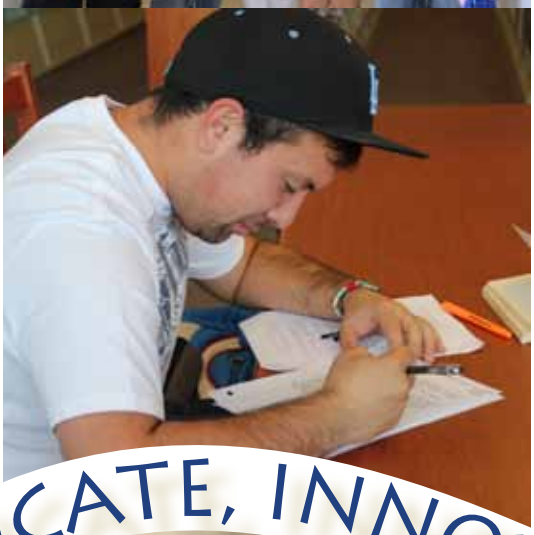
2012-2013 CATALOG



CERRO COSO
COMMUNITY COLLEGE

EDUCATE, INNOVATE, INSPIRE, SERVE

KCCD
KERN COMMUNITY COLLEGE DISTRICT

2012-2013 Catalog

Cerro Coso Community College

3000 College Heights Blvd.
Ridgecrest, CA 93555

www.cerrocoso.edu

760-384-6100

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

Disclaimer

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

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

Cerro Coso Community College Publication Staff :
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Accreditation

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

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

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

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

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

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

Jill Board
President

KERN COMMUNITY COLLEGE DISTRICT AND CERRO COSO COMMUNITY COLLEGE ADMINISTRATION

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ABOUT THE COLLEGE

History

Cerro Coso Community College was established in 1973 as a separate college within the Kern Community College District. Cerro Coso Community College has five instructional sites (Eastern Sierra Centers in Bishop and Mammoth Lakes, Indian Wells Valley, Kern River Valley, and South Kern), which together form the largest geographical service area (18,000+ square miles) of any community college in California and which serve a population of approximately 85,000. A leader in online education, Cerro Coso Community College has been offering online courses since 1997 and offers 16 Associate degrees entirely online and as many as 160+ courses online each year, with approximately 180 sections per semester. Cerro Coso Community College is a member college of the Kern Community College District and is fully accredited by the Western Association of Schools and Colleges and approved by the University of California and the State Department of Education.

Values

At Cerro Coso Community College, we value:

- *Student learning* and student success in all areas of endeavor;
- *Creativity* and the implementation of best practices in a rapidly changing world;
- *Accountability* to our students for their learning experience, our communities for good stewardship of public funds, and to each other through the participatory governance process;
- *Diversity* in our students, our communities, our environment, and our programs and services;
- *Our Communities* and the partnerships and relationships we build with them; and
- *Our Faculty and Staff* who turn the wheels of learning.

Vision

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

Mission

Our mission is to educate, innovate, inspire and serve. We demonstrate our commitment to student learning and accomplish our mission as we:

- *Educate* students who seek transfer for baccalaureate degrees, career and technical education, workforce training, college preparation, and lifelong learning;
- *Innovate* through our instructional processes, delivery systems, and business operations;
- *Inspire* our students to strive for excellence in achieving their aspirations, our employees to deliver quality instruction and learning support, and our communities by supporting economic development and responding to their needs in a timely and professional manner; and
- *Serve* our clients and our communities with relevance, timeliness, and excellence.

Strategic Goals, 2010-2012

The Cerro Coso Community College Strategic Plan for 2010-2012 focuses on six strategic goals. These goals are:

1. Improve our response to community needs through customized educational opportunities, area workforce development, and quality student services.
2. Improve service to under-prepared students and increase their success rates.
3. Seek opportunities to enhance the development and use of resources.
4. Build upon our culture of accountability, responsibility, and civility amongst all stakeholders.
5. Identify and implement principles of effective communication in support of our mission.
6. Recruit, retain, and develop employees who uphold the Cerro Coso Community College culture of excellence.

These goals focus heavily on integrating the planning and improvement with assessment

of our student learning outcomes and program review. Several of the initiatives and action items will serve to improve the manner in which the college serves its students, its communities, and its employees, and fulfills its mission.

Accreditation

Cerro Coso Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, California, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. It meets all standards of the California State Department of Education. The college and its programs are also approved by the California Community College Board of Governors, the Board of Vocational Nursing and Psychiatric Technicians, and the California Department of Education for the enrollment of veterans. The University of California, the California State University System, and other universities and colleges give full credit for appropriate courses completed at Cerro Coso Community College.

Student Right-To-Know

In compliance with the Student Right-To-Know (SRTK) Act of 1990 (Public Law 101-542), it is the policy of the Kern Community College District and Cerro Coso Community College to make available its completion and transfer rates to all current and prospective students. These rates are based on a limited cohort (or group) of students which are tracked for a three-year period. The cohort is limited because it includes only students who entered Cerro Coso Community College in the fall term as first-time, full-time students seeking a degree, certificate or transfer. Students included in the 2007 SRTK Cohort were tracked from Fall 2008 through Spring 2010 to determine their academic outcomes during the time period.

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

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

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

	2007 SRTK Cohort	
	Cerro Coso	State Wide
Completion Rate	16.36%	24.42%
Transfer Rate	14.49%	15.24%

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

Equal Employment Opportunity Statement

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

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

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

Unlawful Discrimination

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

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

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

Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
(760) 384-6249
(760) 384-6110 (TDD Only)

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

Human Resources Manager
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
(760) 384-6229
(760) 384-6110 (TDD Only)

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

Vice-Chancellor
Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301
(661) 336-5140

Declaración De Igualdad De Oportunidad

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

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

Discriminación Ilegal

Para mayor información acerca de la política de igualdad de oportunidades, la presentación de una queja, las instalaciones adecuadas en el empleo, los ajustes académicos o los servicios y ayudas auxiliaries, o para pedir una copia de los procedimientos de quejas relativas a la discriminación, pueden dirigirse a:

Vice Presidente de los Servicios del Estudiante
Coordinadora del Título IX (relativo al sexo)
Coordinadora del Título VI y Sección 504/ADA (relativos a raza, color, nacionalidad o discapacidades).

Cerro Coso Community College
3000 College Heights Blvd
Ridgecrest, CA 93555
(760) 384-6249
(760) 384-6110 (TDD Only)

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

Human Resources Manager
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
(760) 384-6229
(760) 384-6110 (TDD Only)

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

Vice-Chancellor, Human Services
Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301
(661) 336-5140

Students With Disabilities

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

Confidentiality Of Student Records

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

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

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

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

Policy Concerning Sexual Harassment

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

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

ADMISSION AND REGISTRATION

GETTING STARTED AT CERRO COSO COMMUNITY COLLEGE

Academic Eligibility

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

Special Admission for K-12 Students

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

Residency Determination

A 'resident' is a student who has residence in the state of California for more than one year immediately preceding the residence determination date which is the day before the first day of courses.

The resident of any California community college district may attend a community college in any other district in this state, subject to generally applicable admission criteria, and subject to any restrictions set forth in a notice of restriction issued by a district.

In order to determine a person's place of residence, reference is made to the following statutory rules:

1. Every person has, in law, a residence.
2. Any person who is married or is 18 years of age or older and under no legal restriction to do so, may establish residence.
3. In determining the place of residence the following rules are to be observed:
    a. There can be but one place of residence.
    b. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he/she returns in seasons of repose.
    c. A residence cannot be lost until another is gained.

d. The residence can be changed only by the union of act and intent.

e. A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.

f. The residence of the parent with whom an unmarried minor child maintains his or her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, his or her residence is that of the parent with whom he or she maintained his/her last place of abode, provided the minor may establish his or her residence when both parents are deceased and a legal guardian has not been appointed.

g. The residence of an unmarried minor who has a parent living cannot be changed by his or her own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control, unless the student qualifies for the self-supporting exception.

In general, a resident has citizenship or permanent resident status in the United States and has established residence in California for at least one year immediately preceding the residency determination date (the day before the first day of courses). If you do not have citizenship or permanent resident status in the United States or have questions regarding your status, please contact the Admissions and Records Office.

If you are determined a non-resident, you will be charged non-resident fees, a capital outlay fee, and enrollment fees. Please refer to the Tuition and Fees section for specific information regarding fees.

How To Apply For Residency

Once a student has met the above requirements, a residency determination can be made. The Residency Determination application can be picked up at the Admissions and Records Office or be downloaded online at **http://www.cerrocoso.edu/student services/admissions/residency.htm**.

International Students

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

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

Contacts, processes, and forms for the above can be located at **http://www.cerrocoso.edu/admissions/international-students/** or an International Student Packet can be sent to you upon request.

Admissions Form

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

Use of Identification Numbers

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

Changing Name, Address, Telephone, Email

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

Personal Identification Number

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

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

MATRICULATION

Student Rights and Responsibilities

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

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

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

You agree to:

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

Cerro Coso Community College agrees to:

- Process your application for admission.
- Provide orientation services addressing questions concerning college procedures, course scheduling, academic expectations, financial assistance and other relevant issues.
- Provide for assessment of your skills in conjunction with counseling/advisement.

- Provide assessment for math, reading, and English placement, including:

  a. Assistance in identification of occupational interests and educational objectives.
  b. Evaluation of study and learning skills.
  c. Referral to specialized support services.

  d. Advisement concerning course schedules.

- Provide evaluation of your educational progress, which is available through counseling and other support services.

- Provide a wide variety of course offerings, including pre-collegiate basic skills.

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

Additional Rights of Students

1. Right to appeal requirements of any prerequisite based on unavailability of the necessary course.

2. Right to acknowledge any prerequisite believed to be discriminatory through the appropriate office.

3. Right to challenge matriculation regulations/ procedures. Students have the right to waive one or more of the following: assessment, orientation, and/ or counseling/advisement.

4. Right to be provided alternative services for the matriculation process, if necessary, for ethnic and language minority students and students with disabilities.

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

Matriculation Status

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

- Students with an Associate Degree or higher are considered fully matriculated.

- A student is exempt from assessment upon satisfactory completion of course work equivalent to college level English or college level math.

- A student may be exempt based on special circumstances. These will be reviewed on an individual basis upon appeal to the Vice President of Student Services.

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

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

Course Requisites: Prerequisites, Co-requisites, and Advisories

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

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

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

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

An *advisory* is a condition of enrollment which students are advised, but not required, to meet before or concurrently with enrollment in a course or educational program. An advisory suggests skills, or

a body of knowledge with which students would achieve a greater depth or breadth of knowledge or skill development, but without which students are still likely to receive a satisfactory grade.

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

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

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

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

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

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

Prerequisite challenge forms are available in the Counseling Office for students seeking to challenge a course prerequisite and online at **http://www.cerrocoso.edu/studentservices/admissions/requisitechallenge.htm**.

Assessment Policies for Students with Disabilities

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

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

Exemptions

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

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

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

Student Educational Plans

Students are encouraged to meet with a counselor to develop a Student Educational Plan early in their enrollment.

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

REGISTERING FOR COURSES

Course Admission Policy

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

Early Registration Appointments

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

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

- Day 1 through Day 2—Veterans, former Foster Youth, and EOPS
- Day 3—Honor Students
- Day 4 through Day 10—continuing students with less than 100 units attempted (excluding students on Academic Standing Probation 2)
- Day 11 through Day 14—new students not mentioned above
- Day 15—Open Registration (may be tiered over three days giving priority to students who have completed some but not all matriculation components)

Registering by Web

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

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

Waitlist

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

Drop for Non-payment

Prior to the last day of open registration, students will be dropped from their courses for non-payment of enrollment fees of $100.00 or more ten (10) days after the date they registered for the particular course(s). Beginning the first day of the term, students will not be dropped for non-payment of enrollment fees; however, they will have a hold placed on their transcripts, grades, diplomas, and registration privileges until their enrollment fees are paid. Any account balance older than 120 days may be subject to the collections process. Non-attendance or non-payment does not release students from their responsibility and may result in failing grades being awarded and fees owed.

Students will receive an email, sent to their college assigned email address, to notify them if they have been dropped for non-payment of fees.

Study Load

The usual academic load per semester for a full-time college student is a minimum of 12 units (6 units for Summer Session). Nineteen units constitute a

maximum study load (7 units for Summer Session). Only students with proven academic ability should enroll for a maximum study program. Permission to exceed the maximum study load must be obtained from the Vice President of Student Services or designee.

Minimum Study Loads

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

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

   Regular Semester

   Full-time - 12 units

   Three-fourths time - 9-11½ units

   One-half time - 6-8½ units

   Less than half time* - 5½ units or less

   Summer Session

   Full-time - Please see counselor

   Three-fourths time - Please see counselor

   One-half time - Please see counselor

   Less than half time* - Please see counselor

   *Less than one-half time and active duty is limited to tuition and fees only under Chapters 30, 33, and 35.

2. "F-1" Visa - 12 units per semester is the full-time load to maintain visa status.
3. Intercollegiate Athletics - 12 units or more per semester are required to meet eligibility for intercollegiate athletic participation.
4. Student government participation requires six (6) units.
5. Federal or College Work Study requires six (6) units for eligibility to participate.

Repeating a Course

Certain Cerro Coso Community College courses are identified in the course description sections of the catalog as repeatable, with the number of times they may be repeated indicated.

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

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

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

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

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

Remedial Coursework Limitation

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

Auditing a Course

The audit option is designed to help students achieve educational goals related to the college's core missions of transfer, workforce preparation,

and basic skills remediation. It is not designed as a work-around to repeatability limitations in physical education and performance arts. No audit requests will be approved for such activity courses. Students wishing to audit a graded course may do so only under the following conditions and only with the signature of the instructor and the permission of the Vice President of Academic Affairs.

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

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

HOLDS THAT PREVENT REGISTRATION

Financial Holds

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

Academic Standing

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

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

Probation

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

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

Students transferring from other collegiate institutions will be placed on probation according to these same standards. Students on probation may be limited to specific courses and to the number of units for which they may register.

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

Removal from Probation

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

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

Disqualification

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

Any student who is placed on progress probation for three semesters of enrollment shall be disqualified for admission to courses the following semester, unless during the last semester of enrollment, the percentage

of units with entries of "'W", "I", "NC" and "NP" was less than 50 percent, in which case the student shall be placed on continued probation.

Readmission

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

ALTERNATE COURSE FORMATS

Distance Education

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

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

Cerro Coso Community College offers a variety of online courses, allowing students to self-select courses free of any geographic and time boundaries. It is vital that students have a basic understanding of computer usage, dependable access to the Internet, and know how to send and receive email.

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

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

College Tuition, Fees, and Fee Refunds

Note: All fees and tuition charges are current as of May 2012 and ***subject to change pending California legislative action and/or KCCD Board action.***

Enrollment Fee

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

Non-Resident Tuition

All non-resident students will be charged out-of-state tuition at the rate of $190 per unit. This is above the required enrollment fee. Non-resident tuition will be assessed immediately up to and including a maximum of 15 units or a total of $2,850.00 per semester. In addition, a Capital Outlay fee of $30.00 per unit will be charged to all non-resident students, both foreign and domestic. While there is no tuition for California residents, out-of-state and international students who are not legal residents of California are required to pay a tuition fee at an annual or per semester unit rate as established each year by the Kern Community College District Board of Trustees.

Enrollment Fee Deadline

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

Drop for Non-Payment

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

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

Students will receive an email to their college assigned email address if they have been dropped for non-payment.

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

Student Representation Fee

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

Refund of Student Representation Fee

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

Textbooks

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

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

Instructional/ Special Materials Fees

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

Refunds

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

1. Within 2 weeks after the starting date (NOT THE ADD DATE) of the semester for full term course; or
2. Prior to a date calculated to be 10% from the starting date of a course less than semester length. For example, if a course is 10 days or less in length, a student must withdraw before the second meeting to be credited a refund.

It is the student's responsibility to withdraw from a course in a timely manner. A student entitled to receive an enrollment fee refund must apply for the refund before the end of the second consecutive semester of nonattendance (summer session is not considered a semester), and must use the appropriate campus refund form. If a student does not apply for a fee refund within the time frame noted, the available funds will revert to the Kern Community College District. NO REFUNDS CAN BE MADE AFTER THESE DEADLINES. All applications for refunds must be submitted to the Business Office before a refund can be processed.

Cerro Coso Community College Coyote Card

All students are invited to purchase a nonrefundable Associated Student Body card at a cost of $8.00 per semester. If lost, a replacement card can be purchased for $3.00. This card signifies membership in the Associated Students of Cerro Coso Community College and entitles the student to membership in the Community Discount Program, ASCC events, discount admission to museums, galleries, theaters, ski packages, and computer and software sales. Funds collected support the student association, student clubs, co-curricular events, and scholarships. This card can be purchased on campus at the Admissions and Records Office, the Business Office, or by selecting it online and adding it into your total balance. To receive the card, go to the Office of Student Activities or the Administrative Office at your campus.

Online Student ASCC Cards

If you are an online student and would like an ASCC card to show for evidence of academic eligibility, or if you are in our service area and would like to visit participating businesses, please do the following:
Email our Student Activities office and provide the following information:

- Photo in jpeg format (head shot please)
- Name
- Student ID# or SSN
- Term for which enrolled
- Proof of payment for ASCC card

Send the information above to:

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

Or mail to:

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

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

Attendance Policies

Regular course attendance is expected of all students enrolled in the college. It is especially important that students attend the first session of each course to avoid being dropped. This policy is enforced due to the importance of information provided in the first session.

The attendance policy for each course is established by the instructor and communicated for each course, preferably in writing. Attendance policies will be reasonably related to course objectives, the requirements of institutional reporting, and legitimate absences. Instructors are responsible for maintaining accurate attendance and scholarship records.

While it is the responsibility of instructors to communicate attendance policies and to apply them equally to all students, it is the responsibility of students to know the policy in each of their courses and to be aware of their current attendance status. Students who have been absent from a course should notify the instructor of the reason for the absence. Absence in no way relieves students of responsibility for work missed.

Excessive absence may result in the student being dropped from the course. Instructors may drop a student from a course when absences number the equivalent of two weeks of courses recorded from the first day of instruction.

Faculty members may give consideration to excusing students from courses to participate in scheduled college activities, e.g. athletics, music, forensics, field trips, etc. The student must make arrangements in advance to make up the work to be missed.

Students are responsible for officially withdrawing from any course or courses in which they no longer wish to be enrolled. *Non-attendance does not release the student from this responsibility.*

First Day Drop

Onsite students MUST show up on the first day of the course if they are registered for the course or if they are on the waitlist. Students who DO NOT attend the first course meeting will be DROPPED from the course or the waitlist. Students who attend the first session may be moved from the waitlist to the course based on the enrollments available and

the students' position on the waitlist. Students dropped for non-attendance will not be able to re-enroll.

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

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

Late Add Policy

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

Withdrawing from Courses

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

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

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

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

- It is the student's responsibility to drop courses prior to the 10% date of enrolled courses and to apply for a refund.
- It is the student's responsibility to drop courses prior to the 20% date of enrolled courses in order to avoid notation of the courses on the student's permanent record.
- It is the student's responsibility to withdraw from courses prior to the 60% date to receive a "W" in these courses and to avoid substandard grades on the student's permanent record.

While it is the final responsibility of students to drop a course that they are no longer attending, instructors may, at their discretion, drop a student without consultation with the student when unexcused absences number the equivalent of two weeks or exceed 10% of the total hours of the course. Under these circumstances, this instructor-initiated drop can occur up to the 10th week of the semester or the 60% date of the course. No student may be dropped from any course after the 10th week of a course; after the 10th week the student will be assigned the appropriate letter grade.

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

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

Withdrawal after Deadline

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

petition must be signed by the student, instructor, and the Vice President of Academic Affairs. Documentation of extenuating circumstance will be required. In the case of students who are members of an active or reserve military service, and who received orders compelling a withdrawal from courses, the college shall permit withdrawal at any time during the term with no adverse impact on a student's academic record or enrollment status.

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

Withdrawing from the College

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

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

College Transcripts

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

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

Verification of Enrollment or Degrees

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

STUDENT SERVICES

Student Schedule of Courses

Individual student course schedules are available on the web registration system, InsideCC.

Assessment Center

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

California Work Opportunities and Responsibility to Kids (CalWORKs)

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

Career and Transfer Center

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

Career Services include:

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

Transfer Services include:

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

Child Development Center

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

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

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

Counseling and Advising

The college counseling staff provides assistance to each student in planning an academic program of study for a certificate, an associate

degree or for transfer. The rapid changes in requirements and prerequisites for institutions and careers make continuing guidance a necessary part of students' academic lives. All students are encouraged to define educational objectives and plan how to achieve them.

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

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

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

- IWV (Ridgecrest)
  (760) 384-6219
- KRV (Lake Isabella)
  (760) 379-5501
- SK (Edwards AFB)
  (661) 258-8644
- ESCC (Bishop)
  (760) 872-1565
- ESCC (Mammoth Lakes)
  (760) 934-2875
- Online
  (760) 384-6219

Counseling and advising is voluntary, and students may select the counselor or advisor of their choice. Meetings with counselors or advisors are confidential; however, limited disclosure may be necessary if, in the professional judgment of the counselor or advisor, such is needed to prevent any individual from harm.

To talk with a counselor or advisor, please stop by the Counseling Center or call (760) 384-6219. Office hours are Monday to Thursday, 8:00 a.m. to 6:00 p.m., and Friday 8 a.m. to noon.

Disabled Student Programs and Services (DSPS)

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

Extended Opportunity Programs and Services (EOPS)

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

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

Cooperative Agencies Resources for Education (CARE)

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

For further information on any aspect of the Special Services Program, contact the Counseling Center at the IWV campus or the college office at other sites.

Financial Assistance

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

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

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

Step 2 - The Missing Information Letter
Cerro Coso Community College Financial Aid and Scholarships Office will receive your information electronically from the Federal Processing Center and you will receive a missing document/verification request letter. All students are required to complete a Financial Aid Terms of Agreement and Satisfactory Academic Progress Requirements and return only the requested forms and/or documents as soon as possible to the Cerro Coso Community College Financial Aid and Scholarship Office.

Step 3 - The Verification Process
The Federal Processing Center randomly selects financial aid applications for a process called verification. Please understand that during the verification process, you may be asked to provide additional documents or clarification of your original FAFSA information. If the result is a change to your Expected Family Contribution (EFC), a correction will be submitted to the Department of Education for additional processing.

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

Step 5 - The Award Notification Letter
An award letter informing students of their financial aid benefit amount, based on full-time enrollment, will be mailed to them. Students who are not eligible will receive an explanation of why they are not eligible.

Step 6 - Financial Aid Disbursements
Disbursements occur twice during a semester. Students must notify their counselor or advisor immediately of any changes in address or enrollment status during each term of attendance.

