Social & Behavioral Sciences Associate in Arts Degree.....	88
Management Associate in Science Degree	89
Management Certificate of Achievement.....	90
Mathematics Associate in Science Degree for Transfer (AS-T).....	90
Medical Assisting: Administrative Medical Assisting Certificate of Achievement.....	92
Paralegal Studies Associate in Science Degree.....	94
Paralegal Studies Certificate of Achievement.....	94
Psychology Associate in Arts Degree for Transfer (AA-T).....	96
Web Fundamentals Certificate of Achievement.....	99
Web Professional Associate in Science Degree	100
Web Professional Certificate of Achievement	101

Programs Available at Lake Isabella/Kern River Valley Campus

Administration of Justice Associate in Science Degree for Transfer (AS-T).....	60
Child Development Associate Teacher Certificate of Achievement.....	70
Emergency Medical Technician Job Skills Certificate.....	78
Human Services Associate in Science Degree.....	81
Human Services Worker Certificate of Achievement.....	82

Liberal Arts: Arts & Humanities Associate in Arts Degree.....	85
Liberal Arts: Mathematics & Science Associate in Arts Degree.....	87
Liberal Arts: Social & Behavioral Sciences Associate in Arts Degree.....	88
Medical Assisting Associate in Science Degree.....	91
Medical Assisting: Administrative Medical Assisting Certificate of Achievement.....	92
Medical Assisting: Clinical Medical Assisting Certificate of Achievement.....	93
Private and Proprietary Security Academy Job Skills Certificate.....	95
Psychology Associate in Arts Degree for Transfer (AA-T).....	96
Vocational Nursing Associate in Science Degree.....	97
Vocational Nursing Certificate of Achievement.....	98

Programs Available at East Kern Campus

Emergency Medical Technician Job Skills Certificate.....	78
Liberal Arts: Arts & Humanities Associate in Arts Degree.....	85
Liberal Arts: Social & Behavioral Sciences Associate in Arts Degree.....	88
Private and Proprietary Security Academy Job Skills Certificate.....	95

Programs Available at Eastern Sierra College Center Bishop/Mammoth Lakes Campus

Emergency Medical Technician Job Skills Certificate.....	78
Human Services Associate in Science Degree.....	81
Human Services Worker Certificate of Achievement.....	82
Kinesiology Associate in Arts Degree for Transfer (AA-T).....	84
Liberal Arts: Arts & Humanities Associate in Arts Degree.....	85
Liberal Arts: Mathematics & Science Associate in Arts Degree.....	87
Liberal Arts: Social & Behavioral Sciences Associate in Arts Degree.....	88
Private and Proprietary Security Academy Job Skills Certificate.....	95
Psychology Associate in Arts Degree for Transfer (AA-T).....	96
Studio Arts Associate in Arts Degree for Transfer (AA-T).....	96
Vocational Nursing Associate in Science Degree.....	97
Vocational Nursing Certificate of Achievement.....	98

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.

- 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

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

An Associate in Arts Degree in Anthropology for Transfer prepares students for transfer to the CSU system to earn a baccalaureate in Anthropology and its subfields, Archaeology, Biological Anthropology, Cultural Anthropology, and Linguistic Anthropology. Anthropology teaches students to think critically about humans worldwide, their biology, and their culture. Upon successful completion of the program students will be able to apply anthropological principles to the understanding of human cultural and biological variation, compare and contrast major theoretical perspectives in anthropology, and evaluate cross-cultural data using the scientific method. These skills can be applied to careers in anthropology, forensics, law, business, cultural resource management, and human services. To complete the degree, students must fulfill both of the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:

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	3

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

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.
 - A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
- Obtainment of a minimum grade point average of 2.0.

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.

The program prepares students for careers in anthropology as well as careers in forensics, international affairs, social services, cultural resource management, business, and education.

Program Learning Outcomes

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

- Critique selected aspects of human social and cultural life from an anthropological perspective.
- Compare and contrast major theoretical perspectives in anthropology.
- Use the scientific method to analyze aspects of the human condition.
- Analyze the place of humanity in nature and describe the methods used to study humans as biological organisms.
- Identify major trends in cultural evolution using the material cultures of prehistoric and historic humans.

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

Art History Associate in Arts Degree for Transfer (AA-T)

An Associate in Arts Degree in Art History for Transfer prepares students for transfer to complete work for a baccalaureate degree in Art History, Studio Arts, Fine Arts, Art History, Art Education or Art Therapy.

This degree is designed for students interested in an introduction to the converging notions of contemporary and historical art production, analysis of ancient and modern artifacts, the exploration of local and global cultural contexts in which artifacts were created, and the methodologies of art history. Students will gain critical thinking skills and a foundational knowledge that will prepare them for transfer to four year institutions. While on-line and on-ground courses may be combined to obtain this degree, it can be obtained solely through our on-line offerings.

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

process.

Required Core:

ANTH C111	Cultural Anthropology	3 Units
ANTH C121	Physical Anthropology.....	3
or ANTH C121H	Physical Anthropology: Honors.....	4
ANTH C131	Archaeology.....	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

List B – Select one of the following courses:

BIOL C251	Human Anatomy	4 Units
GEOL C111	Physical Geology.....	4
PSYC C271	Research Methods in the Social and Behavioral Sciences.....	3

List C – Select one of the following courses:

ANTH C141	Native Peoples of North America	3 Units
HIST C209	History of Mexico.....	3

Complete one of the following general education patterns:

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

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.