All financial aid students will need to determine which one of these three ways they wish to have Kern Schools Federal Credit Union (KSFCU) forward their financial aid funds:

1. Direct Deposit in a KSFCU account (deposited in 24 hours from the date of your scheduled disbursement)
2. Electronically forwarded to your banking account (7-10 business days depending on your bank)
3. Paper check mailed to you (up to 21 days)

Financial Aid Programs

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

Part-time Student Employment—applicants must complete and submit the FAFSA and an Application for Student Employment to the Financial Aid Office at the IWV campus.

Federal Work Study (FWS)—is a federally-funded program that provides part-time employment for students from low-income families. To be eligible, the student must complete the FAFSA and submit a Cerro Coso Community College Work-study application packet.

Cerro Coso Community College Work Study—is an institutionally funded program that provides part-time employment for students. To be eligible, the student must complete the FAFSA and submit a Cerro Coso Community College Work-study application packet.

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

- Enrollment in a minimum of 6 units
- Maintenance of a minimum 2.0 GPA
- Completion of less than 90 units

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

Supplemental Educational Opportunity Grant (SEOG)—is available to a limited number of

students who require grants in order to go to college. Funds are awarded on a "first-come, first-served" basis.

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

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

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

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

Cal Grant A provides tuition for students from low- and middle-income families with financial need and academic ability. Cal Grant A recipients attending a California community college will have their awards reserved until they transfer to a 4-year college or university.

Cal Grant B is intended to aid high potential students from low-income families. The student must be enrolled in a course of study which lasts at least nine months and be taking at least six units of course work.

Cal Grant C is to help students from low- and middle-income families to attend vocational programs and schools. Students may apply if enrolled in vocational programs or designated manpower shortage occupations if such programs last between four months and two years.

A student can receive only one Cal Grant award.

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

Scholarships—Community individuals and organizations have contributed monies to develop various college scholarships. Please visit the Cerro Coso Community College Financial Aid website link for more information on applying for scholarships.

Satisfactory Academic Progress Policy (SAP) For Financial Aid Programs

Federal regulations require that all students who receive federal financial aid make Satisfactory Academic Progress (also referred to as SAP throughout this policy and the Office of Financial Aid website) toward achieving a certificate or a degree. For financial aid purposes, progress is measured by the student's cumulative grade point average, percentage of units earned in relation to those attempted, and the length of the academic program.
SAP will be checked for all students after every semester, regardless of whether financial aid was received. Progress is evaluated based on all courses taken at Porterville College, Bakersfield College, and Cerro Coso College plus transfer units from prior colleges/universities.

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

1. **Academic Requirements** Students meeting all of the following requirements are considered to be acceptable for SAP and can be considered for financial aid or reinstatement of financial aid:

   A. Qualitative Measure- Maintain a minimum cumulative Grade Point Average (GPA) of 2.00. A, B, C, D, and F grades are used to calculate a student's GPA.

   B. Quantitative Measure (Pace of Progression)- Receive credit for at least 67 % of the total units attempted. Withdrawals (W), Incompletes (I or IP), No Credit (N, NC or NP, Report Delay (RD) and Failing (F) grades are considered units attempted. Transferable units accepted by the institution from prior colleges or universities will be included when determining a student's pace of progression.

   C. Maximum Timeframe- Have attempted less than 150% of the maximum cumulative units required for completion of their program, for example: Most certificate programs require 30

units to graduate; the maximum timeframe to complete the program would be 45 units. Most degree or transfer program requires 60 units or more to graduate; the maximum timeframe to complete the program would be 90 attempted units.

i. Up to 30 units of remedial coursework may be excluded from the student's cumulative units attempted.

ii. Repeated coursework and courses disregarded under Academic Renewal/ Grade Forgiveness will be excluded from units attempted. Students may only receive federal financial aid funding for one repeat of a previously taken course.

iii. All transferred units accepted by the institution from prior colleges or universities will be included when determining a student's maximum timeframe.

iv. If, at any point in time, it is determined that the student cannot complete their course of study within the maximum timeframe, the student will be immediately disqualified from future financial aid for the remainder of his or her program, even if he or she is meeting the current SAP standards outlined above.

2. **Financial Aid Warning**
If a student does not meet all cumulative academic requirements outlined in Section I at the end of a graded semester, the student will be placed on WARNING status. Students who are placed on WARNING status may continue to receive financial aid for one semester, after which the student must meet the requirements outlined in Section I. Students who complete a semester on WARNING must have their academic progress reviewed before their financial aid eligibility for the following semester is determined. Due to the short time period between semesters, there will be at least a three week delay in the notification of eligibility. If eligible, any disbursement of student aid will also be delayed.

3. **Financial Aid Suspension**
If a student does not meet all cumulative academic requirements outlined in Section I at the end of the FINANCIAL AID WARNING semester, or it is determined that the student will not be able to graduate within 150% maximum time frame limit, the student will be placed on financial aid SUSPENSION. Generally, a student who is suspended from financial aid may reestablish financial aid eligibility by meeting all cumulative SAP criteria outlined in Section I.

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

4. **Appealing Financial Aid/ Reinstatement of Financial Aid**
Under certain conditions, students placed on SUSPENSION may file an appeal for consideration of reinstatement of financial aid eligibility. The following are examples of reasons a student may file an appeal:

- Unable to complete their course of study within the maximum timeframe because of a change of academic major
- Documented serious injury, illness, or medical condition requiring doctor's care
- Death of an immediate family member (copy of death certificate required)
- Documented extenuating circumstances that were beyond the student's control

The following are not considered extenuating circumstances beyond a student's control:

- Personal problems not requiring professional intervention
- Poor time management
- Transportation problems
- Unaware of academic progress policies or other college requirements
- Not following assessment test recommendations
- Not following an Academic Counselor's recommendations
- Child care problems

To file an appeal, the student must submit a Petition for Reinstatement of Financial Aid

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

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

Satisfactory Academic Progress Appeal Process

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

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

Appeals may result in any one of the following actions:

- Reinstatement on Probation
- Denial of Reinstatement

Maximum Time Frame Extension Appeal Process

Students have the right to request an extension of their financial aid eligibility if they exceed or expect to exceed the maximum units allowed for their degree or certificate. Students will need to complete an appeal form and include an Educational Plan. Submission of an appeal does not guarantee approval.

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

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

Lifetime Eligibility for Pell Grant

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

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

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

Career Planning/ Placement Services

Career Planning/Placement Services assist individuals in making career decisions. These services, located in the Counseling Center, are open to all students and visitors from the community and include computerized career information and search

programs, a career information library, occupational interest inventories, individual counseling, and courses in career planning. The Cerro Coso Community College Job Development Specialist is available for information relating to job seeking skills, interview and resume writing techniques, and current employment opportunities. Appointments are available with the Job Development Specialist in the Career and Transfer Center at the IWV campus or by calling (760) 384-6276 or by going to **http:/www.cerrocoso.edu/studentservices/** and selecting "Career Center".

Learning Assistance Center (LAC)

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

Free self-paced, individualized GED preparation is available to students who enroll in courses at Cerro Coso Community College. Cerro Coso Community College no longer offers GED testing or GED Prep courses.

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

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

Learning Resource Center (LRC)

The LRC assists students and faculty with print, non-print, and online resources in support of instructional and educational goals. Unless otherwise posted, the LRC is open Monday through Friday, and consists of the Library, LAC, High Tech/ Alternative Media Center, instructional classrooms, and a virtual branch of the Kern County Law Library.

Print, non-print, and e-book collections can be searched in Horizon, the LRC's online catalog. Online, full-text periodical, newspaper, and reference resources are available at all Cerro Coso Community College sites and by remote access to current students, faculty, and staff.
The LRC web page, **http://www.cerrocoso.edu/lrc/**, offers students, and other internet users, information about the LRC services and staff.

Library

The LRC Library provides access to information in a variety of ways and formats. In addition to over 53,000 books in the collection, the library subscribes to 5 periodicals, 9 online full-text periodical and 2 newspaper indexes. The library is fully automated, with access to the catalog and periodical indexes not only on campus, but off-campus as well as via the Internet at **http://www.cerrocoso.edu/lrc/**. Reference librarians are available during library hours to assist library users with research needs.

Services available to all library users include:

- Library Research workshops
- Research Pod Computers (9)
- Study rooms for group work (4) (rooms are available on a first-come basis)
- Photocopying and computer printing (fee for use)
- Internet and computer access via computers in Computer Pods
- Telephone reference service (760) 384-6131
- Ask a Librarian 24/7 chat at **http://www.cerrocoso.edu/lrc/**

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

Student Housing

The South Gateway Student Apartments are located adjacent to the Eastern Sierra College Center's Mammoth Lakes campus and are available for single or double occupancy. These apartments, with spectacular views, are managed by the Mammoth Lakes Foundation

whose mission is to support higher education and cultural enrichment in the Eastern Sierra. For more information on cost and the application process log on to **http://www.mammothstudentapartments.org/** or call the Mammoth Lakes Foundation at (760) 934-3781.

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

Outreach Programs and Services

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

Student Activities Program

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

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

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

Student Clubs and Organizations

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

Student Complaint

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

These procedures apply to student complaints such as:

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

These procedures do not apply to student complaints which involve:

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

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

California Community College Chancellor's Office Note

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

You are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented:

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

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

Student Conduct

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

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

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

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

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

Veterans' Services

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

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

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

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

1. Fill out the application for federal VA benefits at http://www.gibill.va.gov/. The VA may require first-time applicants to send a copy of their DD214 form to Muskogee, OK (VA Regional Office, PO Box 8888, Muskogee, OK 74402-8888 before their application can be processed.

2. Contact a college counselor or educational advisor to

establish an appropriate educational objective and initiate a Student Educational Plan (SEP) The VA requires a Program Approval and the SEP update to be completed with an educational advisor or counselor for every semester that the student receives benefits. Contact the Counseling Office at (760) 3894-6219.

3. Order official transcripts from any previously attended regionally accredited institution, including military transcripts. Admission with previously earned credits will be granted upon official transcripts showing satisfactory scholarship and honorable dismissal from the institution previously attended. The counseling staff evaluates and applies appropriate credit to your Student Educational Plan. The inclusion of accepted, accredited units from submitted official transcripts, including military transcripts is required on the SEP update by the second semester of attendance. Please have official transcripts mailed to:

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

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

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

ACADEMIC INFORMATION AND STANDARDS

Academic Credit

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

Academic Freedom

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

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

Academic Honesty

The administration, faculty, and staff at Cerro Coso Community College believe that students are entitled to the finest education that the college can make available to them. At the same time, however, a student's achievement and proficiency in subject matter must include the realization that there are standards of academic honesty which should prevail in all one's endeavors.

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

Plagiarism and Cheating

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

Definition of Plagiarism

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

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

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing

completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

Definition of Cheating

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

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

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

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

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

Academic Renewal

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

1. At least five years have elapsed since the course work to be disregarded was completed.
2. Following the most recent grade to be disregarded a student must have:
    a. completed a minimum of 12 units at a regionally accredited institution with a minimum of a 2.0 GPA
    b. and where more than 12 units have been completed the student's cumulative GPA (not including the grades to be disregarded) must be a minimum of a 2.0 GPA.
3. The student must complete a petition for Academic Renewal with the assistance of a Cerro Coso Community College Educational Advisor or Counselor for submittal to the Academic Petitions Committee. The petition must certify in writing all of the following:
    a. that the past course work they wish to have disregarded is substandard and not representative of present scholastic ability and level of performance
    b. that the level of performance represented by the substandard course work was due to extenuating circumstances.

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

work is subject to reevaluation by each subsequent college attended.

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

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

Academic Exceptions Policy

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

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

Exceptions may be requested under the following conditions:

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

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

Students may NOT petition for the waiver of any General Education requirement.

Petitions may be obtained in the Counseling Office.

Catalog Rights/ Continuous Enrollment

Students graduating within five (5) academic years of initial enrollment shall have the option of completing either: (a) the degree requirements of the college catalog in effect at the time of initial enrollment; (b) the catalog in effect at the time the student last began continuous enrollment leading to graduation; (c) the catalog in effect at the point of graduation.

For the purpose of catalog rights, an academic record year begins in the fall semester and includes the following spring and summer terms.

To maintain catalog rights, the student must maintain continuous enrollment (no absence of two or more consecutive semesters) at any college within the Kern Community College District during the five (5) year period.

Any academic record symbol (A-F, P, NP, I, IP, RD, W) shall constitute enrollment. Students should contact counseling to petition for an exception based on an approved educational leave. If continuous enrollment is broken, the student must adhere to the graduation requirements in effect at the time continuous enrollment is re-established and maintained.

Credits Transferred from Other Institutions

Credit earned from other accredited institutions may be transferred to Cerro Coso Community College upon admission. Students will provide official transcripts in a sealed envelope from the institution or electronically through e-transcripts California. Transcripts submitted become the property of Cerro Coso Community College and cannot be returned to the student nor be forwarded to another institution. When a student

has three consecutive years of non-attendance at Cerro Coso Community College, transcripts from other institutions will be purged from the student's record. Students planning to graduate or transfer with certification from Cerro Coso Community College, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to Cerro Coso Community College. Transcripts should be sent to:

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

An evaluation of submitted transcripts can be requested at the counseling office of the student's local campus or online at **http://www.cerrocoso.edu/studentservices/counseling/**.

Advanced Placement Program

Advanced Placement (AP) is a program of college level courses and exams for high school students. Cerro Coso Community College grants credit toward its associate degrees for the successful completion of examinations of the Advanced Placement Program of the College Entrance Examination Board. Students who score a three, four or five may be granted up to six semester units of college credit per examination in accordance with established college standards and upon approval of the appropriate faculty chair. AP credit is awarded as non-GPA applicable transfer units earned. Additional information may be obtained from the Counseling Center (760) 384-6219.

Credit by Examination

Students who have completed 12 units at Cerro Coso Community College with a 2.00 GPA or higher in all college units attempted are eligible to petition for "credit by examination." A maximum of 30 semester units can be earned toward graduation at Cerro Coso Community College through credit by examination, which may include approved institutional course equivalency examinations, the CLEP Tests, Advanced Placement and appropriate USAFI and DANTES Examinations.

Credit may be granted to any student who satisfactorily passes an examination approved and conducted by proper authorities of Cerro Coso Community College. The granting of such credit is subject to the following qualifications:

1. The student must be in good standing and currently enrolled at Cerro Coso Community College.
2. The student must have completed a minimum of 12 units at Cerro Coso Community College with a grade point average of 2.0 or higher. This requirement may be waived for active duty military personnel in accordance with the provisions of an SOC Contract.
3. The Cerro Coso Community College faculty will determine which courses are eligible for credit-by-examination, as reflected on the Course Outline of Record.
4. All courses challenged must be listed in the College Catalog.
5. The number of units granted for a course will equal the number of units listed for the course in the College Catalog.
6. The course challenged cannot be one in which the student has received academic recognition. A student cannot challenge a course for which they have received upper division college credit.
7. The student may attempt credit by examination only once for a particular course.
8. Courses successfully challenged by examination (grade of "C" or better) will be entered on the student's transcript and indicated as "Credit by Examination," with the appropriate earned letter grade.
9. Units earned by examination are not considered as part of the student's semester study load. Therefore, such units cannot be used for reports to Social Security, Veterans Administration, financial aid, and similar agencies or be considered in determining eligibility for athletics or student offices.
10. A maximum of 30 semester units can be earned through credit-by-exam and can be applied to degree or certificate programs at Cerro Coso Community College.

To apply for Credit by Examination a student obtains a Credit by Examination application form in the

Counseling Center on the IWV campus or from the college office at other sites.

College Level Examination Program (CLEP)

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

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

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

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

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

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

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

International Baccalaureate Diploma Program

The International Baccalaureate Organization's Diploma Program is a comprehensive and rigorous two-year curriculum for university-bound students between the ages of 16 and 19. After completing the courses at the participating high school, students take the related IB examination, and the information is printed on their high school transcripts.

Cerro Coso Community College recognizes the high scholastic quality of the International Baccalaureate Diploma Program and awards credit or placement as approved. Students who plan to enroll at Cerro Coso Community College should submit a copy of their official IB transcript to the Counseling Center for evaluation.

Military Credit

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

Peace Corps or Other Public Service

Two units of general elective credit may be awarded for the usual period of training or indoctrination.

Tech Prep Program

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

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

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

Final Examinations

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

GRADES AND CREDITS

Grading System

Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of a course, the instructor will explain the course objectives and the basis upon which grades are determined. Grades and grade points are earned in each course on a semester basis and the student's level of achievement is recorded on his/her permanent transcript of record by one of the following: (Title V, Sections 51301, 51302, 51306)

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

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

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

Pass/No Pass Grading

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

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

1. P/NP grading may not be used for courses in a student's major field.
2. Units earned shall not be used to calculate grade point averages. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures.
3. A student must file or rescind a petition in the Office of Admissions and Records to take a course under P/NP grading no later than the first 20% of the term (end of the third week or equivalent).

4. Students planning to transfer to a 4-year college or university should note the following:
   a. "P" grades cannot be used in determining your GPA at the University of California or comparable institutions.
   b. The four-year school a student plans to attend should be consulted to determine whether or not it will accept "P" units.
   c. Some state colleges and universities stipulate that courses used to satisfy General Education requirements may not be taken for this type of grading.

Grade Point Average (GPA)

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

Grades

Grades are available to students via InsideCC online. Students needing an unofficial hard copy of their grades for employers, etc., may print a copy from their InsideCC account under student records, academic transcripts.

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

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

Grade Changes

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

HONORS

President's List

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

Graduation with Honors

Students who have completed at least 60 units in degree-applicable, letter-graded courses, have taken at least 12 of those units at Cerro Coso Community College, and who have earned a cumulative grade point average of 3.50 or higher are eligible for graduation with honors. The honors designation will appear on the diploma and transcript as follows:

Grade Point Average	Honor Designation
3.50-3.69	Cum laude
3.70-3.89	Magna cum laude
3.90-4.00	Summa cum laude

Phi Theta Kappa Honor Society

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

Contact: Christine Swiridoff, (760) 384-6312 or cswirido@cerrocoso.edu
Website: **http://www.cerrocoso.edu/campuslife/clubs/ptk/**.

GRADUATION AND GENERAL EDUCATION

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

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

Each degree requires students to meet all graduation and general education requirements. Students who plan to seek immediate employment rather than to transfer usually choose to meet the Cerro Coso Community College General Education Requirements. See page 40.

Students who wish to transfer to a four-year school select the California State University General Education Breadth see page 40 to transfer to a California State University or the Intersegmental General Education Transfer Curriculum (IGETC) see page 42 to transfer to either a University of California Campus or a California State University Campus.

Graduation with an Associate Degree

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

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

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

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

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

Level 1 - Minimum Standards satisfied.

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

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

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

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

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

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

Level 2 - READ C056 (course credit applicable to Associate Degree as an elective)

Level 3 - READ C046 (course credit not applicable to Associate Degree; does not apply to graduation)

Level 4 - READ C036 (course credit not applicable to Associate Degree; does not apply to graduation)

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

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

Level 2 - MATH C055, C056, C057

Level 3 - MATH C050

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

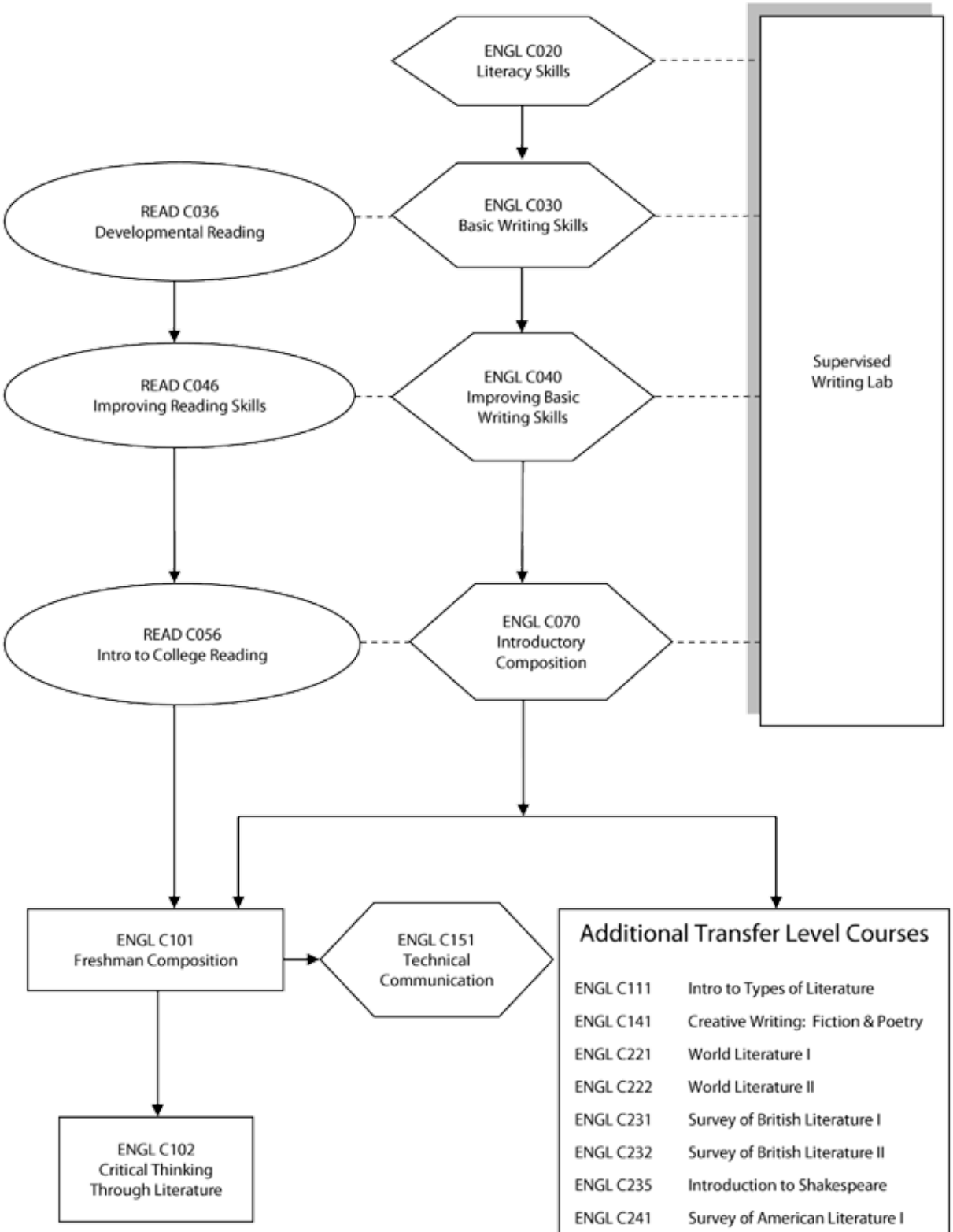
Level 5 - MATH C020 (course credit not applicable to Associate Degree; does not apply to graduation)

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

- Have an official record of a grade of "C" or better in a course with a prerequisite of MATH C050 or higher, such as MATH C056, MATH C057, MATH C101, or equivalent from another college.
- Have a grade of "B" or better in both semesters of second-year high school algebra taken within the last two (2) years.
- Receive an appropriate score on the Algebra placement test.