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.

The program is appropriate for students going on to obtain a baccalaureate in Art History, professional art school, studies in fine arts, design, art history, art therapy, education, art education or gallery studies.

Program Learning Outcomes

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

- Analyze and interpret the formal, technical, and expressive aspects of a work of art, whether as a historian, viewer, or creator.
- Discuss works of art representative of diverse cultures and regions within a historical and social context.

- Apply art historical terminology and methodology in analyzing and interpreting works of art.
- Demonstrate familiarity with a variety of art production processes.

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 process.

Required Core (9 units):

ART C105	Survey of Western Art from Prehistory through the Middle Ages.....	3 Units
ART C106	Survey of Western Art from Renaissance to Contemporary	3

or ART C106H	Survey of Western Art from Renaissance to Contemporary: Honors.....	4
ART C121	Drawing I	3

List A (3 units) Choose one of the following:

ART C107	Survey of Asian Art	3 Units
ART C108	Modern Art.....	3

List B (3 units) Choose one of the following:

ART C111	Two-Dimensional Design.....	3 Units
ART C115	Three-Dimensional Design	3
ART C141	Ceramics I	3
ART C151	Sculpture I	3

List C (3 units) Any course listed above not previously used, or choose one of the following:

ART C101	Introduction to Art	3 Units
ART C131	Painting I.....	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.

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
BSAD C131	Business Law	3
ECON C102	Macroeconomics	3
ECON C103	Microeconomics	3

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

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 - Complete both of the following courses or any course not already used from List A and one of the following courses:

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

Complete one of the following general education patterns:

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

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 - Workplace	3
BSAD C171	Introduction to Marketing	3
BSAD C251	Principles of Management and Organizations.....	3
CSCI C101	Introduction to Computer Information Systems.....	3

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.

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.

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

- 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 - 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>.

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,” “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 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 statements.
- 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:

BSOT C070	Business Mathematics	3 Units
BSOT C072	Introduction to Accounting	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	Microsoft 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
BSAD C145	Business Communication.....	3
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 statements.
- 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.

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.

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:

BSOT C070	Business Mathematics	3 Units
BSOT C072	Introduction to Accounting	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	Microsoft 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
BSAD C145	Business Communication.....	3
CSCI C070	Computer Literacy	1

Disclosures

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

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:

BSOT C070	Business Mathematics	3 Units
BSOT C072	Introduction to Accounting	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
BSAD C145	Business Communication.....	3

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:

BSOT 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	Microsoft PowerPoint.....	1
BSOT C131	Basic Computer Keyboarding.....	1
CSCI C070	Computer Literacy	1

Child Development: 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.

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:

- Examine teaching and care practices that provide a developmentally appropriate program to support children’s growth, development, and learning.
- Identify one’s own values, experiences, and philosophies and how they guide and inform practice.
- Integrate understandings of children’s development and needs to maintain healthy,

safe, supportive, and challenging learning environments that demonstrate culturally relevant, inclusive, age-appropriate, and anti-bias approaches respectful of children, families, and early learning professionals.

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.

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

- Examine teaching and care practices that provide a developmentally appropriate program to support children’s growth, development, and learning.

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

- Identify one’s own values, experiences, and philosophies and how they guide and inform practices.

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

- Examine teaching and care practices that provide a developmentally appropriate program to support children’s growth, development, and learning.
- Identify one’s own values, experiences, and philosophies and how they guide and inform practice.
- Integrate understandings of children’s development and needs to maintain healthy, safe, supportive, and challenging learning environments that demonstrate culturally relevant, inclusive, age-appropriate, and anti-bias approaches respectful of children, families, and early learning professionals.

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

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

- Examine teaching and care practices that provide a developmentally appropriate program to support children’s growth, development, and learning.
- Identify one’s own values, experiences, and philosophies and how they guide and inform practice.
- Integrate understandings of children’s development and needs to maintain healthy, safe, supportive, and challenging learning environments that demonstrate culturally

relevant, inclusive, age-appropriate, and anti-bias approaches respectful of children, families, and early learning professionals.

- Develop professional expertise in a specialized area of knowledge.

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
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 C141	Introduction to Children with Special Needs.....	3 Units
CHDV C241	Curriculum and Strategies for Children with Special Needs.....	3

Curriculum 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, or with a grade of “P” if the course is taken on a pass/no pass basis.

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

- Examine teaching and care practices that provide a developmentally appropriate program to support children’s growth, development, and learning.
- Identify one’s own values, experiences, and philosophies and how they guide and inform practice.
- Integrate understandings of children’s development and needs to maintain healthy, safe, supportive, and challenging learning

environments that demonstrate culturally relevant, inclusive, age-appropriate, and anti-bias approaches respectful of children, families, and early learning professionals.

- Design appropriate strategies and program policies in compliance with California state laws and regulations that guide the administration of respectful and responsive quality care and education programs.

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
CHDV C251	Administration of Child Development Programs I	3
CHDV C252	Administration of Child Development Programs II	3
CHDV C281	Adult Supervision.....	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/](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: Teacher Certificate requirements plus experience of 350 days of 3+ hours per day within 4

years including at least 100 days supervising adults plus 16 general education units in English/Language Arts, Math/Science, Social Sciences, and Humanities/Fine Arts.

Computer Information Systems Associate in Science Degree

The Computer Information Systems Associate in Science Degree (60 units total, 23-24 units in the major) is designed for students pursuing professional employment in computer information systems for business. This degree program provides students with skills to enter the job market as help desk providers, computer support specialists, entry level programmers, networking technicians, information assurance technicians, and cybersecurity technicians. 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,” “C,” or “P” 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.

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 competency in client computing and user support including the ability to

configure, install, diagnose, and support hardware and software issues.

- Demonstrate competency in database and information management including the ability to design, implement, query, and manage relational databases.
- Demonstrate competency in networking and convergence including the ability to design, analyze, and support computer networks.
- Demonstrate competency in problem solving, programming, and application development including the ability to design, test, debug, and implement complex computer programs.
- Demonstrate competency in working with servers, storage, and virtualization including implementing and evaluating network security solutions.
- Demonstrate an ability to read and interpret technical information, as well as communicate with and write clearly for wide ranges of audiences.

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:

CSCI C101	Introduction to Computer Information Systems.....	3 Units
CSCI C142	Information & Communication Technology Essentials	4
CSCI C143	Computer Network Fundamentals	3
CSCI C146	Introduction to Information Systems Security.....	3
CSCI C251	Introduction to Programming Concepts and Methodologies	3
CSCI C270	Introduction to Database Design/Management.....	3

Select 4-5 units from the following:

MATH C121	Elementary Probability and Statistics	4 Units
or MATH C121H	Elementary Probability and Statistics: Honors	5
MATH C130	Finite Mathematics	4

MATH C131	Basic Functions and Calculus for Business	4
MATH C151	Analytic Geometry and Calculus I	4

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 (23-24 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, entry level programmers, networking technicians, information assurance technicians, and cybersecurity technicians.

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 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 competency in client computing and user support including the ability to configure, install, diagnose, and support hardware and software issues.
- Demonstrate competency in database and information management including the ability to design, implement, query, and manage relational databases.
- Demonstrate competency in networking and convergence including the ability to design, analyze, and support computer networks.
- Demonstrate competency in problem solving, programming, and application development including the ability to design, test, debug, and implement complex computer programs.
- Demonstrate competency in working with servers, storage, and virtualization including

implementing and evaluating network security solutions.

- Demonstrate an ability to read and interpret technical information, as well as communicate with and write clearly for wide ranges of audiences.

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:

CSCI C101	Introduction to Computer Information Systems.....	3 Units
CSCI C142	Information & Communication Technology Essentials	4
CSCI C143	Computer Network Fundamentals	3
CSCI C146	Introduction to Information Systems Security.....	3
CSCI C251	Introduction to Programming Concepts and Methodologies	3
CSCI C270	Introduction to Database Design/Management.....	3

Select 4-5 units from the following:

MATH C121	Elementary Probability and Statistics	4 Units
or MATH C121H	Elementary Probability and Statistics: Honors	5
MATH C130	Finite Mathematics	4
MATH C131	Basic Functions and Calculus for Business	4
MATH C151	Analytic Geometry and Calculus I	4

Disclosures

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

Cyber Security Technology Associate of Science Degree

The goals of the Cyber Security Technology Associate of Science Degree (60 units total, 29-30 units in the major) are to fill a documented need in the area of cyber security, information security and information assurance

of our service area employers. The degree is designed for students pursuing professional employment in information security for business. This degree program provides students with skills to enter the job market as

information security specialists, information security technicians, information assurance technicians, networking security technicians, and cyber security technicians. Designed for both full and part-time students, this program is appropriate to both those currently employed and those seeking to enter this field. The courses are aligned with industry degree and students are prepared to take the A+ exam, Net+ exam, Security+ and Server+ exam.

Cyber Security Technician Associate of Science degree is designed for students pursuing professional employment in information security for business. This degree program provides students with skills to enter the job market as information assurance technicians, information security analysts, network security professionals and cyber security technicians. Designed for both full-time and part-time students, this program is appropriate to both those currently employed and those seeking to enter the field. This degree program is also transferable to California State University at San Bernardino, to California State University at San Bernardino at Monterey Bay, and and to California State Polytechnic University.

Students exiting this program are prepared to enter the fields of information security, network security, information assurance or cyber security.

Program Learning Outcomes

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

- Configure, install, diagnose, and support hardware and software issues.
- Utilize identifying tools and methodologies that hackers use to break into a network computer and defend a computer and local area network against a variety of different types of security attacks using a number of hands-on techniques.
- Design, analyze, and support computer networks.
- Apply problem-solving, programming, and application development including the ability

to design, test, debug, and implement complex computer programs.

- Operate servers, storage, and virtualization including implementing and evaluating network security solutions.
- Read and interpret technical information, as well as communicate with and write clearly for wide ranges of audiences.