6. General Education: Complete the General Education pattern (see page 40).

ENGLISH/READING COURSE SEQUENCES



Additional Transfer Level Courses

ENGL C111	Intro to Types of Literature
ENGL C141	Creative Writing: Fiction & Poetry
ENGL C221	World Literature I
ENGL C222	World Literature II
ENGL C231	Survey of British Literature I
ENGL C232	Survey of British Literature II
ENGL C235	Introduction to Shakespeare
ENGL C241	Survey of American Literature I
ENGL C242	Survey of American Literature II
ENGL C245	Women's Literature
ENGL C249	Multi-Ethnic American Literature

MATHEMATICS COURSE SEQUENCES

NOTE: All flow charts assume student possesses basic arithmetic and pre-algebra skills (see MATH C020, C040). Suggested sequences only; see catalog for graduation requirements.

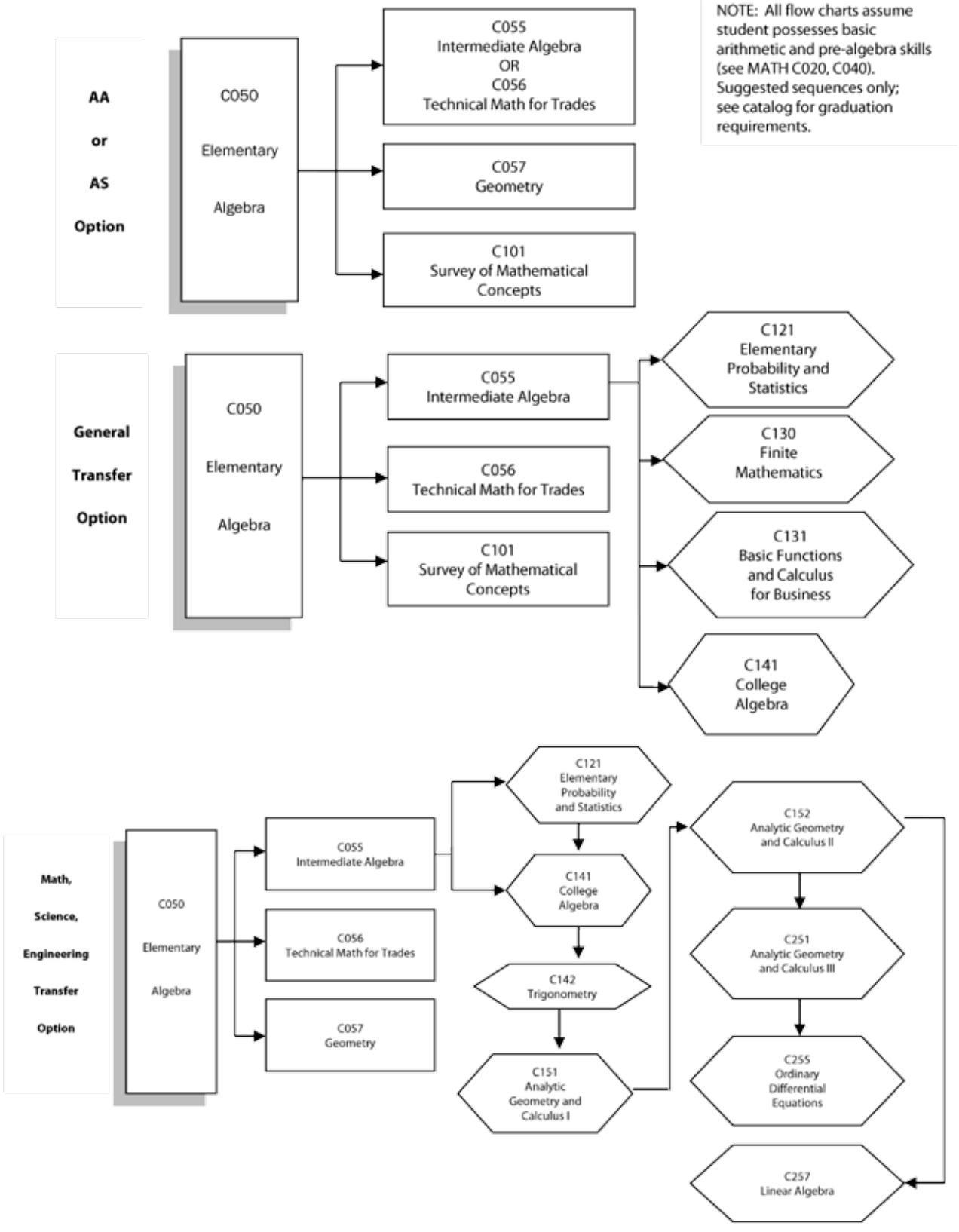


TABLE A - GENERAL EDUCATION REQUIREMENTS-AA/AS DEGREE

AREA 1: NATURAL SCIENCE

(Choose one of the following two options):

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

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

Life Sciences:
ANTH C121
BIOL C101
BIOL C101H
BIOL C105 (L)
BIOL C105H
BIOL C111 (L)
BIOL C111H (L)
BIOL C112 (L)
BIOL C112H (L)
BIOL C115 (L)
BIOL C121
BIOL C122 (L)
BIOL C125 (L)
BIOL C141
BIOL C142 (L)
BIOL C145
BIOL C251 (L)
BIOL C255 (L)
BIOL C261 (L)

Physical Sciences:
CHEM C101 (L)
CHEM C111 (L)
CHEM C113 (L)
CHEM C113H (L)
CHEM C221 (L)
CHEM C223 (L)
CHEM C223H (L)
GEOG C101
GEOG C102 (L)
GEOG C111 (L)
GEOL C111 (L)
PHSC C101
PHSC C102 (L)
PHSC C105
PHSC C111
PHSC 112
PHSC C115 (L)
PHSC C121
PHSC C122 (L)
PHSC C125 (L)
PHSC C131
PHSC C132 (L)
PHYS C111 (L)
PHYS C113
PHYS C211

AREA 2: SOCIAL & BEHAVIORAL SCIENCES

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

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

Economics & Political:
ECON C101
ECON C102
ECON C103
POLS C101
POLS C102
POLS C204

Historical:
HIST C103
HIST C103H
HIST C104
HIST C104H
HIST C131
HIST C131H
HIST C132
HIST C132H
HIST C218

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

Ethnic Studies:
HIST C209 (D)

AREA 3: HUMANITIES

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

Active Participation:
ART C111
ART C115
ART C121
ART C131
ART C141
ART C151
ART C165
ART C231
MUSC C121
MUSC C122
MUSC C126
MUSC C131
MUSC C132
MUSC C135
MUSC C136
MUSC C151
MUSC C152
THEA C105
THEA C111
THEA C112
THEA C118
THEA C121
THEA C126
THEA C131
THEA C140
THEA C145
THEA C211
THEA C212
THEA C230
THEA C241
ENGL C141

Arts:
ART C101 (D)
ART C105
ART C106
ART C106H
MUSC C101
MUSC C101H
MUSC C118
MUSC C173 (D)
MUSC C181
MUSC C183
THEA C101
THEA C103

Literature:
ENGL C102
ENGL C102H
ENGL C111
ENGL C111H
ENGL C190
ENGL C221
ENGL C221H
ENGL C222
ENGL C222H
ENGL C231
ENGL C231H
ENGL C232
ENGL C232H
ENGL C235
ENGL C235H
ENGL C241
ENGL C241H
ENGL C242
ENGL C242H
ENGL C245 (D)
ENGL C245H (D)
ENGL C249 (D)
ENGL C249H (D)

Philosophy:
PHIL C101
PHIL C141
PHIL C161
PHIL C164
PHIL C205
PHIL C215

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

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

AREA 4: LANGUAGE & RATIONALITY

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

English Composition:
ENGL C101
ENGL C101H
ENGL C151

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

AREA 5: INFORMATION COMPETENCY

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

IC C075
PROFICIENCY EXAM

AREA 6: DIVERSITY

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

Diversity:
ART C101
BSAD C152
CHDV C125
CHDV C241
DMA C113
ENGL C245
ENGL C245H
ENGL C249
ENGL C249H
FILM/SPAN C211
HCRS C250
HIST C209
HMSV C102
SOCI C210
SOCI C220
MUSC C173
SOCI C131

AREA 7: HEALTH & WELLNESS

Choose from the following options:

OPTION I: One course from the following:

CHDV C121
HCRS C121
HSCI C101
PSYC C231

OPTION II: Completion of one of the following:

a) PHED C102 and ONE 1-unit P.E. Activity Class

b) THREE 1-unit P.E. Activity Classes

TABLE B - CSU GENERAL EDUCATION CERTIFICATION

AREA A: ENGLISH LANGUAGE COMMUNICATION & CRITICAL THINKING

3 courses; minimum 9 units required

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

A1. Oral Communication
SPCH C101
SPCH C105

A2. Written Communication
ENGL C101
ENGL C101H
CLEP
AP

A3. Critical Thinking
ENGL C102
ENGL C102H
PHIL C205

AREA B: SCIENTIFIC INQUIRY & QUANTITATIVE REASONING

3 courses; minimum 10 units required

Complete ONE course in Area B1 and ONE course from Area B2; one course MUST have corresponding lab.

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

B1. Physical Science
CHEM C101+
CHEM C111+
CHEM C111H+
CHEM C113+
CHEM C113H+
CHEM C221+
GEOG C101
GEOG C111+
GEOL C111+
PHSC C101
PHSC C111
PHSC C121
PHSC C125+
PHSC C131
PHSC C141
PHYS C111+
PHYS C113+
PHYS C211+
CLEP
AP

B2. Life Science
ANTH C121
BIOL C101
BIOL C101H
BIOL C105+
BIOL C105H+
BIOL C111+
BIOL C111H+
BIOL C112+
BIOL C112H+
BIOL C121
BIOL C141
BIOL C251+
BIOL C255+
BIOL C261+
CLEP
AP

B3. Laboratory
BIOL C102
BIOL C122
BIOL C142
GEOG C102
PHSC C102
PHSC C112
PHSC C122
PHSC C132

B4. Mathematics/ Quantitative Reasoning
MATH C121
MATH C121H
MATH C130
MATH C131
MATH C141
MATH C142
MATH C151
MATH C152
MATH C251
MATH C255
MATH C257
CLEP
AP

AREA C: ARTS & HUMANITIES

3 courses; minimum 9 units required

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

C1. ARTS
ART C101
ART C105
ART C106
ART C106H
ART C111
ART C121
ART C131
ART C141
ART C151
MUSC C101
MUSC C101H
MUSC C118
MUSC C121
MUSC C122
MUSC C131
MUSC C132
MUSC C151
MUSC C152
MUSC C173
CLEP
THEA C101
THEA C103
THEA C111
THEA C121
AP

C2. Humanities
ASL C101
ASL C102
ENGL C111
ENGL C111H
ENGL C141
ENGL C190
ENGL C221
ENGL C221H
ENGL C222
ENGL C222H
ENGL C231
ENGL C231H
ENGL C232
ENGL C232H
ENGL C235
ENGL C235H
ENGL C241
ENGL C241H
ENGL C242
ENGL C242H
ENGL C245
ENGL C245H
ENGL C249
ENGL C249H
FREN C101
HIST C224
LATN C101
LATN C102
LATN C201
LATN C202
PHIL C101
PHIL C101H
PHIL C141
PHIL C161
PHIL C215
SPAN C100
SPAN C101
SPAN C102
SPAN C110
SPAN C180
CLEP
AP

AREA D: SOCIAL SCIENCES

3 courses; minimum 9 units required

Select ONE course from THREE DIFFERENT sub-groups.

D1. Anthropology & Archeology
ANTH C111
ANTH C121
ANTH C131

D2. Economics
ECON C101
ECON C102
ECON C103
AP

D3. Ethnic Studies
HIST C209
SOCI C210
SOCI C220

D4. Gender Studies
SOCI C220
SOCI C131

D5. Geography
GEOG C131

D6. History
HIST C103
HIST C103H
HIST C104
HIST C104H
HIST C131
HIST C131H
HIST C132
HIST C132H
HIST C209
HIST C218
CLEP
AP

D7. Interdisciplinary Social or Behavioral Science
CHDV C104
CHDV C105
CHDV C106

D8. Political Science & Government
POLS C102
POLS C204

D9. Psychology
PSYC C101
PSYC C101H
PSYC C211
PSYC C231
PSYC C241
PSYC CLEP

D10. Sociology & Criminology
SOCI C101
SOCI C210
CLEP
ADMJ C101

AREA E: LIFELONG LEARNING & SELF-DEVELOPMENT

3 courses; minimum 5 units required

Select ONE course from E1 and TWO courses from E2.

E1. Integrated Organism
HSCI C101
PSYC C211
PSYC C231
PSYC C251
CHDV C106

E2. Activity
TWO Physical Education ACTIVITY courses.

U.S. HISTORY, CONSTITUTION & GOVERNMENT REQUIREMENT

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

U.S. History
HIST C131
HIST C131H
HIST C132
HIST C132H
AP

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

Constitution & Government
POLS C101
POLS C101H
AP

TABLE C - INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

AREA 1: ENGLISH COMMUNICATION

UC: 2 courses/minimum 6 semester units; ONE course from A and ONE from B.

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

A. English Composition
ENGL C101
ENGL C101H
CLEP (CSU only)
AP

B. Critical Thinking/ Communication
ENGL C102
ENGL C102H

C. Oral Communication
Required for CSU transfer only

SPCH C101
SPCH C105

AREA 2: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

1 course; minimum 3 units required

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

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

AREA 3: ARTS & HUMANITIES

3 courses; minimum 9 units required

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

A. Arts
ART C101
ART C105
ART C106
ART C106H
MUSC C101
MUSC C101H
MUSC C118
MUSC C173
THEA C101
THEA C103
AP

B. Humanities
ENGL C111
ENGL C111H
ENGL C190
ENGL C221
ENGL C221H
ENGL C222
ENGL C222H
ENGL C231
ENGL C231H
ENGL C232
ENGL C232H
ENGL C235
ENGL C235H
ENGL C241
ENGL C241H
ENGL C242
ENGL C242H
ENGL C245
ENGL C245H
ENGL C249
ENGL C249H
HIST C103
HIST C103H
HIST C104
HIST C104H
HIST C209
HIST C224
LATN C201
LATNC202
PHIL C101
PHIL C101H
PHIL C141
PHIL C161
PHIL C215
SPAN C201
SPAN C202
AP

AREA 4: SOCIAL & BEHAVIORAL SCIENCES

3 courses; minimum 9 units required

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

A.
ANTH C111
ANTH C121
ANTH C131

B.
ECON C101
ECON C102
ECON C103
AP

C.
SOCI C210
SOCI C220

D.
SOCI C220

E.
GEOG C131

F.
HIST C131
HIST C131H
HIST C132,
HIST 132H
HIST C218
CLEP
AP

G.
CHDV C104
CHDV C106

H.
POLS C101
POLS C101H
POLS C102
POLS C204

I.
PSYC C101
PSYC C101H
PSYC C102
PSYC C211
PSYC C241
PSYC C251

J.
SOCI C101
SOCI C131
SOCI C210

AREA 5: PHYSICAL & BIOLOGICAL SCIENCES

2 courses; minimum 7 units required

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

*Indicates Lab Course

A. Physical Science
CHEM C101*
CHEM C111*
CHEM C113*
CHEM C113H*
CHEM C221*
GEOG C101
GEOG C111*
GEOL C111*
GEOL C131
PHSC C101
PHSC C102
PHSC C111
PHSC C112*
PHSC C121
PHSC C122
PHSC C125*
PHSC C131
PHSC C132
PHYS C111*
PHYS C113*
PHYS C211*

B. Biological Science
ANTH C121
BIOL C101
BIOL C101H
BIOL C105*
BIOL C105H*
BIOL C111*
BIOL C111H*
BIOL C112*
BIOL C112H*
BIOL C121
BIOL C122*
BIOL C141
BIOL C142*
BIOL C251*
BIOL C255*
BIOL C261*

AREA 6: LANGUAGE OTHER THAN ENGLISH

Required for transfer to UC only

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

ASL C101
ASL C102
LATN C102
LATN C201
LATN C202
SPAN C101
SPAN C102
SPAN C180
SPAN C201
SPAN C202
One course from each subject area

U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS

CSU Graduation requirement only

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

1.
POLS C101
POLS C101H

2.
HIST C131
HIST C131H
HIST C132
HIST C132H

IMPORTANT INFORMATION & NOTES

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

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

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

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

GENERAL EDUCATION REQUIREMENTS-AA/AS DEGREE

OVERALL REQUIREMENTS

Students must complete a minimum of 60 degree applicable units to include a minimum of 26 units of General Education.
1. A minimum grade-point average of 2.0 ("C") is required to meet the AA/AS degree requirements.
2. A minimum grade of "C" or better is required in each English, reading and math course, as well as each course taken to complete Major requirements.
3. A minimum of 12 units must be completed at Cerro Coso Community College.
NOTE: Courses may not be used to satisfy more than one General Education requirement except in the area of Diversity.

MAJOR REQUIREMENTS

Satisfactory completion of at least 18 semester units of study in a specific discipline or in related disciplines. Course work used to satisfy general education requirements can also be used to satisfy major field requirements and must be completed with a grade of "C" or better.
a. Associate in Arts degree: a general education major consisting of a program of study intended primarily to prepare the student for transfer to a four-year institution.
b. Associate in Science degree: a science or occupational/career major consisting of a program of 18 or more units of designated courses representing a single area of concentration.

GRADUATION EVALUATION

It is the student's responsibility to meet with a counselor to request a Graduation Evaluation and Petition to Graduate during the semester that they plan to finish their degree requirements. Official transcripts of any coursework completed at an institution other than Cerro Coso must be on file prior to completion of a Graduation Evaluation.
NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution, please contact a counselor.

ADDITIONAL ASSOCIATE DEGREES

Students who hold one Associate degree may qualify for another degree under the conditions that they:
1. Complete all current graduation general education requirements, either through acceptance of previous college credits or by additional course work, and
2. Complete all required major field courses in a recognized general major or occupational/career program as outlined in this catalog. If a student meets the foregoing prerequisites, a second degree may be awarded upon completion of a minimum of 18 units subsequent to the completion of the requirements for the previous degree.
**Two degrees may be awarded to a student within the same semester if all requirements for both degrees are completed within that same semester.
Note: AA degree graduates from the Community College of the Air Force (CCAF) are eligible to earn an AA degree from Cerro Coso.

CSU GENERAL EDUCATION CERTIFICATION

MINIMUM ADMISSION REQUIREMENTS FOR CSU TRANSFER STUDENTS:

1. Complete 60 semester units of transferable college (courses numbered 100-299, baccalaureate transferability is subject to review by individual transfer institutions) with a GPA of at least 2.0, in order to be eligible for CSU admission.
2. Complete a minimum of 30 and maximum of 39 semester units from the CSU general education pattern. To be eligible for admission to the CSU campuses, students must complete Area A1, A2, A3, and B4 of the general education pattern.

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

CSU GE CERTIFICATION

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

ASSOCIATE ARTS DEGREE

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

ADVANCED PLACEMENT EXAMINATIONS

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

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

MINIMUM ADMISSION REQUIREMENTS FOR UC TRANSFER STUDENTS:

1. Complete 60 semester units of transferable college credit (courses numbered 100-299, baccalaureate transferability is subject to review by individual transfer institutions) with a GPA of at least 2.4.
2. Complete the following course pattern, earning a grade of "C" or better in each course:
A. Two transferable courses in English composition: ENGL 101 **AND** ENGL 102
B. One transferable course in mathematical concepts & quantitative reasoning: MATH C121, C121H, C130, C131, C141, C151, C152, C251, C255, C257
C. Four transferable courses chosen from at least two of the following subject areas:
a) Arts & Humanities; b) Social & Behavioral Sciences; c) Physical & Biological Sciences
Completion of the IGETC will satisfy the course pattern requirement for the minimum admission requirements listed above (#2). The IGETC is most advantageous for transfers who have not yet decided on a major or a campus. Once a student has identified a major, it is important for the student to work toward fulfilling any required preparatory courses, particularly in professional or "high unit" majors that select applicant on the basis of satisfaction of lower division major requirements. Students pursuing these types of programs should note that it is more important to complete the required preparatory courses than it is to complete the IGETC.
In general, it is not advisable for transfer students preparing for engineering majors (at any campus) to use the IGETC. Students entering "high unit" majors, such as those in the sciences, can follow the IGETC at some UC campuses (see IGETC Exceptions below), but must be careful to complete any needed lower division major preparation. For example, majors in the sciences not only have specific science prerequisites, but also have substantial mathematics requirements. Students pursuing these types of programs should use the GE-Breadth requirements for the specific major and campus of their choice an complete the Minimum Admissions Requirements listed above (see a counselor for course selection). Students considering transfer should see a counselor and go to **http://www.assist.org/**.

IGETC CERTIFICATION

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

ASSOCIATE OF ARTS DEGREE

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

ADVANCED PLACEMENT EXAMINATIONS

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

CATALOG RIGHTS

Students graduating within five (5) academic years of initial enrollment shall have the option of completing either: (a) the degree requirements of the College catalog in effect at the time of initial enrollment; or (b) any set of revised degree requirements published in a subsequent Cerro Coso catalog. Students graduating more than five (5) academic years after initial enrollment must adhere to the specific degree requirements in effect in any Cerro Coso catalog within the five-year period prior to the students' graduation. To maintain catalog rights, the student must maintain continuous enrollment (no absence of two or more semesters) during the five (5) year period.

Catalog rights apply only to Cerro Coso graduation and program requirements. If other institutions change their requirements for entrance, graduation, satisfaction of general education patterns, or in other ways it may be necessary for the student to meet the new requirements upon transfer, even if continuous enrollment has been maintained.

Applying for Graduation

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

Commencement Ceremonies

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

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

Multiple Majors

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

Additional Associate Degrees

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

1. Complete all current graduation general education requirements, either through acceptance of previous college credits or by additional course work, and
2. Complete all required major field courses in a recognized general major or occupational/career program as outlined in this catalog. If a student meets the foregoing prerequisites, a second degree may be awarded upon completion of a minimum of 18 units subsequent to the completion of the requirements for the previous degree.

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

GENERAL EDUCATION

Philosophy

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

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

General Education Learning Outcomes

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

Natural Sciences:

- Effectively communicate scientific results, including

graphically, verbally, and in writing.

- Demonstrate competency of the Scientific Method, including the experimental and empirical methodologies characteristic of science and the modern methods and tools used in scientific inquiry.