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:

CSCI C101	Introduction to Computer Information Systems.....	3 Units
CSCI C142	Information & Communication Technology Essentials	4
CSCI C143	Computer Network Fundamentals	3
CSCI C146	Introduction to Information Systems Security.....	3
CSCI C190	Introduction to Cyber Security: Ethical Hacking	3
CSCI C193	System and Network Administration.....	3
CSCI C195	Introduction to Systems Analysis and Design.....	3
CSCI C251	Introduction to Programming Concepts and Methodologies	3

Complete one of the following courses:

MATH C121	Elementary Probability and Statistics	4 Units
or MATH C121H	Elementary Probability and Statistics – Honors	5
MATH C130	Finite Mathematics	4
MATH C131	Basic Functions and Calculus for Business.....	4

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

Cyber Security Technician Certificate of Achievement

The goals of the Cyber Security Technician Certificate of Achievement (29-30 units) are to fill a documented need in the area of cyber security, information security and information assurance of our service area employers. The degree is designed for students pursuing professional employment in information security for business. This degree program provides students with

skills to enter the job market as information security specialists, information security technicians, information assurance technicians, networking security technicians, and cyber security technicians. Designed for both full and part-time students, this program is appropriate to both those currently employed and those seeking to enter this field. The courses are aligned with industry

degree and students are prepared to take the A+ exam, Net+ exam, Security+ and Server+ exam.

Cyber Security Technician Certificate of Achievement is designed for students pursuing professional employment in information security for business. This certificate program provides students with skills to enter the job market as information assurance technicians, information security analysts, network security professionals and cyber security technicians. Designed for both full-time and part-time students, this program is appropriate to both those currently employed and those seeking to enter the field.

Students exiting this program are prepared to enter the fields of information security, network security, information assurance or cyber security. Students entering this program develop all the skills necessary to be successful are taught in the first course in the career pathway (CSCI C101). Jobs in information security and cyber security are in high demand and pay from \$86,000 (per Labor Market data attached).

Program Learning Outcomes

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

- Configure, install, diagnose, and support hardware and software issues.
- Utilize identifying tools and methodologies that hackers use to break into a network computer and defend a computer and local area network against a variety of different types of security attacks using a number of hands-on techniques.
- Design, analyze, and support computer networks.
- Apply problem-solving, programming, and application development including the ability

to design, test, debug, and implement complex computer programs.

- Operate servers, storage, and virtualization including implementing and evaluating network security solutions.
- Read and interpret technical information, as well as communicate with and write clearly for wide ranges of audiences.

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:

CSCI C101	Introduction to Computer Information Systems.....	3 Units
CSCI C142	Information & Communication Technology Essentials	4
CSCI C143	Computer Network Fundamentals	3
CSCI C146	Introduction to Information Systems Security.....	3
CSCI C190	Introduction to Cyber Security: Ethical Hacking	3
CSCI C193	System and Network Administration.....	3
CSCI C195	Introduction to Systems Analysis and Design.....	3
CSCI C251	Introduction to Programming Concepts and Methodologies	3

Complete one of the following courses:

MATH C121	Elementary Probability and Statistics	4 Units
or MATH C121H	Elementary Probability and Statistics – Honors	5
MATH C130	Finite Mathematics	4
MATH C131	Basic Functions and Calculus for Business.....	4

Data Analyst I Certificate of Achievement

The Data Analyst I Certificate of Achievement (12 units): The purpose of this certificate is to prepare students for positions in data collection, data processing, and data analysis and to provide a foundation for future training in data science and big data analysis. Courses in the program provide students with the skills to work with others to manage large projects; design and manipulate databases with SQL and database management systems; write computer programs to access and manipulate data files and databases; and work with electronic spreadsheets and database management systems to create models and analyze results.

Students entering the Data Analyst I Certificate program are expected to have completed BSAD 100 (Introduction to Business) and CSCI 101 (Introduction to Computer Information Systems) or the equivalent.

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:

- Manage multiple components, timelines, technology, and people related to data analysis projects.
- Design, create, query, and manage databases for analytic processing using SQL and DBMS applications.
- Write computer programs to access and manipulate data files and databases.
- Analyze data using forecasting, optimization, and changing scenarios and prepare reports using spreadsheets, word processing, and database management programs.

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.

BSAD C220	Principles of Project Management.....	3 Units
BSAD C222	Problem Solving, Decision Making, and Computer Applications in Business	3
CSCI C251	Introduction to Programming Concepts and Methodologies	3
CSCI C270	Introduction to Database Design/Management.....	3

Courses

Note: Some courses within the major may have a required prerequisite.

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

Please see Child Development/Early Childhood Education Associate in Science Degree for Transfer (AS-T)

Emergency Medical Technician Job Skills Certificate

The Emergency Medical Technician job certificate (10 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.

- 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.

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

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	9.5

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.

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 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

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
- or ENGL C221H World Literature: Antiquity to 17th Century: Honors 4
- ENGL C222 World Literature: 17th Century to Present 3
- or ENGL C222H World Literature: 17th Century to Present: Honors 4
- 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
- or ENGL C245H Women’s Literature: Honors..... 4
- 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 I	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	4 Units
MATH C152	Analytic Geometry and Calculus II	4
PHYS C111	Mechanics.....	5
PHYS C113	Electricity and Magnetism	5

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.

PHYS C211	Waves, Optics and Modern Physics.....	5
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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

- 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 C181	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 in a broad range of human services careers. The 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.

The Human Services program is open to all students meeting admission requirements for Cerro Coso Community College. There are no limits on the number of students or entry credentials.

There are no prerequisites to enter the program. There is no State licensing for Human Services professionals. There is no State approved model curriculum for the Human Services professionals.

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 industry.
- 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 C181	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>.

Industrial Technology Associate in Science Degree

The Industrial Technology Associate in Science Degree (60 units total, 25 units in the major) is designed to prepare students for entry-level employment as an industrial technician. Basic machining, welding, and electrical processes are covered to prepare students for an entry level industrial technology position in the fields of manufacturing, agriculture, renewable energy, electronics, aerospace, or engineering technology. Safe and clean work habits consistent with OSHA and industry standards are practiced.