Social and Behavioral Sciences:

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

Humanities:

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

Language and Rationality:

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

Information Competency:

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

Diversity:

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

Health and Wellness:

- Analyze and apply the principles of health and wellness.

General Education Options to Transfer

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

Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Independent California Colleges and Universities

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

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time.

The requirements are outlined in the respective college catalogs available online and in the Career and Transfer Center at the IWV campus.

University of California (UC)

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

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

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

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

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

California State University (CSU)

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

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

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

ASSIST

ASSIST is a web-based articulation and transfer planning system that can be accessed at **http://www.assist.org/**. It describes how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and, therefore, provides the most accurate and up-to-date information available about student transfer in California. For further information, see a counselor.

PROGRAMS OF STUDY

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

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

Associate degrees can be attained in specific majors offering specialization and depth of instruction. Students earning these major degrees must complete 60 total units in some combination of major coursework with a "C" or better and general education requirements.
Students who do not wish to pursue a specialization can still attain an Associate in Liberal Arts by taking 18 units in a designated Area of Emphasis. Liberal Arts options are offered in the areas of Arts & Humanities, Social & Behavioral Sciences, and Mathematics & Science. All of the prescribed coursework within each of these degrees is baccalaureate-applicable and considered appropriate for students who plan to continue their education at a 4-year college or university.

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

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

The AA-T and AS-T Degrees for Transfer offered by Cerro Coso are clearly designated in the pages that follow. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

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

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

Administration of Justice Associate in Science Degree for Transfer (AS-T) 49
Administration of Justice Associate in Science Degree 50
Administration of Justice Certificate of Achievement 51
Business Administration Associate in Arts Degree 51
Business Associate in Science Degree 52
Business Certificate of Achievement 53
Business Office Technology Associate in Science Degree 54
Business Office Technology Certificate of Achievement 55
Business Office Technology Office Assistant Certificate of Achievement 55
Business Office Technology Office Clerk Certificate of Achievement 56
Child Development Associate in Arts Degree 57
Child Development Associate Teacher Job Skills Certificate 58
Child Development Teacher Certificate of Achievement 59
Child Development Master Teacher Certificate of Achievement 60
Child Development Site Supervisor Certificate of Achievement 62
Computer Information Systems Associate in Science Degree 63
Computer Information Systems Certificate of Achievement 64
Computer Science Associate in Science Degree 65
Engineering Associate in Science Degree 66
Fire Technology Associate in Science Degree 67
Fire Technology Certificate of Achievement 68
General Sciences Associate in Arts Degree 69
Human Service Associate in Science Degree 70
Human Services Worker Certificate of Achievement 71
Liberal Arts: Arts and Humanities Associate in Arts Degree 71
Liberal Arts: Math and Science Associate in Arts Degree 73
Liberal Arts: Social and Behavioral Science Associate in Arts Degree 75
Machine Tool Technology Associate in Science Degree 76
Machine Tool Technology Certificate of Achievement 77
Management Associate in Science Degree 77
Management Certificate of Achievement 78
Mathematics Associate in Arts Degree for Transfer (AA-T) 79
Mathematics Associate in Arts Degree 80
Paralegal Studies Associate in Science Degree 81
Paralegal Studies Certificate of Achievement 81
Small Business Management/Entrepreneurship Associate in Science Degree 82
Small Business Management/Entrepreneurship Certificate of Achievement 83
Vocational Nursing Associate in Science Degree 83
Vocational Nursing Certificate of Achievement 84
Web Design Associate in Science Degree 85
Web Design Certificate of Achievement 86
Welding Technology Associate in Science Degree 87
Welding Technology Certificate of Achievement 88
Welding Processes Certificate of Achievement 89

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

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

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

   a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.

   b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.

2. Obtainment of a minimum grade point average of 2.0

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

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

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

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

Area A - Complete the following courses:

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

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

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

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

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

Complete one of the following general education patterns:

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

Administration of Justice Associate in Science Degree

The Administration of Justice Associate in Science Degree (60 units total, 21 units in the major) prepares students for careers in the criminal justice field. This course of study offers a broad base of knowledge, which is designed to provide the foundation for the pursuit of advanced studies in criminal justice.

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 from 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 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

- Identify and apply communications skills when interacting with all people.
- Identify the need for understanding diverse populations in the criminal justice field and establish strategies for effectively communicating with those diverse populations.
- Identify the cultural differences found in most communities and apply methods of effectively bridging those differences.
- Demonstrate and apply critical thinking skills in dealing with ethical decision making within the criminal justice system.
- Demonstrate the ability to locate resources which enable the resolution of problems within the community and the participants of the criminal justice system.
- Recognize the major impact ethics and morality has on the citizens the law enforcement profession serves and the daily interactions with others within the criminal justice system.
- Develop effective writing skills to properly document law enforcement priorities.
- Demonstrate an understanding of the theory and application of law enforcement rules, regulations, and applicable laws.
- Demonstrate the ability to make the correct decision during critical life-threatening situations.

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 C101	Introduction to the Administration of Justice	3 Units
ADMJ C105	Concepts of Criminal Law	3
ADMJ C111	Principles and Procedures of the Justice System	3
ADMJ C115	Legal Aspects of Evidence	3
ADMJ C121	Community Relations	3

Select 6 units from the following courses:

ADMJ C125	Principles of Investigation	3 Units
ADMJ C131	Juvenile Procedures	3
ADMJ C151	Introduction to Corrections	3
ADMJ C205	California Vehicle Code	3
ADMJ C211	Concepts of Enforcement Services	3
ADMJ C215	Patrol Procedures	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

Administration of Justice Certificate of Achievement

Administration of Justice Certificate of Achievement (21 units): Any student completing the courses required for the major qualifies for a certificate in Administration of Justice.

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

- Identify and apply communications skills when interacting with all people.
- Identify the need for understanding diverse populations in the criminal justice field and establish strategies for effectively communicating with those diverse populations.
- Identify the cultural differences found in most communities and apply methods of effectively bridging those differences.
- Demonstrate and apply critical thinking skills in dealing with ethical decision making within the criminal justice system.
- Demonstrate the ability to locate resources which enable the resolution of problems within the community and the participants of the criminal justice system.
- Recognize the major impact ethics and morality have on the citizens the law enforcement profession serves and the daily interactions with others within the criminal justice system.
- Develop effective writing skills to properly document law enforcement priorities.
- Demonstrate an understanding of the theory and application of law enforcement rules, regulations, and applicable laws.
- Demonstrate the ability to make the correct decision during critical life-threatening situations.

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 C101	Introduction to the Administration of Justice	3 Units
ADMJ C105	Concepts of Criminal Law	3
ADMJ C111	Principles and Procedures of the Justice System	3
ADMJ C115	Legal Aspects of Evidence	3
ADMJ C121	Community Relations	3

Select 6 units from the following courses:

ADMJ C125	Principles of Investigation	3 Units
ADMJ C131	Juvenile Procedures	3
ADMJ C151	Introduction to Corrections	3
ADMJ C205	California Vehicle Code	3
ADMJ C211	Concepts of Enforcement Services	3
ADMJ C215	Patrol Procedures	3

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

Business Administration Associate in Arts Degree

The Business Administration Associate in Arts Degree (60 units total, 21 units in the major) is designed to prepare 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 and apply critical thinking skills to technical and economic issues in a global business environment.

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.

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

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

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

- Demonstrate a general understanding of the nature of business.
- Apply critical thinking skills (analysis, synthesis, evaluation) to technical and economic issues in a business environment.
- Recognize 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.

Complete all of the following courses:

BSAD C101	Financial Accounting	4 Units
BSAD C102	Managerial Accounting	4
CSCI C101	Introduction to Computer Information Systems	3
ECON C102	Macroeconomics	3
ECON C103	Microeconomics	3
MATH C121	Elementary Probability and Statistics	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

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 AA 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.

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 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.
- Demonstrate an understanding 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 C141	Human Relations in Business	3
BSAD C152	Managing Diversity in the Workplace	3
BSAD C251	Principles of Management and Organization	3
CSCI C101	Introduction to Computer Information Systems	3

Complete one of the following general education patterns:

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

Business Certificate of Achievement

The Business Certificate of Achievement (25 units) is designed to provide non-degree seeking students with a broad preparation for a career in business. Upon completion of this certificate, 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.

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 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.
- Demonstrate an understanding 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 C141	Human Relations in Business	3
BSAD C152	Managing Diversity in the Workplace	3
BSAD C251	Principles of Management and Organization	3
CSCI C101	Introduction to Computer Information Systems	3

Disclosures

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

Business Office Technology Associate in Science Degree

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

This degree is not specifically designed for transfer. 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.

Program Learning Outcomes

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

- Achieve 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, data base, 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 such as petty cash, bank deposits, accounts receivable, and accounts payable.
- Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
- Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

Courses

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

Complete all of the following courses:

BSAD C070	Business Mathematics	3 Units
BSAD C072	Introduction to Accounting	3
BSAD C145	Business Communication	3
BSAD C100	Introduction to Business	3
BSOT C127	MS PowerPoint	1
BSOT C131	Basic Computer Keyboarding	1
BSOT C154	Office Personnel Seminar	3
CSCI C070	Computer Literacy	1
CSCI C121	Beginning	1
CSCI C151	Intermediate Word	1
CSCI C123	Beginning Excel	1
CSCI C153	Intermediate	1
CSCI C125	Beginning Access	1
CSCI C155	Intermediate Access	1
CSCI C161	Advanced Word	1
CSCI C171	Introduction to the Internet and the World Wide Web	1

Select 4 units from the following courses:

CSCI C129	Microsoft Outlook	1
CSCI C135	Beginning Adobe Acrobat	1
CSCI C163	Advanced Exce	1
CSCI C165	Advanced Access	1
WEXP C101	Introduction to Work Experience	1
WEXP C102	Occupation and Career Work Experience I	1-3

Complete one of the following general education patterns:

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

Business 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.

Program Learning Outcomes

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

- Achieve 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, data base, 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 such as petty cash, bank deposits, accounts receivable, and accounts payable.
- Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
- Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

Courses

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

Complete all of the following courses:

BSAD C070	Business Mathematics	3 Units
BSAD C072	Introduction to Accounting	3
BSAD C145	Business Communication	3
BSAD C100	Introduction to Business	3
BSOT C100	Introduction to Business Office Technology	3
BSOT C127	MS PowerPoint	1
BSOT C131	Basic Computer Keyboarding	1
BSOT C131	Intermediate Computer Keyboarding	1
BSOT C154	Office Personnel Seminar	3
CSCI C070	Computer Literacy	1
CSCI C121	Beginning Word	1
CSCI C151	Intermediate Word	1
CSCI C123	Beginning Excel	1
CSCI C153	Intermediate Excel	1
CSCI C125	Beginning Access	1
CSCI C155	Intermediate Access	1
CSCI C161	Advanced Word	1
CSCI C171	Introduction to the Internet and the World Wide Web	1

Select 4 units from the following courses:

CSCI C129	Microsoft Outlook	1
CSCI C135	Beginning Adobe Acrobat	1
CSCI C163	Advanced Excel	1
CSCI C165	Advanced Access	1
WEXP C101	Introduction to Work Experience	1
WEXP C102	Occupation and Career Work Experience I	1-3

Disclosures

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

Business Office Technology Office Assistant Certificate of Achievement

Business Office Technology 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.

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

- Achieve 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.
- Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
- Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

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

Complete all of the following courses:

BSAD C070	Business Mathematics	3 Units
BSAD C072	Introduction to Accounting	3
BSAD C145	Business Communication	3
BSOT C100	Introduction to Business Office Technology	3
BSOT C132	Intermediate Computer Keyboarding	1
CSCI C121	Beginning Word	1
CSCI C151	Intermediate Word	1
CSCI C123	Beginning Excel	1
CSCI C153	Intermediate Excel	1
CSCI C129	Microsoft Outlook	1
or CSCI C125	Beginning Access	1
or CSCI C135	Beginning Adobe Acrobat	1

Business Office Technology Business 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.

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

- Achieve 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.
- 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.
- Demonstrate accuracy and efficiency using a desktop calculator to perform business mathematics calculations appropriate for routine office tasks requiring calculation.

Courses

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

Complete all of the following courses:

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

Child Development Associate in Arts Degree

The Child Development Associate in Arts Degree (60 units total, 30 units in the major) is designed for students interested in infant, toddler, preschool or school-age education. Students may earn an AA degree in Child Development or 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 AA 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 meet 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 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.

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

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

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

Courses

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

Complete all 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 C111	Principles of Child Guidance	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

Select 3 units from the following courses:

CHDV C145	Language and Literature	3 Units
CHDV C149	Play and Meaning	3

Observation: Students will be required to observe children in group settings. Students are encouraged to do their observations in licensed centers or licensed family child care homes in their community. Licensed-exempt facilities are acceptable.

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

Advisory: Level 1 Reading and Writing Advisories:

Students are expected to read a college level textbook, search articles from professional journals, and assigned readings. Reading Level 1 skills prepare students to succeed in CHDV classes by ensuring that they have the skills to read textbooks, journal articles, and assigned readings and are able to make connections between regulations, theory and best practice. The ability to make these connections adequately prepares students to participate in discussions, formulate answers for quizzes and exams, and summarize materials read. Reading Level 1 skills also ensure that students will have the ability to identify central points, evaluate sources, distinguish fact from opinion, identify bias, and draw inferences.

Students are expected to write summaries of text chapters, journal articles, and assigned readings, as well as to complete a research paper. Writing Level 1 skills prepare students to succeed in CHDV classes by ensuring they are able to write short essays that synthesize lectures and assigned readings and that are free of major spelling and grammatical errors. Writing Level 1 skills ensure that students are able to compose a formal research paper from multiple sources including finding, evaluating, organizing, synthesizing college-level reading materials, and to construct a detailed outline and annotated bibliography that projects the structure of the research paper and reflects the extent of their literature search and the relevance of the sources chosen. Writing Level 1 skills prepare students to use the corrected proof of their outline to draft a research paper that is properly formatted, written in clear and grammatically-correct prose.

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.

Child Development Associate Teacher Job Skills Certificate

The Child Development Associate Teacher Job Skills Certificate (12 units) is designed to provide students with the minimal level of education to

work with children in a group setting and includes required classes in the core areas (development; child, family, and community; curriculum).

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

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

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

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

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

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

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

Complete all of the following courses:

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

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

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

Child Development Teacher Certificate of Achievement

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

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

Assistant Teacher, Associate Teacher, and Teacher Permits.

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

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

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

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

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

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

Complete all 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 C111	Principles of Child Guidance	3
CHDV C121	Health, Safety and Nutrition	3
CHDV C125	Diversity in Education	3

Select 3 units from the following:

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

Permit
STATE OF CALIFORNIA CHILD DEVELOPMENT PERMIT: The California Commission on Teacher Credentialing grants permits in accordance with the Child Development Permit Matrix. Applications are separate from Cerro Coso Community College and must be submitted to California Commission on Teacher Credentialing. Contact any Child Development faculty member or visit the California Commission on Teacher Credentialing website **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/academic-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.

Program Learning Outcomes

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

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

Courses

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

Complete all of the following courses:

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

Select 3 units from the following:

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

Complete 6 specialization units*:

Infant Care Specialization

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

OR

School Age Care Specialization

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

OR

Diversity Specialization

CHDV C125	Diversity in Education	3 Units
HMSV C102	Cultural Competence in Human Services	3

OR Children with Exceptional Needs Specialization

CHDV C125	Diversity in Education	3 Units
CHDV C241	The Exceptional Child	3

*Other specializations can be developed. Please contact the Child Development Faculty Chair.

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

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

Child Development Site Supervisor Certificate of Achievement

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

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

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

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

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

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

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

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

the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

Complete all the following courses:

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

Select 3 units from the following:

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

Permit

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

Site Supervisor Permit: 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, 28 units in the major) is designed for students pursuing professional employment in computer information systems for business. Students are prepared to pursue a career in network, systems, or database administration; technical and applications support; and computer programming. Designed for both full and part-time students, this program is appropriate to both those currently employed and those seeking to enter this field.

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

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

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," "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.

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 sufficient understanding and application of business and related information technology concepts for entry level employment and advancement in the field. This includes an understanding of the fundamentals of computers and computer nomenclature and why they are essential components in business and society.

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

Courses

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

Complete all of the following courses:

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

Select at least 9 units from the following courses:

CSCI C140	A+ Essential Skills for Computers	2 Units
CSCI C141	A+ Standard Skills for IT Technicians	2
CSCI C143	Network + Fundamentals of Network Technologies	3
CSCI C146	Security + Fundamentals of Network Security	3
CSCI C265	Introductory C++ Programming	3
CSCI C267	Introduction to Java Programming	3
CSCI C280	Web Application Development Using PHP	3

Complete one of the following general education patterns:

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

Computer Information Systems Certificate of Achievement

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

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

Program Learning Outcomes

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

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

Courses

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

Complete all of the following courses:

BSAD C100	Introduction to Business	3 Units

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

Select at least of 9 units from the following courses:

CSCI C140	A+ Essential Skills for Computers	2 Units
CSCI C141	A+ Standard Skills for IT Technicians	2
CSCI C143	Network + Fundamentals of Network Technologies	3
CSCI C146	Security + Fundamentals of Network Security	3
CSCI C265	Introductory C++ Programming	3
CSCI C267	Introduction to Java Programming	3
CSCI C280	Web Application Development Using PHP	3

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

Computer Science Associate in Science Degree

The Computer Science Associate in Science Degree (60 units total, 31 units in the major) is designed to prepare students for transfer to a four-year institution to continue studies in Computer Science or comparable programs. Upon completion of the degree, the student will be able to demonstrate an understanding of the fundamental mathematical and scientific principles underlying computing and information processing, apply knowledge of the principles of computer science to a variety of problems, and understand the fundamentals of computer organization, architecture and data structures.

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.

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 an understanding of the fundamental mathematical, statistical, and scientific principles underlying computing and information processing.
- Apply knowledge of the principles of computer science to a variety of problems.
- Understand the fundamentals of computer organization, architecture and data structures.
- Discuss social computing issues.

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 C252	Introduction to Computer Science	3 Units
CSCI C265	Introductory C++ Programming	3
or CSCI C267	Introduction to Java Programming	3
MATH C151	Analytic Geometry and Calculus I	5
MATH C152	Analytic Geometry and Calculus II	5
MATH C251	Analytic Geometry and Calculus III	5
PHYS C111	Mechanics	5
PHYS C113	Electricity and Magnetism	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

Engineering Associate in Science Degree

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

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

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," "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 courses to be taken for a grade. Please consult a counselor and **http://www.assist.org/** to determine any limitations on Pass/No Pass grading in major preparation courses.

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

Program Learning Outcomes

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

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

Courses

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

Complete all of the following courses:

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

Select at least 9 units from the following courses:

CHEM C111	General Inorganic Chemistry I	5 Units
CSCI C265	Introductory C++ Programming	3
DMA C129	3D Solids Modeling with Solid Works	3
ENGR C120	Introduction to Materials Science	4
ENGR C185	Digital Logic and Design	4
ENGR C210	Engineering Mechanics: Statics	3
ENGR C230	Engineering Circuit Analysis	4
MATH C251	Analytic Geometry and Calculus III	5
MATH C255	Ordinary Differential Equations	4
PHYS C211	Waves, Optics and Modern Physics	5

Complete one of the following general education patterns:

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

Fire Technology Associate in Science Degree

The Fire Technology Associate in Science Degree (60 units total, 33 units in the major) offers the student the opportunity to develop the professional skills and knowledge necessary to serve as an effective leader and manager in the public safety environment. The program is built around a "core" of courses that focus on broad knowledge and principles central to any fire-related situation - urban, suburban, rural, wildlands or industrial. The program covers the various aspects of the profession, provides content knowledge, and improves employment opportunities in the field, as well as prepares students for entry level management responsibilities and increases technical knowledge necessary for diverse public and private leadership situations.

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.

Program Learning Outcomes

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

- Identify minimum qualifications and entry-level skills for fire fighter hiring and description the following elements: application process, written exam process, physical agility exam, oral interview, chief 's interview, background investigation, and fire fighter probationary process.
- Demonstrate the ability to analyze, appraise, and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including size-up, report on conditions, Incident Command System, RECEO; 10 Standard Firefighting Orders, 18 Situations that Shout "Watch Out", and common factors associated with injuries and line of duty deaths.
- Identify and comprehend laws, regulations, codes, and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them, especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
- Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer.
- Calculate flow requirements for fire apparatus, diagram a pump and plumbing schematic for fire apparatus, and apply mathematics formulae to hydraulics problems.
- Identify and describe the apparatus used in the fire service, and the equipment and maintenance of fire apparatus and equipment.
- Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety.
- Differentiate between fire detection and fire suppression systems. Student will design and diagram a wet and dry fire protection system, and identify alarm system components and their operations.

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:

FIRE C101	Fire Protection Organization	3 Units
FIRE C105	Fire Prevention Technology	3
FIRE C111	Fire Protection Equipment and Systems	3
FIRE C115	Building Construction for Fire Protection	3
FIRE C121	Fire Behavior and Combustion	3
FIRE C125	Fire Hydraulics	3
FIRE C131	Wildland Fire Control	3

Select 12 units from the following courses:

FIRE C211	Fire Management	3 Units

FIRE C252	Fire Command 1a	3
FIRE C253	Fire Command 1b	3
FIRE C254	Fire Prevention 1a	3
FIRE C255	Fire Prevention 1b	3
FIRE C261	Fire Investigation	3
FIRE C265	Fire Instructor 1a	3
FIRE C266	Fire Instructor 1b	3
FIRE C275	Emergency Vehicle Operation (Driver - Operator)	3
FIRE C276	Fire Pump Operation (Driver - Operator)	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

Fire Technology Certificate of Achievement

Fire Technology Certificate of Achievement (33 units): Any student completing the courses required for the major qualifies for a certificate in Fire Technology.

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

Program Learning Outcomes

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

- Identify minimum qualifications and entry-level skills for fire fighter hiring and description the following elements: application process, written exam process, physical agility exam, oral interview, chief 's interview, background investigation, and fire fighter probationary process.
- Demonstrate the ability to analyze, appraise, and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including size-up, report on conditions, Incident Command System, RECEO, 10 Standard Firefighting Orders, 18 Situations that Shout "Watch Out", and common factors associated with injuries and line of duty deaths.
- Identify and comprehend laws, regulations, codes, and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them, especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
- Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer.
- Calculate flow requirements for fire apparatus, diagram a pump and plumbing schematic for fire apparatus, and apply mathematics formulae to hydraulics problems.
- Identify and describe the apparatus used in the fire service, and the equipment and maintenance of fire apparatus and equipment.
- Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety.
- Differentiate between fire detection and fire suppression systems. Student will design and diagram a wet and dry fire protection system, and identify alarm system components and their operations.

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:

FIRE C101	Fire Protection Organization	3 Units
FIRE C105	Fire Prevention Technology	3
FIRE C111	Fire Protection Equipment and Systems	3
FIRE C115	Building Construction for Fire Protection	3
FIRE C121	Fire Behavior and Combustion	3
FIRE C125	Fire Hydraulics	3
FIRE C131	Wildland Fire Control	3

Select 12 units from the following courses:

FIRE C211	Fire Management	3 Units
FIRE C252	Fire Command	3
FIRE C253	Fire Command 1b	3
FIRE C254	Fire Prevention 1a	3
FIRE C255	Fire Prevention 1b	3
FIRE C261	Fire Investigation	3
FIRE C265	Fire Instructor 1a	3
FIRE C266	Fire Instructor 1b	3
FIRE C275	Emergency Vehicle Operation (Driver – Operator)	3

FIRE C276	Fire Pump Operation (Driver - Operator)	3

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

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," "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.

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

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

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

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

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

Complete all of the following courses:

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

Complete one of the following general education patterns:

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

CHEMISTRY EMPHASIS: This emphasis provides students who are planning on majoring in chemistry, materials science, or chemical engineering at a four-year university with the first

two years of their core chemistry classes. Students should check with a counselor concerning requirements for specific transfer institutions.

Complete all of the following courses:

CHEM C111	General Inorganic Chemistry I	5 Units
CHEM C113	General Inorganic Chemistry II	5
CHEM C221	Organic Chemistry I	5
CHEM C223	Organic Chemistry II	5

Complete one of the following general education patterns:

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

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

Complete all of the following courses:

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

Complete one of the following general education patterns:

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

Human Services Associate in Science Degree

The Human Services Associate in Science Degree (60 units total, 27 units in the major) prepares students for employment in a broad range of human services settings. It consists of seven core courses and two additional specialized electives courses to develop competencies for specific employment settings. Although some individual courses are offered online, the full certificate is currently not available in online environments.

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.

Program Learning Outcomes

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

- Articulate the board concerns and practices of human services industries.
- Demonstrate three core sets of human services skills: conducting an interview, writing an incident report, participate in team meetings, and provide 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 C101	Freshman 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	Introduction to Substance Abuse Issues	3
PSYC C211	Lifespan Development	3
PSYC C241	Abnormal Psychology	3
SPCH C105	Interpersonal Communication	3

Complete one of the following general education patterns:

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

Human Services Worker Certificate of Achievement

Human Services Worker Certificate of Achievement (27 units): Any student completing the courses required for the Human Services major qualifies for a certificate in Human Services Worker. The program prepares students for employment in a broad range of human services careers. Certificate consists of seven core courses and two electives. Although individual courses are offered online, the full certificate is currently not available in online environments.

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

- Articulate the board concerns and practices of human services industries.
- Demonstrate three core sets of human services skills: conducting an interview, writing an incident report, participate in team meetings, and provide 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 C101	Freshman 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	Introduction to Substance Abuse Issues	3
PSYC C211	Lifespan Development	3
PSYC C241	Abnormal Psychology	3
SPCH C105	Interpersonal Communication	3

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

Liberal Arts: Arts & Humanities Associate in Arts Degree

The Liberal Arts: Arts & Humanities Associate in Arts Degree (60 units total, 18 units in the area of emphasis) is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis." This emphasis allows students to satisfy general education requirements as well as focus

on transferable course work. It is ideal for students who plan on transferring to California State University (CSU) or University of California (UC) for a major in education or for a major that Cerro Coso does not offer. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

Courses in the Liberal Arts: Arts & Humanities AA degree emphasize the study of cultural, literary, and humanistic activities, and artistic expression of human beings. Students evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. This degree is appropriate for students intending to transfer into such majors as Art History, English, Humanities, and Philosophy. If you have questions about whether this degree is an appropriate choice for your major, please consult with a counselor or educational advisor.

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," "C," or "P" in all courses of the area of emphasis. A minimum of 12 units must be completed at Cerro Coso Community College.

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

Completion of the Cerro Coso Local General Education Pattern DOES NOT prepare a student for transfer. If you are planning to transfer to a four-year school, depending on your transfer goal, you should select Option B or C only. Please consult with a counselor or educational advisor if you have any questions about which option is right for you.

Program Learning Outcomes

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

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

Courses

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

Select at least 18 units from the following courses:

ART C101	Introduction to Art	3 Units
ART C105	History of Western Art I	3
ART C106	History of Western Art II	3
or ART C106H	History of Western Art II – Honors	4
ART C111	Two Dimensional Design	3
ART C115	3-Dimensional Design	3
ART C121	Drawing I	3
ART C131	Painting I	3
ART C141	Ceramics I	3
ART C151	Sculpture I	3
ART C165	Photography I	3
ASL C100	Deaf History	3
ASL C101	American Sign Language I	4
ASL C102	American Sign Language II	4
ASL C201	Intermediate American Sign Language I	4
ASL C202	Intermediate American Sign Language II	4
ENGL C102	Critical Thinking Through Literature	3
or ENGL C102H	Critical Thinking Through Literature – Honors	4
ENGL C111	Introduction to Types of Literature	3
or ENGL C111H	Introduction to Types of Literature – Honors	4
ENGL C141	Creative Writing: Fiction and Poetry	3
ENGL C190	Art of Fiction	3
ENGL C221	World Literature I	3
or ENGL C221H	World Literature I – Honors	4
ENGL C222	World Literature II	3
or ENGL C222H	World Literature II – Honors	4
ENGL C231	Survey of British Literature I: Beginnings-1785	3
or ENGL C231H	Survey of British Literature I: Beginnings-1785 – Honors	4
ENGL C232	Survey of British Literature II: 1785-Present	3
or ENGL C232H	Survey of British Literature II: 1785-Present – Honors	4
ENGL C235	Introduction to Shakespeare	3

or ENGL C235H	Introduction to Shakespeare–Honors	4
ENGL C241	Survey of American Literature I: Beginnings-1865	3
or ENGL C241H	Survey of American Literature I: Beginnings-1865 – Honors	4
ENGL C242	Survey of American Literature II: 1865-Present	3
or ENGL C242H	Survey of American Literature II: 1865-Present – Honors	4
ENGL C245	Women's Literature	3
or ENGL C245H	Women's Literature – Honors	4
ENGL C249	Multi-Ethnic Literature	3
or ENGL C249H	Multi-Ethnic Literature – Honors	4
FILM C211	Hispanic Cinema	3
FREN C101	Beginning French I.	5
HIST C103	Western Civilization	3
or HIST C103H	Western Civilization I – Honors	4
HIST C104	Western Civilization II	3
or HIST C104H	Western Civilization II – Honors	4
LATN C101	Elementary Latin I	4
LATN C102	Elementary Latin II	4
LATN C201	Intermediate Latin I	4
LATN C202	Intermediate Latin II	4
MUSC C101	Music Appreciation	3
or MUSC C101H	Music Appreciation – Honors	4
MUSC C118	History of American Popular Music	3
MUSC C121	Piano I	2
MUSC C122	Piano II	2
MUSC C126	Guitar	2
MUSC C131	Orchestra I	2
MUSC C132	Orchestra II	2
MUSC C141	Community Band I	2
MUSC C142	Community Band II	2
MUSC C151	Choir I	2
MUSC C152	Choir II	2
MUSC C173	Appreciation of Jazz	3
PHIL C101	Introduction to Philosophy	3
PHIL C141	Ethics	3
PHIL C161	Introduction to Religious Studies	3
PHIL C164	Survey of World Religions	3
PHIL C205	Critical and Comparative Reasoning	4
PHIL C215	History of Western Philosophy	3
SOCI C210	Diversity and Film	3
SOCI C220	Perspectives on Race, Class and Gender	3
SPAN C100	Basic Conversational Spanish	3
SPAN C101	Elementary Spanish I	5
SPAN C102	Elementary Spanish II	5
SPAN C110	Review of Elementary Spanish	5
SPAN C171	Intermediate Conversation	3
SPAN C180	Spanish for Native Speakers	3
SPAN C201	Intermediate Spanish I	5
SPAN C202	Intermediate Spanish II	5
SPAN C211	Hispanic Cinema	3
SPCH C101	Elements of Speech	3
SPCH C105	Interpersonal Communication	3
THEA C101	Introduction of Theatre	3
THEA C103	Introduction to Play Reading	3

Complete one of the following general education patterns:

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

Liberal Arts: Mathematics & Science Associate in Arts Degree

Liberal Arts: Mathematics & Science Associate in Arts Degree (60 units total, 18 units in the area of emphasis): The Liberal Arts degrees are designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". This emphasis allows students to satisfy general education requirements as well as focus on transferable course work. It is ideal for students who plan on transferring to California State University (CSU) or University of California (UC) for a major in education or for a major that Cerro Coso does not offer. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

Courses in the Liberal Arts: Mathematics & Science AA Degree emphasize the natural sciences which examine the physical universe, its life forms, and its natural phenomena. Courses in math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students completing this degree may be able to transfer to a four-year degree program in teaching, various health career programs, or environmental studies.

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

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

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

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

Program Learning Outcomes

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

- Demonstrate a general understanding of the nature of science, the methods applied in scientific investigations, and the value of those methods in developing a rigorous understanding of the physical world.
- Apply multiple approaches to problem solving, using algebraic, graphical, and numerical methods to solve applied problems in other areas of mathematics, natural sciences, computer graphics, and computer animation.
- Demonstrate mastery of the Scientific Method, including the experimental and empirical methodologies characteristic of science and the modern methods and tools used in scientific inquiry.
- Perform hands-on laboratory and/or field experiments of all science classes safely.
- Identify the difference between science and other fields of knowledge. Perform a critical analysis of a topic in order to determine science from pseudoscience.

Courses

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

Select at least 18 units from the following courses. At least one course must be from Mathematics and at least two courses from the sciences, including one laboratory or field experience course (*).

ANTH C121	Physical Anthropology	3 Units
BIOL C101	Principles of Biology	3
or BIOL C101H	Principles of Biology – Honors	4
BIOL C102*	Principles of Biology Laboratory	1
BIOL C105*	Concepts of Biology	4
or BIOL C105H*	Concepts of Biology – Honors	5
BIOL C111*	General Biology	5
or BIOL C111H*	General Biology I – Honors	6
BIOL C112 *	General Biology II	5
or BIOL C112H*	General Biology II – Honors	6
BIOL C125 *	Survey of Anatomy and Physiology	4
or BIOL C121	Survey of Anatomy and Physiology Lecture	3
BIOL C122 *	Survey of Anatomy and Physiology Laboratory	1
BIOL 145 *	Environmental Studies	4
or BIOL C141	Environmental Studies Lecture	3
BIOL C142 *	Environmental Studies Laboratory	1
BIOL C251 *	Human Anatomy	4
BIOL C255 *	Human Physiology	4
BIOL C261 *	General Microbiology	4
CHEM C101 *	Introduction to Chemistry	4
CHEMC111 *	General Inorganic Chemistry I	5
CHEM C113 *	General Inorganic Chemistry II	5
or CHEM C113H*	General Inorganic Chemistry II – Honors	6
CHEM C221 *	Organic Chemistry I	5
CHEM C223 *	Organic Chemistry II	5
or CHEM C223H*	Organic Chemistry II – Honors	6
GEOG C101	Physical Geography Lecture	3
GEOG C102 *	Physical Geography Laboratory	1
GEOG C111 *	Physical Geography	4
GEOL C111 *	Physical Geology	4
GEOL C131	Environmental Geology	3
MATH C121	Elementary Probability and Statistics	4
or MATH C121H	Elementary Probability and Statistics – Honors	5
MATH C130	Finite Mathematics	4
MATH C131	Business Calculus	4
MATH C141	College Algebra	4
MATH C142	Trigonometry	4
MATH C151	Analytic Geometry and Calculus I	5
MATH C152	Analytic Geometry and Calculus II	5
MATH C251	Analytic Geometry and Calculus III	5
MATH C255	Ordinary Differential Equations	4
MATH C257	Linear Algebra	4
PHSC C105 *	General Earth Sciences	4
or PHSC C101	General Earth Sciences Lecture	3
PHSC C102 *	General Earth Sciences Laboratory	1
PHSC C115 *	Physical Science	4
or PHSC C111	Concepts of Physical Science	3
PHSC C112*	Physical Science Laboratory	1
PHSC C121	Elementary Astronomy	3
PHSC C122*	Elem. Astronomy Laboratory	1
PHSC C125*	Astronomy	4
PHSC C131	Introduction to Meteorology	3
PHSC C132*	Introduction to Meteorology Laboratory	1
PHYS C111*	Mechanics	5
PHYS C113*	Electricity and Magnetism	5
PHYS C211*	Waves, Optics and Modern Physics	5
CSCI C251	Introduction to Visual Basic Programming	3
CSCI C252	Introduction to Computer Science	3
CSCI C265	Introductory C++ Programming	3

Complete one of the following general education patterns:

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

Liberal Arts: Social & Behavioral Sciences Associate in Arts Degree

The Liberal Arts: Social & Behavioral Sciences Associate in Arts Degree (60 units total, 18 units in the area of emphasis) is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis." This area of emphasis would be an ideal choice for students who plan on transferring to the California State University (CSU) or University of California (UC) as students can satisfy general education requirements, plus focus on transferable course work that relates to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

Courses in the Liberal Arts: Social & Behavioral Sciences AA degree emphasize the perspectives, concepts, theories and methodologies of the disciplines that comprise study in the Social and Behavioral Sciences. Students study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies allow students to evaluate how societies and social subgroups operate. This area of emphasis is appropriate for students intending to transfer into such majors as Anthropology, Economics, History, Political Science, and Sociology. If you have questions about whether this Area of Emphasis is an appropriate choice for your major, please consult with a counselor or educational advisor.

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

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

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

Completion of the Cerro Coso Local General Education pattern DOES NOT prepare a student for transfer. If you are planning to transfer to a four-year school depending on your transfer goal you should select Option B or C only. Please consult with a counselor or educational advisor if you have any questions about which option is right for you.

Program Learning Outcomes

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

- Identify and apply methods, such as observation, hypothesis development, experimentation, evaluation of evidence, or measurement and data collection, used by social scientists to study human behavior.
- Identify and analyze theories explaining the individual, social, historical, political, or economic activities of men and women.

Courses

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

Select at least 18 units from the following courses:

ADMJ C101	Introduction to Administration of Justice	3 Units
ANTH C111	Cultural Anthropology	3
ANTH C121	Physical Anthropology	3
ANTH C131	Archaeology	3
CHDV C104	Child, Family and Community	3
CHDV C105	Introduction to Infant Development	3
CHDV C106	Child Growth and Development	3
ECON C101	Introduction to Economics	3

ECON C102	Macro-Economics	3
ECON C103	Micro-Economics	3
GEOG C131	World Regional Geography	3
HIST C103	Western Civilization I	3
or HIST C103H	Western Civilization I – Honors	4
HIST C104	Western Civilization II	3
or HIST C104H	Western Civilization II – Honors	4
HIST C131	History of United States I	3
or HIST C131H	History of United States I – Honors	4
HIST C132	History of United States II	3
or HIST 132H	History of United States II – Honors	4
HIST C209	History of Mexico	3
HIST C218	California History	3
MATH C121	Elementary Probability and Statistics	4
POLS C101	American Government	3
or POLS C101H	American Government – Honors	4
POLS C102	Comparative Government	3
POLS C204	United States Foreign Policy	3
PSYC C101	General Psychology	3
or PSYC C101H	General Psychology – Honors	4
PSYC C211	Lifespan Development	3
PSYC C231	Health Psychology	3
PSYC C241	Abnormal Psychology	3
PSYC C251	Human Sexuality	3
SOCI C101	Introduction to Sociology	3
SOCI C131	Sociology of Women	3
SOCI C210	Diversity and Film	3
SOCI C220	Perspectives on Race, Class and Gender	3

Complete one of the following general education patterns:

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

Machine Tool Technology Associate in Science Degree

The Machine Tool Technology Associate in Science Degree (60 units total, 20 units in the major) is designed to provide the student with the basic skills and knowledge necessary to enter the machine shop trades and other related fields. This program includes both traditional and "high tech" machine set up and operation training.
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.

Program Learning Outcomes

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

- Demonstrate safe work habits and be conscious of safety when working with machinery.
- Read blueprints, interpret drawings, understand specifications, and work within stated tolerances.
- Apply mathematics in the machine tool trade (speeds, feeds, thread measurement, sine bar, related to computer Numerical Controlled equipment (CNC)).
- Operate abrasive cutting machines such as surface, cylindrical internal, and form grinding equipment.
- Demonstrate skills in quality control, inspection, gauging methods, and production control as they relate to manufacturing, design, and production.
- Function on multi-disciplinary teams and communicate effectively in an industrial setting.

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 C111	Engineering Drawing I	3 Units
MCTL C111	Beginning Machine Shop	3
MCTL C112	Intermediate Machine Shop	3
MCTL C211	Advanced Machine Shop	3
MCTL C212	Advanced Machine Shop and Tool Problems	3
WELD C101	Oxyacetylene Welding	3
WEXP C101	Introduction to Work Experience	1
WEXP C102	Occupational/Career Work Experience	1-3

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

Machine Tool Technology Certificate of Achievement

Machine Tool Technology Certificate of Achievement (20 units): Any student completing the courses required for the major qualifies for a certificate in Machine Tool Technology.

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

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

- Demonstrate safe work habits and be conscious of safety when working with machinery.
- Read blueprints, interpret drawings, understand specifications, and work within stated tolerances.
- Apply mathematics in the machine tool trade (speeds, feeds, thread measurement, sine bar, related to computer Numerical Controlled equipment (CNC)).
- Operate abrasive cutting machines such as surface, cylindrical internal, and form grinding equipment.
- Demonstrate skills in quality control, inspection, gauging methods, and production control as they relate to manufacturing, design, and production.
- Function on multi-disciplinary teams and communicate effectively in an industrial setting.

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 C111	Engineering Drawing I	3 Units
MCTL C111	Beginning Machine Shop	3
MCTL C112	Intermediate Machine Shop	3
MCTL C211	Advanced Machine Shop	3
MCTL C212	Advanced Machine Shop and Tool Problems	3
WELD C101	Oxyacetylene Welding	3
WEXP C101	Introduction to Work Experience	1
WEXP C102	Occupational/Career Work Experience	1-3

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

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 AA 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.

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 and Computer Applications in Management	3
BSAD C251	Principles of Management and Organization	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 and Computer Applications in Management	3
BSAD C251	Principles of Management and Organization	3
CSCI C101	Introduction to Computer Information Systems	3

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

The Associate in Arts Degree in Mathematics for Transfer (60 units total, 22 units in major) prepares students for transfer to the CSU System to earn a baccalaureate in applied or theoretical mathematics, mathematics education, statistics, engineering, natural or physical science, or economics. Upon successful completion of the program students will be able to apply advanced mathematical concepts such as extending the concepts of derivatives, differentials, and integrals to include multiple independent variables, solving simple differential equations of the first and second order, and analyzing and modeling the behaviors of physical phenomena using calculus. Baccalaureate options for students include General Mathematics, Applied Mathematics, Mathematics Education, Statistics, Physics, Chemistry, Biology, Computer Science, Engineering, Computer Information Systems, Management Information Systems, and Economics. To complete the degree, students must fulfill both of the following requirements:

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

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

Program Learning Outcomes

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

- Use the Cartesian, polar, cylindrical, and spherical coordinate systems effectively.
- Use scalar and vector products in applications.
- Use vector-valued functions to describe motion in space.
- Extend the concepts of derivatives, differentials, and integrals to include multiple independent variables.
- Solve simple differential equations of the first and second order.
- Analyze and model the behaviors of physical phenomena by applying advanced calculus concepts.
- Apply broad mathematical concepts to practical applications.

Courses

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

Complete the following courses:

MATH C151	Analytic Geometry and Calculus I	5 Units
MATH C152	Analytic Geometry and Calculus II	5
MATH C251	Analytic Geometry and Calculus III	5

Choose a minimum of 7 units from below with at least 4 units from Area A:

Area A

MATH C255	Ordinary Differential Equations	4 Units
MATH C257	Linear Algebra	4

Area B

MATH C121	Elementary Probability and Statistics	4 Units
or MATH C121H	Elementary Probability and Statistics – Honors	5
PHYS C111	Mechanics	5
CSCI C251	Introduction to Visual Basic Programming	3
CSCI C252	Introduction to Computer Science	3
CSCI C265	Introductory C++ Programming	3

Complete one of the following general education patterns:

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

Mathematics Associate in Arts Degree

The Mathematics Associate in Arts Degree (60 units total, 29 - 31 units in the major) prepares students for transfer to four-year universities to pursue a Bachelor degree. Bachelor degree options include but are not limited to: General Mathematics, Applied Mathematics, Mathematics Education, Statistics, Physics, Chemistry, Biology, Computer Science, Engineering, Computer Information Systems, Management Information Systems, and Economics.

The degree consists of five required courses comprising 23 units, and another two elective courses comprising six, seven, or eight units, depending on the student's elective preferences. For example, two computer science electives comprise six units, one computer science elective and one mathematics elective comprise seven units, and two mathematics electives comprise eight units.

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.

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

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

Program Learning Outcomes

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

- Demonstrate preparation for upper division mathematics, statistics, science, engineering, or economics courses at the appropriate institution. In particular, students should demonstrate a working knowledge of Calculus I, II, and III, Differential Equations, and Linear Algebra.
- Demonstrate an understanding of academic skills (research, critical thinking, and scientific methods) needed to master specialized fields.
- Demonstrate a general ability to understand and communicate scientific and mathematical information.
- Demonstrate an understanding of the structure of mathematics and its application in the sciences.

Courses

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

Complete the following courses:

MATH C151	Analytic Geometry and Calculus I	5 Units
MATH C152	Analytic Geometry and Calculus II	5
MATH C251	Analytic Geometry and Calculus III	5
MATH C255	Ordinary Differential Equations	4
MATH C257	Linear Algebra	4

Select 6-8 units from the following courses:

CSCI C251	Introduction to Visual Basic Programming	3 Units
CSCI C265	Introductory C++ Programming	3
CSCI C267	Introduction to Java Programming	3
MATH C121	Elementary Probability and Statistics	4
MATH C130	Finite Mathematics	4
MATH C131	Business Calculus	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

Paralegal Studies Associate in Science Degree

The Paralegal Studies Associate in Science Degree (60 units total, 31 units in the major) 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. This course of study is employment preparation for career opportunities with private attorneys, local court jurisdictions, corporate law offices, and self-employment as an independent paralegal.

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.