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 <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,” “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

- Communicate general and technical information effectively in an industrial setting using technical drawings and sketches, oral and written skills, and basic computer skills.
- Apply mathematical concepts in real world industrial/technical situations.
- Demonstrate knowledge of basic electrical concepts.
- Produce practical and theoretical knowledge of tools and equipment, basic machining principles, and basic welding skills.
- Apply practical and theoretical knowledge of basic welding skills.

Courses

Note: Some courses within the major may have a required prerequisite.

Industrial Technology Certificate of Achievement

The Industrial Technology Certificate of Achievement (25 units) is designed to prepare students for entry-level employment as industrial technicians and provide a foundation for further study in electronics, engineering technology, or renewable energy. It also provides instruction on required basic safety.

You must complete all the required units, with an overall GPA of 2.0 or better, to obtain the certificate.

Program Learning Outcomes

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

- Communicate general and technical information effectively in an industrial setting using technical drawings and sketches, oral and written skills, and basic computer skills.
- Apply mathematical concepts in real world industrial/technical situations.
- Demonstrate knowledge of basic electrical concepts.
- Produce practical and theoretical knowledge of tools and equipment, basic machining principles, and basic welding skills.
- Apply practical and theoretical knowledge of basic welding skills.

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:

CSCI C070	Computer Literacy	1 Unit
DRFT C108	Reading Technical Drawings.....	3
ENGL C070	Introductory Composition	4
INDE C060	Mathematical Applications for the Trades	3
INDE C115	Alternating and Direct Current Power	4
MCTL C107	Tool and Equipment Operation.....	2
MCTL C111	Beginning Machine Shop.....	3
WELD C101	Oxyacetylene Welding.....	3
WELD C200	Gas Metal Arc Welding (GMAW).....	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

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:

CSCI C070	Computer Literacy	1 Unit
DRFT C108	Reading Technical Drawings.....	3
ENGL C070	Introductory Composition	4
INDE C060	Mathematical Applications for the Trades	3
INDE C115	Alternating and Direct Current Power	4
MCTL C107	Tool and Equipment Operation.....	2
MCTL C111	Beginning Machine Shop.....	3
WELD C101	Oxyacetylene Welding.....	3
WELD C200	Gas Metal Arc Welding (GMAW).....	2

Information Technology Plus Certificate of Achievement

The Information Technology Plus Certificate of Achievement (13 units) is designed for students pursuing professional employment in computer information systems for business. This certificate program provides students with skills to enter the job market as help desk providers, computer support specialists, computer repair technicians, networking technicians, information assurance technicians, and cyber security technicians. Designed for both full and part-time students, this program is appropriate to both those currently employed and those seeking to enter this field.

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 Computer Information Systems: CyberSecurity, Information Assurance, Computer Repair, Computer Networking, Computer Operator.

Program Learning Outcomes

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

- Interpret and use technical information in communications, to solve common business programs using Information Technology systems and applications.

- Demonstrate the ability to support strategies in client computing and user support, including the ability to configure, install, diagnose, and support hardware and software issues.
- Design, analyze, and support computer networks.
- Implement and evaluate network security solutions, related to servers, storage and virtualization.

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:

CSCI C101	Introduction to Computer Information Systems.....	3 Units
CSCI C142	Information & Communication Technology Essentials	4
CSCI C143	Computer Network Fundamentals	3
CSCI C146	Security+Fundamentals of Networks.....	3

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

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): 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: Arts & Humanities AA degree emphasize the study of cultural, literary, 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

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

into such majors as art, 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.

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.

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 expression.
- Evaluate the significance of artistic and cultural constructions.
- Evaluate the origins, varieties, and meaning of expressions and artifacts of human experience, related to at least one of the following: (a) original written texts in various literary forms, (b) works of visual art and design, (c) musical compositions, or (d) dramatic performance (live theater, dance, film, video, digital, etc.).

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, including at least two courses marked with an *.

ANTH C141 *	Native Peoples of North America	3 Units
ART C101*	Introduction to Art	3
ART C105*	Survey of Western Art from Prehistory through the Middle Ages.....	3
ART C106*	Survey of Western Art from Renaissance to Contemporary.....	3
or ART C106H*	Survey of Western Art from Renaissance to Contemporary: Honors.....	4
ART C107 *	Survey of Asian Art.....	3
ART C108 *	Modern Art.....	3
ART C111	Two Dimensional Design	3
ART C115	Three Dimensional Design.....	3
ART C121	Drawing I.....	3
ART C131	Painting I.....	3
ART C151	Sculpture I	3
ART C221	Drawing II.....	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
or ENGL C221H*	World Literature: Antiquity to 17th Century: Honors	4

ENGL C222*	World Literature: 17th Century to Present	3
or ENGL C222H*	World Literature: 17th Century to Present: Honors	4
ENGL C231*	Survey of British Literature I: Beginning-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: Beginning-1865	3
ENGL C242*	Survey of American Literature II: 1865-Present	3
ENGL C245*	Women’s Literature.....	3
or ENGL C245H*	Women’s Literature: Honors.....	4
ENGL C249*	Multi-Ethnic American Literature	3
FILM C211*	Hispanic Cinema	3
FREN C101	Elementary French I.....	5
HIST C103	Western Civilization – Antiquity to the Renaissance.....	3
or HIST C103H	Western Civilization – Antiquity to the Renaissance: Honors.....	4
HIST C104*	Western Civilization – Renaissance to the Modern Era.....	3
or HIST C104H*	Western Civilization – Renaissance to the Modern Era: 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 Pop Music.....	3
MUSC C126	Beginning Guitar	2
MUSC C131	Orchestra	1
MUSC C141	Community Band	1
MUSC C151	Choir	1
MUSC C173*	Appreciation of Jazz	3
PHIL C101	Introduction to Philosophy	3
PHIL C131	Logic and Critical Reasoning	3
PHIL C141*	Ethics	3
PHIL C161*	Introduction to Religious Studies	3
SOCI C210	Diversity and Film	3
SPAN C100	Basic Conversational Spanish	3
SPAN C101	Elementary Spanish I	5
SPAN C102	Elementary Spanish II.....	5
SPAN C171	Intermediate Conversational Spanish	3
SPAN C180	Spanish for Native Speakers.....	3
SPAN C211*	Hispanic Cinema	3
SPCH C101	Elements of Speech	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 major): 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 a California State University (CSU) or a University of California (UC) in a major that Cerro Coso does not offer.

Courses in the Liberal Arts: Mathematics and 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. This degree is appropriate for students intending to transfer into such majors as education, various health career programs, or other science-based majors.

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. In addition, completion of the Cerro Coso Local General Education Pattern DOES NOT prepare a student for transfer. Please consult a counselor and visit <http://www.assist.org> to identify the courses needed 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 Math and Science: broad transfer preparation for such majors as education.

Program Learning Outcomes

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

- Describe 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 algebraic, graphical, numerical, and other methods to solve applied problems in the areas

of mathematics, natural sciences, computer graphics, and computer animation.

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	Biological Anthropology	3 Units
or ANTH C121H	Biological Anthropology - Honors	4
ANTH C122 *	Biological Anthropology Laboratory.....	1
BIOL C101	Principles of Biology	3
BIOL C105*	Concepts of Biology	4
or BIOL C105H*	Concepts of Biology: Honors	5
BIOL C111*	General Biology I	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.....	5
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
CSCI C251	Introduction to Programming Concepts and Methodologies	3
CSCI C252	Introduction to Computer Science	3
CSCI C254	Object Oriented Programming.....	3
CSCI C255	Discrete Structures.....	3
CSCI C265	Introductory C++ Programming	3
CSCI C267	Introduction to JAVA Programming	3
GEOG C101	Physical Geography Lecture	3
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 Functions and Calculus for Business.....	4
MATH C141	College Algebra	4
MATH C142	Trigonometry.....	4

MATH C151	Analytic Geometry and Calculus I	4
MATH C152	Analytic Geometry and Calculus II	4
MATH C251	Analytic Geometry and Calculus III	4
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 C125*	Astronomy	4
PHSC C131	Introduction to Meteorology Lecture.....	3

PHSC C132*	Introduction to Meteorology Laboratory	1
PHSC C135 *	Introduction to Meteorology	4
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

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): 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 a California State University (CSU) or a University of California (UC) in a major that Cerro Coso does not offer.

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 degree is appropriate for students intending to transfer into such majors as anthropology, economics, history, political science, and sociology.

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. In addition, completion of the Cerro Coso Local General Education Pattern DOES NOT prepare a student for transfer. Please consult a counselor and visit <http://www.assist.org> to identify the courses needed 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 Behavioral Sciences: broad transfer preparation for majoring in the Social and Behavioral Sciences.

Program Learning Outcomes

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

- Apply major concepts and methods used by social or behavioral scientists to investigate, to analyze, or to predict human or group behavior.
- Evaluate how social scientists view the ways that individuals and societies are interconnected within social, historical, political, and cultural environments.

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	Biological Anthropology	3
or ANTH C121H	Biological Anthropology - Honors	4
ANTH C131	Archaeology.....	3
ANTH C141	Native Peoples of North America	3
CHDV C104	Child, Family and Community	3
CHDV C105	Infant and Toddler Development	3
CHDV C106	Child Growth and Development.....	3
CHDV C107	School Age Development	3
ECON C101	Introduction to Economics.....	3
ECON C102	Macroeconomics	3
ECON C103	Microeconomics	3

HCRS C250	Cultural Diversity in Health Care	3
HCRS C260	Ethics for the Health Professional	3
HIST C103	Western Civilization – Antiquity to the Renaissance	3
or HIST C103H	Western Civilization – Antiquity to the Renaissance: Honors	4
HIST C104	Western Civilization – Renaissance to the Modern Era	3
or HIST C104H	Western Civilization – Renaissance to the Modern Era: Honors	4
HIST C118	California History	3
HIST C131	History of United States to 1877	3
or HIST C131H	History of United States to 1877: Honors	4
HIST C132	History of United States from 1877 to Present	3
or HIST 132H	History of United States from 1877 to Present: Honors	4
HIST C209	History of Mexico	3
MATH C121	Elementary Probability and Statistics	4
or MATH C121H	Elementary Probability and Statistics – Honors	5
PHIL C131	Logic and Critical Reasoning	3
POLS C101	American Government	3

or POLS C101H	American Government: Honors	4
POLS C102	Comparative Government	3
POLS C103	Introduction to Political Theory	3
PSYC C101	General Psychology	3
or PSYC C101H	General Psychology: Honors	4
PSYC C112	Psychology of Substance Abuse	3
PSYC C151	Human Sexuality	3
PSYC C181	Lifespan Development	3
PSYC C220	Physiological Psychology	3
PSYC C241	Abnormal Psychology	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 C151	Perspectives on Race and Ethnicity	3
SOCI C161	Crime and Society	3
SOCI C210	Diversity and Film	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, 19 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

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 <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,” “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

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	4 Units
MATH C152	Analytic Geometry and Calculus II	4
MATH C251	Analytic Geometry and Calculus III	4

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 Programming Concepts and Methodologies	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

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 Unit
HCRS C130	Communication in Healthcare	2
HCRS C131	Medical Law and Ethics for Medical Assistants.....	1.5

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.