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	3 Units
PARA C101	Introduction to Paralegal Studies	3
PARA C105	Legal Ethics	3
PARA C112	Legal Research and Writing I	3
PARA C122	Legal Research and Writing II	3
PARA C130	Civil Litigation and Procedure I	3
PARA C140	Civil Litigation and Procedure II	3
PARA C290	Paralegal Studies Internship	2

Select at least 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 and Procedure	3
PARA C250	Family Law	3
PARA C260	Personal Injury and Tort Litigation	3
PARA C270	Real Property Law	2
PARA C280	Worker's 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 (31 units): Any student completing the courses required for the Paralegal Studies major qualifies for a certificate in Paralegal Studies. This course of study is employment preparation for career opportunities with private attorneys, local court jurisdictions, corporate law offices, and self-employment as an independent paralegal.

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

- 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 C105	Legal Ethics	3
PARA C112	Legal Research and Writing I	3
PARA C122	Legal Research and Writing II	3
PARA C130	Civil Litigation and Procedure I	3
PARA C140	Civil Litigation and Procedure II	3
PARA C290	Paralegal Studies Internship	2

Select at least 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 and Procedure	3
PARA C250	Family Law	3
PARA C260	Personal Injury and Tort Litigation	3
PARA C270	Real Property Law	2
PARA C280	Worker's Compensation Law	2

Disclosures

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

Small Business Management/ Entrepreneurship Associate in Science Degree

The Small Business Management/Entrepreneurship Associate in Science Degree (60 units total, 30 units in the major) is designed to provide students with key entrepreneurial skills to succeed in a small business environment. Upon completion of this degree, the student will be able to demonstrate a general understanding of small business management, apply critical thinking skills to technical issues, and solve problems in a small business environment.

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

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 issues in a business environment.
- Recognize skills necessary to solve problems in a small business 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 C110	Introduction to Personal Finance	3
BSAD C125	Computerized Accounting Practice	2
BSAD C131	Business Law	3
BSAD C145	Business Communication	3
BSAD C171	Introduction to Marketing	3
BSAD C180	Entrepreneurship: Small Business Management	3
BSAD C211	E-Commerce	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

Small Business Management/ Entrepreneurship Certificate of Achievement

The Small Business Management/Entrepreneurship Certificate Of Achievement (30 units) is designed to provide non-degree seeking students with key entrepreneurial skills to succeed in a small business environment. Upon completion of this certificate, the student will be able to demonstrate a general understanding of small business management, apply critical thinking skills to technical issues, and solve problems in a small business 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 issues in a business environment.
- Recognize skills necessary to solve problems in a small business 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 C110	Introduction to Personal Finance	3
BSAD C125	Computerized Accounting Practice	2
BSAD C131	Business Law	3
BSAD C145	Business Communication	3
BSAD C171	Introduction to Marketing	3
BSAD C180	Entrepreneurship: Small Business Management	3
BSAD C211	E-Commerce	3
CSCI C101	Introduction to Computer Information Systems	3

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

Vocational Nursing Associate in Science Degree

Vocational Nursing Associate in Science Degree (60 units total, 45.5 units in the major): This course of study is an intensive program totaling 1,662 hours approved by the Board of Vocational Nursing and Psychiatric Technicians. The hours include anatomy and physiology, psychology, certified nurse aide (CNA), nursing theory, and supervised clinical nursing experiences. Concepts integrated throughout the first semester of the program include fundamentals of nursing, geriatrics, nutrition, and pharmacology. Nursing care of clients with various adult medical/surgical conditions is integrated throughout three semesters of the program. Course content also includes concepts of growth and development, normal obstetrics, and pediatrics. After successful completion of the program, the student is eligible to take the licensure examination provided by the National Council of State Board of Nursing (NCLEX-PN).

All prerequisites must be successfully completed with a grade of "C" or better before entering the program. Students must also possess a current CNA certificate.

For information regarding the process of application and admission in the program, interested students should contact the Counseling Center or the Director of Vocational Nursing Program.

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

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

Program Learning Outcomes

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

- Identify 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 C101	Vocational Nursing: Medical-Surgical Nursing 1	8 Units
HCRS C111	Vocational Nursing: Clinical Practice 1	6
HCRS C070	CPR for the Healthcare Provider	0.5
or EMTC C070	CPR for the Healthcare Provider	0.5

Semester II

HCRS C102	Vocational Nursing: Medical-Surgical Nursing 2	8 Units
HCRS C112	Vocational Nursing: Clinical Practice 2	6

Semester III

HCRS C201	Vocational Nursing: Medical-Surgical Nursing 3	8 Units
HCRS C211	Vocational Nursing: Clinical Practice 3	6

Select 3 units from the following courses:

HCRS C230	Pharmacology for the Health Professional	3 Units
HCRS C240	Nutrition and Diet Therapy for Health Professionals	3
HCRS C250	Cultural Diversity and 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 the Health Professional	3
PSYC C101	General Psychology	3

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.

Vocational Nursing Certificate of Achievement

Vocational Nursing Certificate of Achievement (45.5 units): Any student completing the courses

required for the Vocational Nursing major qualifies for a certificate in Vocational Nursing.

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.

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 C101	Vocational Nursing: Medical-Surgical Nursing 1	8 Units
HCRS C111	Vocational Nursing: Clinical Practice 1	6
HCRS C070	CPR for the Healthcare Provider	0.5
or EMTC C070	CPR for the Healthcare Provider	0.5

Semester II

HCRS C102	Vocational Nursing: Medical-Surgical Nursing 2	8 Units
HCRS C112	Vocational Nursing: Clinical Practice 2	6

Semester III

HCRS C201	Vocational Nursing: Medical-Surgical Nursing 3	8 Units
HCRS C211	Vocational Nursing: Clinical Practice 3	6

Select 3 units from the following courses:

HCRS C230	Pharmacology for the Health Professional	3 Units
HCRS C240	Nutrition and Diet Therapy for Health Professionals	3
HCRS C250	Cultural Diversity and 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 the Health Professional	3
PSYC C101	General Psychology	3

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.

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

Web Design Associate in Science Degree

The Web Design Associate in Science Degree (60 units total, 34 units in the major) is designed to prepare students for a career in the web industry by emphasizing creative problem solving, standards-based coding and scripting, visual design, usability, accessibility, technical communication, media production, 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.

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

- Demonstrate technical and creative mastery of the creation of web media, such as graphics, motion graphics, and interactive media.
- Use valid markup, cascading style sheets, semantic encoding, accessibility compliance, and error-free scripting in the creation of web content.
- Apply design principles to solve visual communication problems.
- Demonstrate life-long learning skills in effective collaboration, leadership, written communication, management, and information search and retrieval.

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:

DMA C102	Digital Imaging with Photoshop	3 Units
DMA C111	Fundamentals of Web Development	3
or CSCI C181	Fundamentals of Web Development	3
DMA C113	Accessibility and Usability	3
DMA C115	Interactivity and Interface Design with Flash	4
DMA C117	Web Design with Dreamweaver	3
DMA C211	Web Scripting with JavaScript	3
DMA C280	Web Production Management	3
ENGL C151	Technical Communication	3

Select at least 9 units from the following courses:

ART C111	Two Dimensional Design	3 Units
ART C121	Drawing I	3
BSAD C211	E-Commerce	3
CSCI C251	Introduction to Visual Basic Programming	3
CSCI C265	Introductory C++ Programming	3
CSCI C267	Introduction to Java Programming	3
DMA C103	Digital Photo Enhancement with Photoshop	2
DMA C107	Illustration and Design with Illustrator	3
DMA C108	Advanced Digital Imaging and Illustration	3
DMA C109	Desktop Publishing with InDesign	3
DMA C121	Principles of Animation with Flash	3
DMA C130	Introduction to Podcasting	1.5
DMA C131	Digital Video Production	3
DMA C133	Motion Graphics with After Effects	3
DMA C135	Digital Cinematography	3
DMA C213	Web Development with PHP and MySQL	3
DMA C217	PHP Site Management and Theme Design	3
MUSC C183	Fundamentals of Sound Design for Media	3

Complete one of the following general education patterns:

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

Web Design Certificate of Achievement

The Web Design Certificate of Achievement (34 units) prepares students for a career in the web industry by emphasizing creative problem solving, standards-based coding and scripting, visual design, usability, accessibility, technical communication, media production, 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.

Students earn the Certificate in Web Design by completing 34 units, including 25 units of core courses and at least 9 units among the specified 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.

Program Learning Outcomes

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

- Demonstrate technical and creative mastery of the creation of web media, such as graphics, motion graphics, and interactive media.
- Use valid markup, cascading style sheets, semantic encoding, accessibility compliance, and error-free scripting in the creation of web content.
- Apply design principles to solve visual communication problems.
- Demonstrate lifelong learning skills in effective collaboration, leadership, written communication, management, and information search and retrieval.

Courses

Note: Some courses within the major 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:

DMA C102	Digital Imaging with Photoshop	3 Units
DMA C111	Fundamentals of Web Development	3
or CSCI C181	Fundamentals of Web Development	3
DMA C113	Accessibility and Usability	3
DMA C115	Interactivity and Interface Design with Flash	4
DMA C117	Web Design with Dreamweaver	3
DMA C211	Web Scripting with JavaScript	3
DMA C280	Web Production Management	3
ENGL C151	Technical Communication	3

Select at least 9 units from the following courses:

ART C111	Two Dimensional Design	3 Units
ART C121	Drawing I	3
BSAD C211	E-Commerce	3
CSCI C251	Introduction to Visual Basic Programming	3
CSCI C265	Introductory C++ Programming	3
CSCI C267	Introduction to Java Programming	3
DMA C103	Digital Photo Enhancement with Photoshop	2
DMA C107	Illustration and Design with Illustrator	3
DMA C108	Advanced Digital Imaging and Illustration	3
DMA C109	Desktop Publishing with InDesign	3
DMA C121	Principles of Animation with Flash	3
DMA C130	Introduction to Podcasting	1.5
DMA C131	Digital Video Production	3
DMA C133	Motion Graphics with After Effects	3
DMA C135	Digital Cinematography	3
DMA C213	Web Development with PHP and MySQL	3
DMA C217	PHP Site Management and Theme Design	3
MUSC C183	Fundamentals of Sound Design for Media	3

Disclosures

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

Welding Technology Associate in Science Degree

The Welding Technology Associate in Science Degree (60 units total, 21 units in the major) trains students in multiple welding processes and is designed to prepare them for an entry-level welding position in diverse fields. Safe and clean work habits are practiced and personal protective equipment is required. Career areas in which welders work include: mining, manufacturing, marine welding, ship building, metal art sculpting, machine shops, construction, railroads, automotive, as well as the aircraft, aerospace and renewable energy industries.

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

You must complete a minimum of 60 units,

including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," "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

- Demonstrate competency in major welding processes used in industry.
- Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
- Recognize and interpret technical drawings in the planning and fabrication of projects.
- Demonstrate appropriate workplace safety policies and procedures during welding and fabrication operations.
- Apply mathematical concepts to solve problems related to an industrial/technical environment.

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

Complete all of the following courses:

DRFT C108	Reading Technical Drawings	3 Units
or INDT C108	Reading Technical Drawings	3
MCTL C107	Basic Hand Tools	2
MATH C056	Technical Math for Trades	4
WELD C101	Oxyacetylene Welding	3
WELD C102	Shielded Metal Arc Welding (SMAW	2
WELD C200	Gas Metal Arc Welding (GMAW)	2
WELD C201	Welding Fabrication	3
WELD C203	Gas Tungsten Arc Welding (GTAW)	2

Complete one of the following general education patterns:

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

Welding Technology Certificate of Achievement

Welding Technology Certificate of Achievement (21 units): This course of study trains students in multiple welding processes and is designed to prepare them for an entry-level welding position in diverse fields. Safe and clean work habits are practiced and personal protective equipment is required. Any student completing the Courses required for the Welding Technology major qualifies for a certificate in Welding Technology.

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

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

- Demonstrate competency in major welding processes used in industry.
- Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
- Recognize and interpret technical drawings in the planning and fabrication of projects.
- Demonstrate appropriate workplace safety policies and procedures during welding and fabrication operations.
- Apply mathematical concepts to solve problems related to an industrial/technical environment.

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

Complete all of the following courses:

DRFT C108	Reading Technical Drawings	3 Units
or INDT C108	Reading Technical Drawings	3
MCTL C107	Basic Hand Tools	2
MATH C056	Technical Math for Trades	4
WELD C101	Oxyacetylene Welding	3
WELD C102	Shielded Metal Arc Welding (SMAW)	2
WELD C200	Gas Metal Arc Welding (GMAW)	2
WELD C201	Welding Fabrication	3
WELD C203	Gas Tungsten Arc Welding (GTAW)	2

Welding Processes Certificate of Achievement

Welding Processes Certificate of Achievement (12 units): This certificate provides a focus on the major welding and cutting processes for building or upgrading skills and is also a foundation for the two-year degree.

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

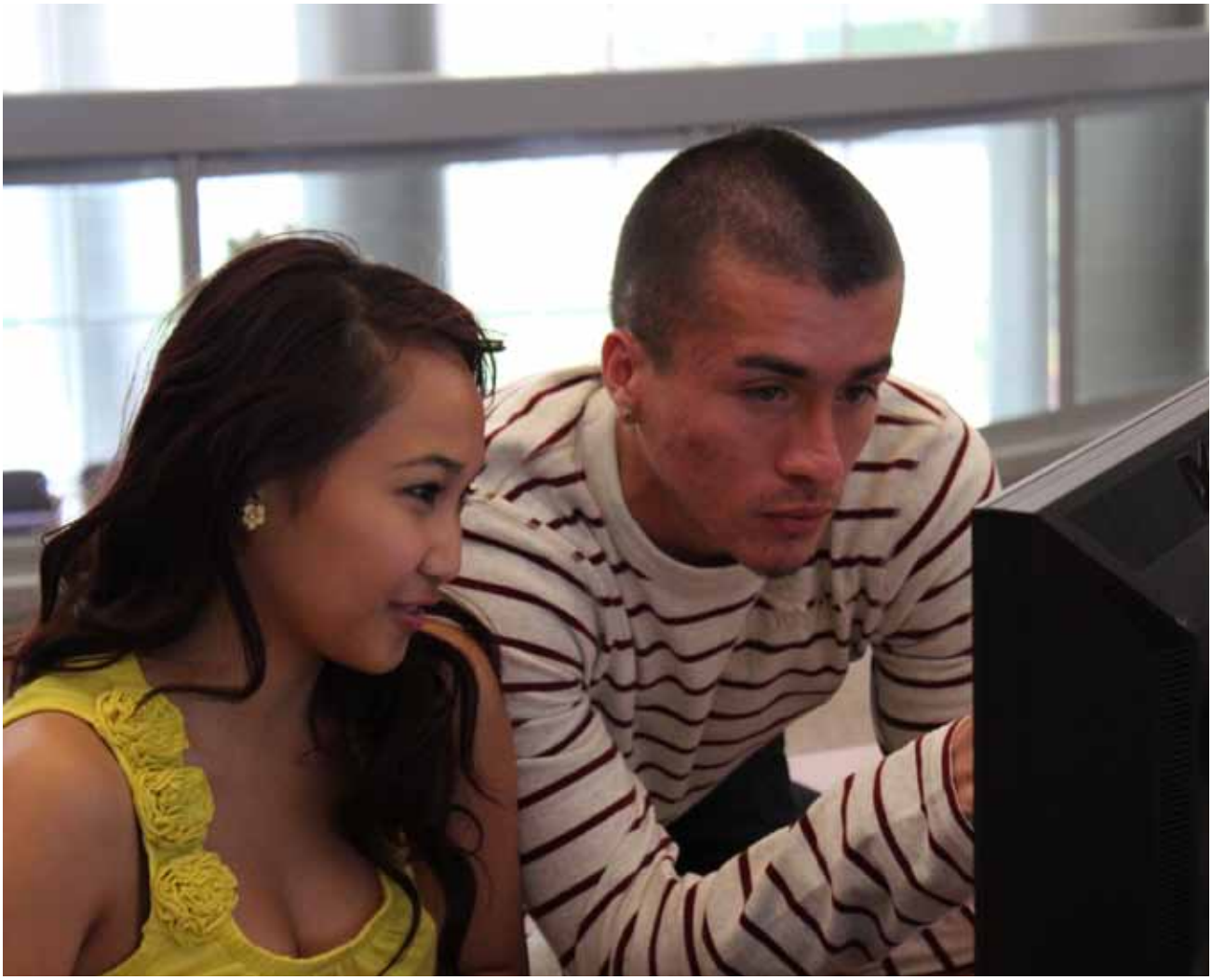
Program Learning Outcomes
Upon successful completion of the program, the student will be able to

- Demonstrate competency in major welding processes used in industry.
- Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
- Accurately fabricate items from technical drawings using appropriate math skills.
- Apply and practice workplace safety policies and procedures while learning welding and related skills.

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

Complete all of the following courses:

WELD C101	Oxyacetylene Welding	3 Units
WELD C102	Shielded Metal Arc Welding (SMAW)	2
WELD C200	Gas Metal Arc Welding (GMAW)	2
WELD C201	Welding Fabrication	3
WELD C203	Gas Tungsten Arc Welding (GTAW)	2



COURSE DESCRIPTIONS

Cerro Coso Community College offers a comprehensive program of instruction for students who wish to transfer to four-year institutions, complete an Associate degree, train for specific occupations, or develop basic skills and knowledge.

The following section includes a description of courses which the Board of Trustees has authorized the college to offer.

COURSE CODE INDEX

Course Numbers

Courses are divided into the following major categories:

001-019	Zero-credit or Adult Education courses.
020-049	Courses which prepare students to enroll in degree-level courses and/or . provide enrichment opportunities. These courses do not carry degree credit.
050-099	Associate-degree and certificate level. Baccalaureate transferability is subject to review by individual transfer institutions.
100-199	Associate-degree and certificate level courses that are generally baccalaureate transferable as freshman level. (Course-by-course designations of transferability are noted in course descriptions according to the key listed below.)
200-299	Associate-degree and certificate courses that are generally baccalaureate transferable as sophomore level.

Course Level and Transfer Codes

The level and transfer applicability of each course is designated by the following letter symbols:

A	Applicable to all Associate degree and certificate programs.
UC	Baccalaureate transferable to the University of California
N	New course submitted to the University of California system for transfer acceptance; verified with the Counseling Center.
CSU	Baccalaureate transferable to the California State University system.
P	Preparatory courses which do not carry degree-level credit.
X	Zero-credit courses.

Course Repeat Status Limits

Courses are identified in the course description sections of the catalog as repeatable, with the number of times they may be repeated indicated:

Repeat Status: Not repeatable

Repeat Status: Limit 1 (course may be taken once and repeated 1 time for a limit of 2 total takes)

Repeat Status: Limit 2 (course may be taken once and repeated 2 times for a limit of 3 total takes)

Repeat Status: Limit 3 (course may be taken once and repeated 3 times for a limit of 4 total takes)

Legally Mandated Training: (course may be taken unlimited times)

Administration Of Justice

ADMJ C060 A 3.00 Units
Special Topics in Administration of Justice

Repeat Status: Course may be taken unlimited times

These courses are designed to prepare students to attend California Peace Officer Standards and Training (POST) Basic Peace Officer Training Academy. This course does not fulfill core or elective requirements for certificates or degrees in Administration of Justice. 45 hours lecture/35 hours laboratory.

ADMJ C061 A 2.00 Units
Special Topics in Administration of Justice

Repeat Status: Course may be taken unlimited times

These courses are designed to update current peace officers training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 18-40 hours lecture/54-80 hour laboratory.

ADMJ C062 A 1.00 Unit
Special Topics in Administration of Justice

Repeat Status: Course may be taken unlimited times

These courses are designed to update current peace officers training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 0-24 hours lecture/0-54 hours laboratory.

ADMJ C063 A 0.50 Units
Special Topics in Administration of Justice

Repeat Status: Course may be taken unlimited times

These courses are designed to update current peace officers training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 0-16 hours lecture/0-27 hours laboratory.

ADMJ C101 A/UC/CSU 3.00 Units
Introduction to Administration of Justice

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This is a comprehensive course on the Criminal Justice System that includes the history and philosophy of the Administration of Justice in America. The course will explore the development of the criminal justice system, including all sub-systems, interconnectivity of the sub-systems and their role expectations, theories on crime, adjudication, punishment, rehabilitation, education and training for the continued professionalism of the entire system. 54 hours lecture.

ADMJ C105 A/UC/CSU 3.00 Units
Concepts of Criminal Law

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

In this course students learn the historical development, philosophy, and constitutional provisions of the law and its impact within the criminal justice system. Students develop a working knowledge of legal terms and their definitions. Students look at the classification of crime and its causation. Students conduct analytical research and study of case law decisions. 54 hours lecture.

ADMJ C111 A/UC/CSU 3.00 Units
Principles and Procedures of the Justice System

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course will survey and study the role and responsibilities of each segment within the justice system; including, but not limited to, law enforcement, corrections and the judicial system. Legal processes including arrest through trial, sentencing and correctional procedures. Conceptual interpretations of law as reflected in court decisions and how they impact the justice system. 54 hours lecture.

ADMJ C115 A/CSU 3.00 Units
Legal Aspects of Evidence

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course is designed to provide a working knowledge of evidence, evidentiary practices and case laws that deal with the admission of evidence. Topics include origin, development and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure, kinds and degrees of evidence and the rules that govern the admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture.

ADMJ C121 A/UC/CSU 3.00 Units
Community Relations

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course studies the factors that create friction between community and the criminal justice agencies. Includes the roles of Administration of Justice practitioners and agencies interrelationships and role expectations among various agencies and the public. Principal emphasis is placed upon the professional image of the criminal justice system and

the development of the positive relationships between members of the criminal justice system and the public. 54 hours lecture.

ADMJ C125 A/CSU 3.00 Units
Principles of Investigation

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course will provide students with an introduction into the ethics and legalities of criminal investigations. Topics include: fundamentals of investigation; techniques of crime scene searches; and aspects in dealing with the public, specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources and case preparation are also covered. 54 hours lecture.

ADMJ C131 A/CSU 3.00 Units
Juvenile Procedures

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This is a basic course in the sociological study of crime and its causes as it pertains to juvenile procedures and delinquency. Topics include organization, functions, and jurisdiction of juvenile agencies, processing and detention of juveniles; juvenile case disposition; juvenile status and court procedures. 54 hours lecture.

ADMJ C142 A/CSU 5.00 Units
Basic Peace Officer Academy Module III

Limitation on Enrollment: Must successfully pass a fingerprint check through the California Department of Justice and meet the entry requirements established by the California Commission on Peace Officer Standards and Training (POST) for this course.

Repeat Status: Course may be taken unlimited times

This course provides basic instruction designed to prepare students for the performance of limited peace officer duties. The curriculum is established through the requirements set by the California Commission on Peace Officer Standards and Training (P.O.S.T.), which include: introduction to law enforcement; administration of justice; criminal law; evidence; community-police relations; patrol procedures; juvenile procedures; defensive tactics; firearms; First Aid/CPR; vehicle operations; domestic violence and related topics. 45 hours lecture/135 hours laboratory.