HCRS C132	Electronic Health Record	1.5
HCRS C150	Medical Terminology for Health	3

Administrative Medical Assisting

BSOT C121	Beginning Word	1 Unit
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 Units
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

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 Unit
HCRS C130	Communication in Healthcare	2
HCRS C131	Medical Law and Ethics for Medical Assistants.....	1.5

Medical Assisting: Clinical Medical Assisting Certificate of Achievement

The Clinical Medical Assisting Certificate of Achievement (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.

HCRS C132	Electronic Health Record	1.5
HCRS C150	Medical Terminology for Health	3

Administrative Medical Assisting

BSOT C121	Beginning Word	1 Unit
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

- 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 Unit
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 Units
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>.

Private and Proprietary Security Academy Job Skills Certificate

The Private and Proprietary Security Academy Job Skills Certificate (2.5 Units) is designed for students pursuing employment as a registered security guard or private security officer and shall follow the standards prescribed by section 7583.6(b) of the Business and Professions Code. The program will provide the student with the required 40 hours of training for state licensure as a Security Guard through the Bureau of Security and Investigative Services, and includes the state mandated licensure exam. Upon completion of this training and successfully passing the state exam, the student may apply to the state for licensure as a Security Guard. State Licensure is contingent on completing the training, obtaining a passing score on the state exam, and a Livescan.

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

This program prepares students for careers in Private and Proprietary Security: Private Security Guard, Loss Prevention/Assets Protection Specialist, Proprietary Security Officer, and Proprietary Investigator.

Program Learning Outcomes

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

- Apply statutory and case law to the principles and practice of private security.

- Describe the individual functions and integrations of the components of the criminal justice system and explain how they interact with the private security sector.
- Explain the underlying causes of terrorism.
- Use legal research skills to locate, analyze, and discuss the content of statutory and case law as it applies to merchant privilege and liability.

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:

ADMJ C050	Powers to Arrest & Weapons of Mass Destruction	0.5 Units
ADMJ C051	Public Relations and Liability.....	0.5
ADMJ C052	Communication, Observation and Documentation.....	0.5

Complete two of the following courses:

ADMJ C053	Search, Seizure, and Preservation of the Scene.....	0.5 Units
ADMJ C054	Officer Safety and First Aid/CPR.....	0.5
ADMJ C055	Conflict Management and Crowd Control	0.5

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 Units
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 Units
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 C181	Lifespan Development.....	3 Units
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List C - Select one course or any course not selected above:

PSYC C151	Human Sexuality.....	3 Units
PSYC C241	Abnormal Psychology.....	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.

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).

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	Survey of Western Art from Renaissance to Contemporary.....	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	Survey of Western Art from Prehistory through the Middle Ages.....	3 Units
ART C101	Introduction to Art	3

Select 9 units from the following courses:

ART C131	Painting I.....	3 Units
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

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
EMTC C070	CPR for the Healthcare Provider	0.5

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

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.

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
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

Web Fundamentals Certificate of Achievement

The Web Fundamentals Certificate (18 units) is designed to prepare students for career entry in the Web industry by emphasizing standards-based coding and scripting, creative problem solving, digital imaging, layout and typography, usability, accessibility, customization of content management systems, and project management. 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. Any student completing 18 units required for the major qualifies for a certificate in Web Fundamentals.

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.

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>.

In contrast to the 28 unit Web Professional program, which prepares students for employment in Web site design, Web site development, content management system development, content management theme design, Web database development, mobile Web development, eCommerce development, or search engine optimization consulting, the Web Fundamentals Certificate provides students with entry level skills in Web site design or development. Students can expect to find opportunities in traditional employment and self-employment as a freelancer. Both programs prepare students for Certified Internet Web Professional certifications, requested by the employer advisory committee. Students must be computer literate upon entrance to the program.

Program Learning Outcomes

Upon successful completion of the program, students 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.

Courses

Note: Some courses within the major have a required prerequisite. If

Web Professional Associate in Science Degree

The Web Professional Associate of Science Degree (60 units total, 28 units in major) is designed to prepare students for employment or self-employment as web designers or developers, emphasizing standards-based coding, usability, accessibility, and creative problem solving. Adding to this foundation, students choose one of two options: design or development. With the former, students acquire multimedia design skills, and with the latter they acquire web programming skills. Students obtain skills in Adobe applications, as well as open source products. 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 web development option is also designed to equip students for Certified Internet Web Professional certifications, including the Web Foundations Associate Series and the Web Design Specialist certifications.

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 <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.

P/NP grading may not be used for courses in a student’s major field.