ADMJ C145 A/CSU 20.00 Units
Basic Peace Officer Training Academy

Limitation on Enrollment: Prospective students will need to go through the selection process given by the course certification holder, the Kern County Sheriff's Department.

Repeat Status: Course may be taken unlimited times

This course is designed to fulfill the training requirements established by the California Commission on Peace Officer Standards and Training (POST) for basic peace officer training. 90 hours lecture/810 hours laboratory.

ADMJ C151 A/CSU 3.00 Units
Introduction to Corrections

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course is to give students an overview of the role corrections plays within the criminal justice system. The course focus is on such topics as: incarceration; alternatives to incarceration; rehabilitation of inmates; juvenile offenders; and legal issues that influence the day-to-day operations of correctional institutions. 54 hours lecture.

ADMJ C202 A/N/CSU 11.50 Units
Field Training Program

Prerequisite: Completion of the State of California Peace Officer Training Academy
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

The Field Training Program (FTP) is designed to provide a training continuum which integrates the acquired knowledge and skills from the Regular Basic Peace Officer Academy with the practical application of law enforcement services. The FTP introduces a newly assigned officer to the personnel, procedures, policies and purposes of the individual law enforcement agency. The FTP integrates the initial formal and informal training specific to the agency and the day-to-day duties of officers. Student assignment to a patrol car, one-on-one with a certified Field Training Officer. The Field Training Programs emphasis shall be on both training and evaluation of trainees. 40 hours lecture/520 hours laboratory.

ADMJ C211 A/CSU 3.00 Units
Concepts of Enforcement Services

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course compares roles and expectations of law enforcement from an officer and citizen perspective; exploring the theories, philosophies, and concepts related to the role expectations of the law enforcement officer. The class places a major emphasis upon patrol, traffic, public service responsibilities, and their relationship to the justice system. 54 hours lecture.

ADMJ C215 A/CSU 3.00 Units
Patrol Procedures

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course includes a look into the historical development of the patrol philosophy. Issues of planning for field activities including the function of patrol, traffic enforcement, and other preliminary investigative duties of the field officer will be reviewed. The techniques for planning patrol activities, handling complaints and requests for service will be analyzed. The mechanics of in-field interviewing, person and property searches and arrests will be outlined. The course will cover issues relative to the handling of traffic related problems, civil and domestic disturbances and other community crime related incidents. 54 hours lecture.

ADMJ C230 A/CSU 4 Units
Forensic Crime Scene Investigation

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course enables students to attain a comprehensive understanding of the processes used to respond to, secure, document and collect evidence at a crime scene. The legal, ethical, and practical issues involving crime scene investigations are covered in great detail. The coursework includes identifying and working a crime scene in the field. 54 hours lecture/54 hours laboratory.

American Sign Language

ASL C100 A/UC/CSU 3.00 Units
Deaf History

Repeat Status: Not repeatable

This course is about studying American Deaf culture; its historical and cultural characteristics, values, and dynamics; its psychological and social impacts upon the lives of Deaf people; Deaf education; and mod¬ern-day perspectives. The focus is on the cultural diversity of the Deaf community within the context of personal and social development, and how this culture has been influenced by forces such as population, resources, social organization, technology, and ideology. 54 hours lecture.

ASL C101 A/UC/CSU 4.00 Units
American Sign Language I

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course is an introduction to American Sign Language (ASL), a visual-gesture language used by the deaf community in the United States and Canada, and more importantly, focuses on the development of basic conversation skills emphasizing the culture and history of ASL through in-class and out-of-class requirements. 72 hours lecture.

ASL C102 A/UC/CSU 4.00 Units
American Sign Language II

Prerequisite: ASL C101
Repeat Status: Not repeatable

Students continue to develop and enhance their proficiency in American Sign Language (ASL) usage and knowledge of deaf history and culture. This course encourages students' communicative competency with emphasis on vocabulary and expressive skills through in-class and out-of-class requirements. 72 hours lecture.

ASL C201 A/UC/CSU 4.00 Units
Intermediate American Sign Language I

Prerequisite: ASL C102
Repeat Status: Not repeatable

This course is designed for students to acquire communicative competency in ASL. The course promotes the shifting from comprehension to production of ASL. With expanded vocabularies and grammatical pat¬terns being exposed, the students continue to develop their ASL competencies in numerous conversational settings. The main emphasis is to bring the student's ASL fluency to a point of self-generated ASL for the purpose of furthering language use in ASL. Deaf culture and Deaf community are studied as it relates to the course. 72 hours lecture.

ASL C202 A/UC/CSU 4.00 Units
Intermediate American Sign Language II

Prerequisite: ASL C201
Repeat Status: Not repeatable

This course develops the expressive and receptive communication skills acquired in ASL C201. Students demonstrate competency and an advanced understanding of non-manual behaviors, topic-comment structure, sentence types, time, pronominalization, classifiers, pluralization, temporal aspects, locatives, subjects and objects, and distributional aspects. 72 hours lecture.

Anthropology

ANTH C111 A/UC/CSU 3.00 Units
Cultural Anthropology

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course analyzes social and cultural factors of human behavior in the recent past and present. Students

compare and contrast cultural traditions, practices and beliefs, and discuss the associated environmental and social factors that shape human cultures. 54 hours lecture.

ANTH C121 A/UC/CSU 3.00 Units
Physical Anthropology

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course examines humans as biological organisms from an evolutionary perspective. Areas covered include concepts, methods, findings, and issues in the study of the order primates, including relationships between fossil monkeys, apes and humans, and the significance of genetic diversity among modern populations. 54 hours lecture.

ANTH C131 A/UC/CSU 3.00 Units
Archaeology

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course introduces archaeology as a subfield of anthropology that studies humanity's prehistory, history and present through the study of material remains and the archaeological record of human development from our origins to modern times. 54 hours lecture.

Art

ART C101 A/UC/CSU 3.00 Units
Introduction to Art

Advisory: CSCI C070, Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

Introduction to Art provides the student with a general overview of art history, develops skills in the critical evaluation of art, and encourages the development of personal aesthetics. In addition, the student is given studio art experiences dealing with various studio media in order to reinforce the concepts presented. 27 hours lecture/81 hours laboratory.

ART C105 A/UC/CSU 3.00 Units
History of Western Art I

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

Historical development of art and architecture from the Paleolithic Period to the end of the Middle Ages. Field trips required. 54 hours lecture.

ART C106 A/UC/CSU 3.00 Units
History of Western Art II

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

Historical development of painting, sculpture and architecture from Giotto (1300) to the present. This course focuses on the important contributions of Western art upon the world scene. Field trips optional. 54 hours lecture.

ART C106H A/UC/CSU 4.00 Units
History of Western Art II – Honors

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

Historical development of painting, sculpture, architecture, and other art forms from the renaissance to the present. Special emphasis on the impressionist and post-impressionist periods, focusing on the revolutionary innovations in art that focused on time and space. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

ART C111 A/UC/CSU 3.00 Units
Two Dimensional Design

Repeat Status: Not repeatable

This is a beginning level studio class which introduces a fundamental understanding and usage of the elements and principles of two dimensional design theory and color theory as they relate to the composition of two dimensional images. 27 hours lecture/81 hours laboratory.

ART C115 A/UC/CSU 3.00 Units
3-Dimensional Design

Repeat Status: Not repeatable

Use of individual design elements related to the study of three-dimensional composition. 27 hours lecture/81 hours laboratory.

ART C121 A/UC/CSU 3.00 Units
Drawing I

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Limit 3

This is an introductory studio course in representational and experimental drawing with a focus on historical and contemporary drawing styles, concepts, and drawing materials. This class helps the student develop an understanding of the use of black and white drawing media. Students develop perceptual skills that enable them to draw from direct observation and for personal artistic expression. 27 hours lecture/81 hours laboratory.

ART C131 A/UC/CSU 3.00 Units
Painting I

Advisory: Reading Level 1, Writing Level 2

Repeat Status: Not repeatable

This course is a beginning level studio course which introduces the materials, methods, and techniques of painting as a means of creating two dimensional art images. 27 hours lecture/81 hours laboratory.

ART C141 A/UC/CSU 3.00 Units
Ceramics I

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This is a beginning level studio course which introduces the student to ceramic materials and the methods of processing ceramic materials into finished projects. Instruction is directed toward both art and craft, traditional and contemporary. 27 hours lecture/81 hours laboratory.

ART C151 A/UC/CSU 3.00 Units
Sculpture I

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Limit 3

This course is an introduction to sculptural concepts, processes and techniques. Modern materials and their relationship to design, form, and three-dimensional space is investigated. Students develop perceptual skills that enable them to create sculptures for personal artistic expression. 27 hours lecture/81 hours laboratory.

ART C165 A/UC/CSU 3.00 Units
Photography I

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course provides an introduction to the technical and aesthetics aspects of photography in a fine arts context. Special attention is given to the relationships between photography, other art forms and culture. Students learn to operate a camera, develop film and print black and white photographs. 27 hours lecture/81 hours laboratory.

ART C221 A/UC/CSU 3.00 Units
Drawing III

Prerequisite: ART C121
Repeat Status: Limit 3

This is an advanced studio course in representational and experimental drawing with a focus on historical and contemporary drawing styles, concepts, and drawing materials. This class helps the student develop an advanced understanding of the use of black and white drawing media. Students expand perceptual skills that enable them to draw from direct observation and for personal artistic expression. 27 hours lecture/81 hours laboratory.

ART C231 A/UC/CSU 3.00 Units
Painting II

Prerequisite: ART C131
Repeat Status: Not repeatable

This course provides students opportunities for advanced projects in painting. 27 hours lecture/81 hours laboratory.

ART C240 A/N/CSU 3.00 Units
Ceramics II

Prerequisite: ART C141
Repeat Status: Not repeatable

This course provides an opportunity for advanced work in basic ceramic techniques, glaze and clay formulation, and kiln firing. 27 hours lecture/81 hours laboratory.

ART C265 A/CSU 3.00 Units
Photography II

Prerequisite: ART C165
Repeat Status: Limit 3

A continuation of study in the aesthetics and technology of black and white photography in a fine arts context. Students refine black and white darkroom techniques and learn advanced printing techniques. 27 hours lecture/81 hours laboratory.

Automotive Technology

AUTO C111 A/CSU 5.50 Units
Engine Performance

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Course may be taken unlimited times

This course presents the principles and theory underlying the design, construction and operation of the automobile's fuel system and related components, and emission control fundamentals. 27 hours lecture/216 hours laboratory.

AUTO C115 A/CSU 5.50 Units
Electrical Systems

Advisory: Reading Level 2, Writing Level 2
Repeat Status: Course may be taken unlimited times

This course presents the principles and theories underlying the design, construction and operation of the automobile's electrical systems. Students learn to diagnose, test, adjust and repair electrical system components. This course prepares students for Automotive Service Excellence (ASE) testing in electrical systems. 45 hours lecture/162 hours laboratory.

AUTO C121 A/CSU 3.00 Units
Brakes

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Course may be taken unlimited times

This course presents the principles and theories underlying the design, construction, function and operation of the automotive brake system. This course prepares students for ASE testing in brake systems. 18 hours lecture/108 hours laboratory.

AUTO C125 A/CSU 3.00 Units
Automotive Suspension and Steering

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Course may be taken unlimited times

This course presents the principles and theory underlying the diagnosis, repair and maintenance of the suspension system, including wheel bearings, tires and shocks. 18 hours lecture/108 hours laboratory.

AUTO C131 A/CSU 3.00 Units
Air Conditioning and Heating Systems

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Course may be taken unlimited times

This course provides practical experience in the diagnosis, repair, adjustment and maintenance of automotive comfort and ventilating systems. 36 hours lecture/54 hours laboratory.

AUTO C135 A/CSU 3.00 Units
Auto Transmission and Transaxle Systems

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Course may be taken unlimited times

This course focuses on the development of skills in removing and replacing, repairing, adjusting and servicing drive train components in automatic transmissions. 18 hours lecture/108 hours laboratory.

AUTO C141 A/CSU 3.00 Units
Manual Drive Train and Axles

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Course may be taken unlimited times

This course focuses on the development of skills in removing and replacing, repairing, adjusting and servicing drive train components including clutches, manual transmissions and linkage, universal joints, drive line bearings and differentials. 27 hours lecture/81 hours laboratory.

AUTO C145 A/CSU 3.00 Units
Engine Repair

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Course may be taken unlimited times

This course focuses on the development of the skills and knowledge required to remove, rebuild, and replace an engine back to its original condition. 18 hours lecture/108 hours laboratory.

AUTO C151 A/CSU 3.00 Units
Hybrid and Alternative Fuels

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is an introduction to fundamentals of hybrid and alternative fuel vehicles and their role in today's carbon based society. The difference between AC/DC motors versus gasoline engines will be explored. Unique safety and service procedures for hybrid vehicles is also emphasized. 36 hours lecture/54 hours laboratory.

Biology

BIOL C101 A/UC/CSU 3.00 Units
Principles of Biology

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides a biological survey for non-majors. Topics cover principles of organization, cell structure and function, metabolism, genetics, organ systems of plants and animals, ecology, evolution, and biodiversity. 54 hours lecture.

BIOL C101H A/UC/CSU 4.00 Units
Principles of Biology – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides a biological survey for non-majors. Topics cover principles of organization, cell structure and function, metabolism, genetics, organ systems of plants and animals, ecology, evolution, and biodiversity. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

BIOL C105 A/UC/CSU 4.00 Units
Concepts of Biology

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This is an introductory course in biological science with laboratory experience for non-majors. The course illustrates the principles of organization, cell structure and function, genetics, metabolism, organ systems, and reproduction (plant and animal), ecology, evolution,

and animal behavior. The course is not open to students with credit in BIOL C101. 54 hours lecture/54 hours laboratory.

BIOL C105H A/UC/CSU 5.00 Units
Concepts of Biology – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This is an introductory course in biological science with laboratory experience for non-majors. The course illustrates the principles of organization, cell structure and function, genetics, metabolism, organ systems, and reproduction (plant and animal), ecology, evolution, and animal behavior. The course is not open to students with credit in Biology C101. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture/54 hours laboratory.

BIOL C111 A/UC/CSU 5.00 Units
General Biology I

Prerequisite: MATH C055
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This is an introductory course for students majoring in biological sciences and related subjects. The course covers: principles of cell biology, metabolism, biochemistry, molecular biology, genetics, and physiology. 72 hours lecture/54 hours laboratory.

BIOL C111H A/UC/CSU 6.00 Units
General Biology I – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This is an introductory course for students majoring in biological sciences and related subjects. The course covers: principles of cell biology, metabolism, biochemistry, molecular biology, genetics, and physiology. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 90 hours lecture/54 hours laboratory.

BIOL C112 A/UC/CSU 5.00 Units
General Biology II

Prerequisite: MATH C055
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This is an introductory course for students majoring in biological sciences and related subjects. The course covers Evolutionary Biology, Phylogenetics and Biodiversity, Anatomy and Physiology of Plants, and Ecology. 72 hours lecture/54 hours laboratory.

BIOL C112H A/UC/CSU 6.00 Units
General Biology II – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Prerequisite: MATH C055
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This is an introductory course for students majoring in biological sciences and related subjects. The course covers Evolutionary Biology, Phylogenetics and Biodiversity, Anatomy and Physiology of Plants, and Ecology. The Honors Section will also cover a subset of these topics in greater depth beyond the scope of BIOL C112. 90 hours lecture/54 hours laboratory.

BIOL C121 A/UC/CSU 3.00 Units
Survey of Anatomy and Physiology Lecture

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course is an introductory anatomy and physiology course for students in health career programs. Emphasis is on the structure and function of human cells, tissues, organs, and organ systems. Human development and heredity are also covered. Not open to students who have completed BIOL C125. 54 hours lecture.

BIOL C122 A/UC/CSU 1.00 Unit
Survey of Anatomy and Physiology Laboratory

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is the laboratory component of an introductory anatomy and physiology course designed for students in health career programs. Emphasis is on the structure and function of human cells, tissues, organs, and organ systems. Human development and heredity are also covered. 54 hours laboratory.

BIOL C125 A/N/CSU 4.00 Units
Survey of Anatomy and Physiology

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course is an introductory anatomy and physiology course for students in health career programs. Emphasis is on the structure and function of human cells, tissues, organs, and organ systems. Human development and

heredity are also covered. Laboratory will give hands-on time to learn anatomical structures and perform physiological exercises. Not open to students who has completed BIOL C121. 54 hours lecture/54 hours laboratory.

BIOL C141 A/UC/CSU 3.00 Units
Environmental Studies Lecture

Prerequisite: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course explores environmental science with a focus on the scientific method. It explores human interactions with the environment and their consequences for living and nonliving systems. Topics include ecologic principles, environmental resources and ways of protecting these resources. Critical evaluation of environmental issues and problems is a focus of this course. Not open to students who have completed BIOL C145. 54 hours lecture.

BIOL C142 A/UC/CSU 1.00 Unit
Environmental Studies Laboratory

Co-requisite: BIOL C141
Repeat Status: Not repeatable

This course is a hands-on introduction to environmental science as a branch of the sciences including the scientific method and its relation to the field of science. It focuses on experimental design, sampling methods, data gathering and analysis in the context of the environmental sciences. Lab, field and computer tools will be used to study concepts such as natural selection, human population growth, climate change, and biodiversity. Critical evaluation of environmental issues, problems and policy is a focus of this course. Field trips required. 54 hours laboratory.

BIOL C145 A/UC/CSU 4.00 Units
Environmental Studies

Prerequisite: Level 1 Reading, Level 1 Writing
Repeat Status: Not repeatable

This course explores environmental science with a focus on the scientific method. It explores human interactions with the environment and their consequences for living and nonliving systems. Topics include ecologic principles, environmental resources and ways of protecting these resources. Critical evaluation of environmental issues and problems is a focus of this course. Lab, field and computer tools will be used to study the scientific method, experimental design, sampling methods, data gathering and analysis for hands-on experience of environmental sciences. Not open to students who have completed BIOL C141. Field trips required. 54 hours lecture/54 hours laboratory.

BIOL C251 A/UC/CSU 4.00 Units
Human Anatomy

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course will study the microscopic and gross anatomy of body systems including skeletal, muscular, nervous, circulatory, lymphatic, respiratory, digestive, urinary, endocrine, reproductive and integumentary systems. This course is intended for students majoring in nursing and medical sciences. 54 hours lecture/54 hours laboratory.

BIOL C255 A/UC/CSU 4.00 Units
Human Physiology

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course covers physiology of bone, muscle, nerve, circulation, respiration, digestion, excretion, reproduction and endocrine physiology. This is an introductory course with special emphasis for health careers majors. 54 hours lecture/54 hours laboratory.

BIOL C261 A/UC/CSU 4.00 Units
General Microbiology

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course offers an introduction to major topics and sub-disciplines in microbiology including microbial diversity and classification, microbial anatomy and physiology, microbial genetics, microbial ecology, medical microbiology and immunology, epidemiology and public health, and biotechnology. The course is designed for students interested in health careers. 36 hours lecture/108 hours laboratory.

Business Administration

BSAD C070 A 3.00 Units
Business Mathematics

Advisory: Math Level 3
Repeat Status: Not repeatable

This course provides practice with a wide range of mathematical procedures used in various business applications. Students perform calculations both manually and using a calculator to solve problems in accounting, retail, finance and taxation. Learners will require access to a printing calculator with features including: round off/up key, decimal selector for 0 through 6 plus float, memory keys and 10-12 digit keyboard. 54 hours lecture.

BSAD C072 A 3.00 Units
Introduction to Accounting

Advisory: BSAD C070, Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course covers basic accounting concepts and procedures required to complete an accounting cycle. Account types, (assets, liabilities, equity, revenue, expenses) as well as procedures for bank reconciliation, petty cash, and payroll are introduced. Learners complete business transactions from day-to-day record keeping to closing entries and preparation of year end documents balance sheet, income statement, and statement of owner's equity for a sample merchandising business. 36 hours lecture, 54 hour laboratory.

BSAD C100 A/CSU 3.00 Units
Introduction to Business

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This is a survey course introducing the nature and scope of business. Fields of business that will be introduced include management, operations, ethics, human resources, marketing, information systems and accounting. This course is recommended as the first business course for all business majors. 54 hours lecture.

BSAD C101 A/UC/CSU 4.00 Units
Financial Accounting

Advisory: BSAD C072, Math Level 3
Repeat Status: Not repeatable

This course introduces transaction analysis and reporting accounting information. Students examine accounting theory and the procedures of the accounting cycle. Emphasis is on preparing financial statements and interpreting results. 72 hours lecture.

BSAD C102 A/UC/CSU 4.00 Units
Managerial Accounting

Prerequisite: BSAD C101
Repeat Status: Not repeatable

This course focuses on analyzing and reporting accounting data for use in management planning, control and decision-making. Students examine cost systems, manufacturing systems, budgeting, and financial statement preparation and analysis. 72 hours lecture.

BSAD C110 A/CSU 3.00 Units
Introduction to Personal Finance

Advisory: Reading Level 1, Writing Level 1, Math Level 2
Repeat Status: Not repeatable

This course introduces students to the principles of personal financial management. Topics include budgeting, career decisions, tax structure, consumer credit, insurance and retirement, purchasing decisions, savings, and investment. 54 hours lecture.

BSAD C131 A/UC/CSU 3.00 Units
Business Law

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course introduces students to the legal environment of business and the American legal system. Students examine contracts in depth and agency law. The course includes a study of the governmental regulation of business and the relationship between administrative/legislative (state and federal) law, and business ethics. 54 hours lecture.

BSAD C141 A/CSU 3.00 Units
Human Relations in Business

Advisory: BSAD C100, Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

Using a behavioral science approach, students gain an understanding of human relations in the business environment. Emphasis is placed on elements of job applications and job advancement, motivation, people-to-people relationships, effective communication, and techniques of leadership on the job. Case studies, experiential exercises, and projects are used to assist the students in understanding the material. 54 hours lecture.

BSAD C145 A/CSU 3.00 Units
Business Communication

Advisory: CSCI C121; Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course presents the principles and techniques of effective written and oral business communications. Students will discuss, critique, and practice business-writing strategies to produce messages, letters, reports, and presentations, while developing critical thinking skills. Business communication in a global environment is also emphasized. 54 hours lecture.

BSAD C152 A/CSU 3.00 Units
Managing Diversity in the Workplace

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course is a survey of the processes involved in creating a workplace environment which is free of bias related to cultural background, gender, lifestyle or other legally relevant classification. Topics include identifying a personal comfort level, skill building in dealing with diversity issues, and the role of diversity in organizational culture. Case studies, exercises for developing competency, and projects are used to

assist the students in understanding the material and in developing managerial skills. Meets graduation requirements for diversity education. 54 hours lecture.