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	Introduction to Computer Information Systems.....	3 Units
DMA C102	Digital Imaging.....	3
DMA C111	Fundamentals of Web Development	3
DMA C113	Accessibility and UX Design	3
DMA C117	Web Design	3
DMA C211	Web Scripting with JavaScript	3

Program Learning Outcomes

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

- Identify concepts of Internet technology, databases, eCommerce, and electronic communications.
- Demonstrate technical mastery of open-source and commercial software applications to produce web content and media.
- Use valid markup, cascading style sheets, semantic encoding, accessibility compliance, and error-free scripting in the creation of web content.
- Apply principles of user-centered design, develop an attractive, accessible, and usable web site or mobile application.
- Demonstrate professionalism in leadership, project management, and communications skills.

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.

Core Requirements (Complete all of the following courses)

CSCI C101	Introduction to Computer Information Systems.....	3 Units
DMA C102	Digital Imaging.....	3
DMA C111	Fundamentals of Web Development	3

DMA C113	Accessibility and UX Design	4
DMA C280	Production Management.....	3

Students must additionally complete 1 of the following options:

Option 1: Design (Complete 12 units)

DMA C107	Computer Illustration	3 Units
DMA C117	Web Design.....	3
DMA C131	Digital Video Production.....	3
DMA C201	E-Commerce.....	3

Web Professional Certificate of Achievement

The Web Professional Certificate of Achievement (28 Units) is designed to prepare students for employment or self-employment as web designers or developers, emphasizing standards-based coding, usability, accessibility, and creative problem solving. Adding to this foundation, students choose one of two options: design or development. With the former, students acquire multimedia design skills, and with the latter they acquire web programming skills. Students obtain skills in Adobe applications, as well as open source products. 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 web development option is also designed to equip students for Certified Internet Web Professional certifications, including the Web Foundations Associate Series and the Web Design Specialist certifications.

Students must complete 28 units in the program with a grade of “A,” “B,” or “C” in all courses for the major. P/NP grading may not be used for courses in a student’s major field.

This program prepares students for careers in Information Technology: Web Design, Web Development.

Program Learning Outcomes

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

- Identify concepts of Internet technology, databases, eCommerce, and electronic communications.
- Demonstrate technical mastery of open-source and commercial software applications to produce web content and media.
- Use valid markup, cascading style sheets, semantic encoding, accessibility compliance, and error-free scripting in the creation of web content.

Option 2: Development (Complete 12 units)

DMA C119	Advanced Web Development	3 Units
DMA C211	Web Scripting with Javascript.....	3
DMA C213	Web Development with PHP and MySQL..	3
DMA C214	Web Development with Python	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

- Apply principles of user-centered design, develop an attractive, accessible, and usable web site or mobile application.
- Demonstrate professionalism in leadership, project management, and communications skills.

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.

Core Requirements (Complete all of the following courses)

CSCI C101	Introduction to Computer Information Systems.....	3 Units
DMA C102	Digital Imaging.....	3
DMA C111	Fundamentals of Web Development	3
DMA C113	Accessibility and UX Design	4
DMA C280	Production Management.....	3

Students must additionally complete 1 of the following options:

Option 1: Design (Complete 12 units)

DMA C107	Computer Illustration	3 Units
DMA C117	Web Design.....	3
DMA C131	Digital Video Production.....	3
DMA C201	E-Commerce.....	3

Option 2: Development (Complete 12 units)

DMA C119	Advanced Web Development	3 Units
DMA C211	Web Scripting with Javascript.....	3
DMA C213	Web Development with PHP and MySQL..	3
DMA C214	Web Development with Python	3

Disclosures

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

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 C203	Gas Tungsten Arc Welding (GTAW)	2
WELD C210	Welding Fabrication.....	3

Welding Technology Associate in Science Degree

The Welding Technology Associate in Science Degree (60 units total, 23 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,” “C,” or “P” in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

Fees are required for four welding courses @\$40.00 and two @\$50.00 each.

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:

DRFT C108	Reading Technical Drawings.....	3 Units
INDE C060	Mathematical Applications for the Trades	3
MCTL C107	Tool and Equipment Operation.....	2
WELD C101	Oxyacetylene Welding.....	3
WELD C102	Shielded Metal Arc Welding (SMAW)	2
WELD C200	Gas Metal Arc Welding (GMAW).....	2
WELD C203	Gas Tungsten Arc Welding (GTAW)	2
WELD C204	Pipe and Tube Welding.....	3
WELD C210	Welding Fabrication.....	3

Complete one of the following general education patterns:

OPTION A Cerro Coso Local General Education Pattern

OPTION B
OPTION C

CSU General Education Breadth
IGETC - Intersegmental General Education Transfer Curriculum

Welding Technology Certificate of Achievement

Welding Technology Certificate of Achievement (23 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.

This program prepares students for careers in mining, manufacturing, marine welding, ship building, metal art sculpting, machine shops, construction, railroads, automotive, as well as the aircraft, aerospace and renewable energy industries.

Fees are required for four welding courses @\$40.00 and two @\$50.00 each.

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.

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MCTL C107	Tool and Equipment Operation.....	2
WELD C101	Oxyacetylene Welding.....	3
WELD C102	Shielded Metal Arc Welding (SMAW)	2
WELD C200	Gas Metal Arc Welding (GMAW).....	2
WELD C203	Gas Tungsten Arc Welding (GTAW)	2
WELD C204	Pipe and Tube Welding.....	3
WELD C210	Welding Fabrication.....	3