BSAD C155 A/CSU 3.00 Units
Human Resource Management

Advisory: Reading Level 1, Writing Level 1, Math Level 2
Repeat Status: Not repeatable

This course introduces the principles and methods related to the effective use of human resources in organizations. Students gain an understanding of human resources involved in recruitment, selection, and placement of employees with regards to training, experience, and abilities. Topics of total compensation, employee-management relations, and global human resources management are also covered. 54 hours lecture.

BSAD C171 A/CSU 3.00 Units
Introduction to Marketing

Advisory: Reading Level 1, Writing Level 1, Math Level 2
Repeat Status: Not repeatable

This course introduces the nature and scope of the marketing activity as demonstrated by an integrated, analytic, and practical study of marketing problems. Topics include: how to distribute and sell a product or idea; consumer behavioral patterns; strategy, planning, forecasting, and evaluation of the marketing process. 54 hours lecture.

BSAD C180 A/CSU 3.00 Units
Entrepreneurship: Small Business Management

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course introduces the principles of planning and managing a small business enterprise. Students examine the characteristics of the entrepreneur and the process of creating and operating a new business venture. The course includes the development of a business plan and examine the small business aspects of financing, marketing, and organizing, record keeping, legalities, personnel and government assistance. 54 hours lecture.

BSAD C211 A/CSU 3.00 Units
E-Commerce

Advisory: BSAD C100, CSCI C101
Repeat Status: Not repeatable

This course provides students with a foundation in business and marketing principles as applied to eCommerce and examines numerous models for advertising and selling products, media, and services. Topics include business-to-business, business-to-consumer, eLearning, and mobile computing applications and support services. Marketing strategies, including search engine optimization and emerging digital media and mobile advertising campaigns are also examined. 54 hours lecture.

BSAD C212 A/CSU 3.00 Units
International Business

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides a comprehensive overview of international business, including a global perspective of international trade, foreign in¬vestments, financial markets, international marketing, and the operation of multi-national corporations. 54 hours lecture.

BSAD C220 A/CSU 3.00 Units
Principles of Project Management

Advisory: BSAD C100, CSCI C101, Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course introduces students to the principles of project management. Topics include project management theory and project initiation, planning, and implementation. Additionally, techniques for selection, monitoring, and controlling are introduced. Students make extensive use of project management software to track resources, tasks, and milestones. 54 hours lecture.

BSAD C222 A/CSU 3.00 Units
Problem Solving and Computer Applications in Management

Advisory: BSAD 100, CSCI 101, Reading Level 1, Writing Level 1, Math Level 2
Repeat Status: Not repeatable

This course uses computer applications and critical thinking skills to solve real-world business problems. Students integrate the use of word processing, spreadsheet, database, presentation, add-in software, and Internet resources to manage data to solve problems. Emphasis is placed on the use of software tools and analysis and modeling techniques to manage and manipulate data sources for decision making. The course assumes prior successful experience with and knowledge of individual Microsoft Office computer applications programs. 54 hours lecture.

BSAD C251 A/CSU 3.00 Units
Principles of Management and Organization

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course covers the formal organization, its environment and structure. Elements of planning, decision making, organizing, staffing, leading,

controlling, and evaluating are covered. Case studies, competency (experiential) exercises, and projects are used to develop managerial skills. This course is a "capstone" for business career students. 54 hours lecture.

Business Office Technology

BSOT C100 A/CSU 3.00 Units
Introduction to Business Office Technology

Advisory: CSCI C070, Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course provides the learner with a survey of skills and topics covered in the Business Office Technology Program certificates and degree. Business English, an orientation to industry standard office software, entry level office procedures, and office ethics are covered. Potential completers of the Business Office Technology certificates and degree are introduced to skills and topics relevant to success as an office clerk, administrative assistant, or office manager. 54 hours lecture.

BSOT C127 A/CSU 1.00 Unit
Micrsoft PowerPoint

Advisory: CSCI C070 or CSCI C101 and CSCI C121
Repeat Status: Not repeatable

This is a hands-on microcomputer course designed to provide basic understanding of Microsoft PowerPoint. Topics to be covered include planning, creating, editing, viewing, and printing. This course prepares the student to take the core level Microsoft PowerPoint Office Users Specialist certification exam. 9 hours lecture/27 hours laboratory.

BSOT C131 A/CSU 1.00 Unit
Basic Computer Keyboarding

Co-requisite: CSCI C070
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

Learners are introduced to a computer keyboard with an emphasis on skill-building correct touch typing techniques for alphanumeric, symbol, and punctuation keys. A foundation for keyboarding speed and accuracy is developed. 9 hours lecture/27 hours laboratory.

BSOT C132 A/CSU 1.00 Unit
Intermediate Computer Keyboarding

Advisory: BSOT C131
Repeat Status: Not repeatable

Learners in this course build on a basic keyboarding foundation with correct touch typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-Key numeric keypad. Skill-building includes introductory formatting of documents. Successful completion of this class will result in minimum keyboarding speed of 30 wpm net. 9 hours lecture/27 hours laboratory.

BSOT C133 A/CSU 1.00 Unit
Advanced Computer Keyboarding

Advisory: BSOT C132
Repeat Status: Not repeatable

Learners in this course build on an intermediate keyboarding foundation with correct touch typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-Key numeric keypad. Skill-building includes formatting of documents and individualized remedial drills. Successful completion of this class will result in minimum keyboarding speed of 45 wpm net. 9 hours lecture/27 hours laboratory.

BSOT C154 A/CSU 3.00 Unit
Office Personnel Seminar

Advisory: BSAD C145, CSCI C151
Repeat Status: Not repeatable

Capstone course designed to integrate and refine office skills. Students gain skills in communication, information processing, time management, ethics, records management, administrative procedures, customer service, and job search. The workplace of today as well as team work, problem solving, and decision-making skills will be emphasized. 54 hours lecture.

Chemistry

CHEM C101 A/UC/CSU 4.00 Units
Introduction to Chemistry

Prerequisite: MATH C055
Repeat Status: Not repeatable

This course covers measurement and units in chemistry, properties of matter, the structure of the atom, inorganic compounds, the periodic table, calculations from balanced chemical equations, basic chemical bonding, the ideal gas law and properties of water and other liquids. 54 hours lecture/54 hours laboratory.

CHEM C111 A/UC/CSU 5.00 Units
General Inorganic Chemistry I

Prerequisite: MATH C055
Repeat Status: Not repeatable

This course covers matter and measurement, atoms, molecules, ions, calculations with chemical formulas and equations, aqueous reactions and solution stoichiometry, thermochemistry, the electronic

structure of atoms, periodic properties of the elements, concepts of chemical bonding, molecular geometry and bonding theories, the gaseous state, intermolecular forces in solids and liquids, modern materials, and properties of solutions. 72 hours lecture/54 hours laboratory.

CHEM C113 A/UC/CSU 5.00 Units
General Inorganic Chemistry II

Prerequisite: CHEM C111
Repeat Status: Not repeatable

This course covers modern materials, properties of solutions, kinetics, chemical and aqueous equilibrium, acids and bases, environmental chemistry, thermodynamics, electro-chemistry, nuclear chemistry, metallurgy, chemical trends in the periodic chart, coordination compounds, and bioorganic chemistry. 72 hours lecture/54 hours laboratory.

CHEM C113H A/UC/CSU 6.00 Units
General Inorganic Chemistry II – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Prerequisite: CHEM C111
Repeat Status: Not repeatable

This course covers modern materials, properties of solutions, kinetics, chemical and aqueous equilibrium, acids and bases, environmental chemistry, thermodynamics, electro-chemistry, nuclear chemistry, metallurgy, chemical trends in the periodic chart, coordination compounds, and bioorganic chemistry. The honors course provides more content in the form of advanced topics in chemistry and requires greater intensity and depth of study above and beyond that of the non-honors class. 90 hours lecture/54 hours laboratory.

CHEM C221 A/UC/CSU 5.00 Units
Organic Chemistry I

Prerequisite: CHEM C111
Repeat Status: Not repeatable

This course covers structure and bonding, polar bonds, alkanes, cycloalkanes, stereochemistry, synthesis, structure and reactivity of alkenes, synthesis, structure and reactivity of alkynes, handedness in chemistry, synthesis, structure and reactivity of alkyl halides, carbocations, the concept of resonance, nucleophilic substitutions and eliminations, basic biochemistry, mass spectrometry, infrared, nuclear magnetic resonance and ultraviolet spectroscopy and aromaticity. This Organic Chemistry for Majors I course is taught according to standards developed by the American Chemical Society. 72 hours lecture/54 hours laboratory.

CHEM C223 A/UC/CSU 5.00 Units
Organic Chemistry II

Prerequisite: CHEM C221
Repeat Status: Not repeatable

This course covers the chemistry of aromatic compounds alcohols, thiols, ethers, epoxides and sulfides, aldehydes, ketones, carboxylic acid and carboxylic acid derivatives, amino acids, proteins, amines, phenols, carbohydrates, lipids, heterocycles, polymers and biological systems. Pericyclic carbonyl condensation, alpha substitution and other reaction mechanisms are also covered. This course is designed for students who will major in Chemistry, Chemical Engineering or related field. 72 hours lecture/54 hours laboratory.

CHEM C223H A/UC/CSU 6.00 Units
Organic Chemistry II – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Prerequisite: CHEM C221
Repeat Status: Not repeatable

This course covers the chemistry of aromatic compounds, alcohols, thiols, ethers, epoxides and sulfides, aldehydes, ketones, carboxylic acid and carboxylic acid derivatives, amino acids, proteins, amines, phenols, carbohydrates, lipids, heterocycles polymers, biological systems. Pericyclic, carbonyl condensation, alpha substitution and other reaction mechanisms are also covered. This course is designed for students who will major in Chemistry, Chemical Engineering or related field. The honors course provides more content and requires greater intensity and depth of study than the non-honors Organic Chemistry class. 90 hours lecture/54 hours laboratory.

Child Development

CHDV C080 A 1.00 Unit
Child Development Conference

Repeat Status: Course may be taken unlimited times

This course allows those who are interested or currently working in the file of Child Development to gain professional growth experience in accordance with the Permit Matrix. Students will have the opportunity to travel to county, state, and national conferences to learn more about topics related to infant/toddler, preschool, and school-age programs. Certificates of completion for Professional Growth will be available. 18 hours lecture.

CHDV C081 A 1.00 Unit
Special Topics in Child Development

Repeat Status: Course may be taken unlimited times

This course allows those who are interested or currently working in the field of Child Development to gain professional growth experience in accordance with the Permit Matrix. A series of seminars and workshops are designed each semester to introduce those who are new to the field as well as the rejuvenate those who are experienced in the field. Current local, state, and national issues will be covered. Certificates of completion for Professional Growth will be available. 18 hours lecture.

CHDV C082 A 2.00 Units
Special Topics in Child Development

Repeat Status: Course may be taken unlimited times

This course allows those who are interested or currently working in the field of Child Development to gain professional growth experience in accordance with the Permit Matrix. A series of seminars and workshops are designed each semester to introduce those who are new to the field as well as to rejuvenate those who are experienced in the field. Current local, state, and national issues will be covered. Certificates of completion for Professional Growth will be available. 36 hours lecture.

CHDV C083 A 3.00 Units
Special Topics in Child Development

Repeat Status: Course may be taken unlimited times

This course allows those who are interested or currently working in the field of Child Development to gain professional growth experience in accordance with the Permit Matrix. A series of seminars and workshops are designed each semester to introduce those who are new to the field as well as rejuvenate those who are experienced in the field. Current local, state, and national issues will be covered. Certificates of completion for Professional Growth will be available. 54 hours lecture.

CHDV C084 A 0.50 Units
Special Topics in Child Development

Repeat Status: Course may be taken unlimited times

This course allows those who are interested or currently working in the field of Child Development to gain professional growth experience in accordance with the Permit Matrix. A series of seminars and workshops are designed each semester to introduce those who are new to the field as well as to rejuvenate those who are experienced in the field. Current local, state, and national issues will be covered. Certificates of completion for Professional Growth will be available. 9 hours lecture.

CHDV C100 A/CSU 3.00 Units
Principles and Practices of Teaching

Prerequisite: Reading Level 1
Advisory: Writing Level 1
Repeat Status: Not repeatable

This course provides an examination of the underlying theoretical principles of developmentally appropriate practices applied to programs and environments emphasizing the key role of relationships, constructive adult-child interactions and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C102 A/CSU 3.00 Units
Introduction to Materials and Curriculum

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine a teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas includes but is not limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C104 A/UC/CSU 3.00 Units
Child, Family and Community

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course examines the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development are highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C105 A/CSU 3.00 Units
Introduction to Infant Development

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

Students are introduced to care and education for infants and toddlers. Topics include curriculum,

observation, the Pikler Approach, the Gerber philosophy, planning for attachment, special needs, sensory integration, communication, nutrition, and sanitation. Students prepare to understand, respect, and support healthy identity development in infants and toddlers including emphasis on diversity and individuality. Students are encouraged to contemplate their roles in shaping the identity formation of infants and toddlers. Students are required to observe infants and/or toddlers in a group setting. 54 hours lecture.

CHDV C106 A/N/CSU 3.00 Units
Child Growth and Development

Advisory: CHDV C100, Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course examines the major physical, psychosocial, and cognitive/ language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students observe children, evaluate individual differences and analyze characteristics of development at various stages. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C107 A/CSU 3.00 Units
School Age Development

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides information on school-age developmental needs and stages, techniques for interacting positively and effectively with children, and ideas to assist in meeting the wide range of children's needs. The design of schedules, policies, the environment and activities are based upon the understanding of children's development, special needs and cultural background. Students are required to observe school-aged children in an out-of-school setting. 54 hours lecture.

CHDV C111 A/CSU 3.00 Units
Principles of Child Guidance

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course introduces positive and effective approaches for guiding children's behavior in the classroom and family settings. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C121 A/CSU 3.00 Units
Health, Safety, and Nutrition

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides an introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. Students may be required to observe children in a group setting. 54 hours lecture.

CHDV C122 A/CSU 0.50 Units
Community CPR and First Aid

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Course may be taken unlimited times

In this course students gain working knowledge and skills for emergency action principles, wounds, shock, poisoning, burns splintering, diabetic emergencies, infection, heart attack, temperature extremes, transportation, and bandaging. This is an American Red Cross course. The instructor is responsible for filing the proper forms with the American Red Cross office and for requesting the appropriate cards for the students upon completion of the course. 10 hours lecture.

CHDV C125 A/CSU 3.00 Units
Diversity in Education

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Students explore various classroom strategies, emphasizing culturally and linguistically appropriate anti-bias approaches that support all children in becoming competent members of a diverse society. This course includes self-examination and reflection on issues related to social identity; stereotypes and bias; social and educational access; media and schooling. Students are required to observe children and/or environments where children are in a group setting. 54 hours lecture.

CHDV C145 A/CSU 3.00 Units
Language and Literature

Advisory: CHDV C105 or CHDV C106 or CHDV C107, Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course develops the skills of storytelling and story reading for all ages. Special emphasis is on incorporating reading and writing activities into an

emergent literacy program that supports children's language development through the use of children's literature. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C149 A/CSU 3.00 Units
Play and Meaning

Advisory: CHDV C105, or CHDV C106, or CHDV C107; Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course delves into the intricacies of play in the classroom and how children use play to develop meaning. Special emphasis is placed on building play into the curriculum for children aged birth to school age. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C200 A/CSU 3.00 Units
Observation and Assessment

Advisory: CHDV C102 and CHDV C104 and CHDV C125; CHDV C105 or CHDV C106 or CHDV C107; and CHDV C145 or CHDV C149
Repeat Status: Not repeatable

This course focuses on the appropriate use of assessment and observation strategies to document growth and development, develop plans and learn how to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C203 A/CSU 3.00 Units
Practicum - Field Experience

Prerequisite: CHDV C100 and CHDV C102 and CHDV C104 and CHDV C125 and CHDV C105 or CHDV C106 or CHDV C107; and CHDV C145 or CHDV C149; and CHDV C200.
Repeat Status: Not repeatable

Students demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Students work in a supervised field experience and are required to perform at least 54 hours of practicum work under the direct supervision of a Master Teacher (or someone who would qualify as a Master Teacher) in an instructor-approved infant/toddler or preschool program. School-age program placement is restricted to before and after school programs or kindergarten. Participation in a placement setting requires proof of tuberculosis (TB) clearance. 36 hours lecture/54 hours laboratory.

CHDV C205 A/CSU 3.00 Units
Infant and Toddler Curriculum

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

Students learn to plan a responsive and relationship-based curriculum for infants and toddlers by connecting information about development and learning to how the teacher makes decisions about the curriculum. The student learns to observe babies and respond in ways that pro¬mote learning and deepen their relationships with their teachers, their parents, and others. The student learns to appreciate that learning for infants and toddlers occurs in spontaneous moments; through brief interactions; and that each shared expression of surprise or joy is a moment of learning. 54 hours lecture.

CHDV C207 A/CSU 3.00 Units
School-Age Curriculum

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides information on how to implement quality programs for school-age children. Students learn assessment, planning, implementation, and evaluation of programs. Students use standards for quality school-age care to assess quality indicators in the areas of human relationships, indoor and outdoor environments, and curriculum. Students are required to observe school-aged children in out-of-school settings. 54 hours lecture.

CHDV C241 A/CSU 3.00 Units
The Exceptional Child

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides a broad overview of exceptional development, including descriptions, and practical strategies needed for those who live and work with children with exceptional needs. Students may be required to observe children in a group setting. 54 hours lecture.

CHDV C251 A/CSU 3.00 Units
Administration of Child Development Programs I

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

Students are introduced to the principles, techniques and methods for the efficient administration of child

development programs. Topics include: budgeting, personnel leadership and management, health and safety, facility design and layout, and regulations including Title 5 of the California Education Code, Title 22 of the California Code of Regulations and California Health and Safety Code. Students are required to observe licensed or license-exempt programs in their community. 54 hours lecture.

CHDV C252 A/CSU 3.00 Units
Administration of Child Development Programs II

Limitation on Enrollment: Completion of 9 units of Child Development course work including CHDV C251

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

Child Development program administrators are managers responsible for providing oversight for all program operations, as well as leadership in child development and the greater community. This course emphasizes the principles, techniques and methods for creating and maintaining a caring, cooperative workplace that respects human dignity, promotes professional satisfaction, and models positive relationships. Students are required to observe licensed or license-exempt programs in their community. 54 hours lecture.

CHDV C281 A/CSU 3.00 Units
Adult Supervision

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course addresses the various components of supervision in the early childhood field from the perspective of administration and mentor teaching. Emphasis is on leadership, advocacy, mentoring, and collaborating in a child care environment to develop positive relationships with staff, families, and children. Students are required to observe supervisors currently working in license and licensed-exempt programs in their community. This course satisfies the adult supervision requirement for the Master Teacher level of the Child Development Permit. 54 hours lecture.

Computer Science

CSCI C001 X 0.00 Units
Computer Skills Lab

Repeat Status: Course may be taken unlimited times

The computer skills lab enables students to build computer literacy and information competency skills. 640 hours open laboratory.

CSCI C070 A 1.00 Unit
Computer Literacy

Advisory: Reading Level 2
Repeat Status: Not repeatable

This hands-on course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging and Internet browsing and searching. This course includes a brief introduction to industry standard word processing, spreadsheet, and presentation application programs. Computer terminology and identification of fundamental hardware and software applications is introduced. 9 hours lecture/27 hours laboratory.

CSCI C079 A 0.50 Units
Special Topics Computer Science

Repeat Status: Limit 3

In this course students will learn concepts and develop skills and techniques in the selected topic. 9 hours lecture.

CSCI C081 A 1.00 Unit
Special Topics Computer Science

Repeat Status: Limit 3

In this course students will learn concepts and develop skills and techniques in the selected topic. 18 hours lecture.

CSCI C083 A 3.00 Unit
Special Topics Computer Science

Repeat Status: Limit 3

In this course student will learn concepts and develop skills and techniques in the selected topic. 54 hours lecture.

CSCI C101 A/UC/CSU 3.00 Units
Introduction to Computer Information Systems

Advisory: CSCI C070, Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This survey class introduces the learner to uses of computers in business and society through exploration of hardware, software, file management, networks, digital media, the Internet, webpage creation and business software. Context and issues related to the computer industry as well as information systems and design are presented. Projects include writing and presenting on a relevant topic utilizing business software and research skills developed in class. 36 hours lecture/54 hours laboratory.

CSCI C121 A/CSU 1.00 Unit
Beginning Word

Advisory: CSCI C070, Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This hands-on computer course is designed to provide basic understanding of word processing concepts using Microsoft Word. Learners create, edit, and format documents including business letters, multiple-page reports, newsletters, and cover letters. This course begins preparation for the Microsoft Application Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

CSCI C123 A/CSU 1.00 Unit
Beginning Excel

Advisory: CSCI C070, Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This hands-on computer course is designed to provide a basic understanding of spreadsheets. Spreadsheet design, creation, revision, formatting and printing are covered. Students will create basic sales or expense reports, family budgets and basic business related spreadsheet documents using Microsoft Excel features and functions. This course begins preparation for the Microsoft Office Specialist certification exam for Excel. 9 hours lecture/27 hours laboratory.

CSCI C125 A/CSU 1.00 Unit
Beginning Access

Advisory: CSCI C070, Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This hands-on computer course is designed to provide an intermediate understanding of database programs. Fundamental relational database design and management as well as building and editing basic tables, forms, queries, and reports is introduced. This course begins preparation for the core level Microsoft Access Office Specialist certification exam. 9 hours lecture/27 hours laboratory.

CSCI C129 A/CSU 1.00 Unit
Microsoft Outlook

Advisory: CSCI C070, Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course introduces students to personal management software integrating electronic mail, contact information, task features, a journal, and scheduling with the calendar functions. 9 hours lecture/27 hours laboratory.

CSCI C135 A/CSU 1.00 Unit
Beginning Adobe Acrobat

Advisory: CSCI C070, Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This is a hands-on microcomputer course designed to provide basic understanding of Adobe Acrobat®. Topics include creating portable document files (PDF), working with PDF files, as well as annotation and editing of files. 9 hours lecture/27 hours laboratory.

CSCI C140 A/CSU 2.00 Units
A+ Essential Skills for Computers

Advisory: CSCI C101
Repeat Status: Not repeatable

This course emphasizes a fundamental technical understanding of personal computer hardware, setup, maintenance, and installation in a personal workgroup environment. This course prepares a student for the CompTIA A+ essentials exam for entry level IT Technicians and services as a building block for further certification oriented technical training. 18 hours lecture/54 hours laboratory.

CSCI C141 A/N/CSU 2.00 Units
A+ Standard Skills for IT Technicians

Advisory: CSCI C140
Repeat Status: Not repeatable

This course builds upon the technical understanding of professional computer support and develops competency for troubleshooting in a corporate network environment. This course prepares a student for the CompTIA A+ 220-602 exam for IT Technicians. 18 hours lecture/54 hours laboratory.

CSCI C143 A/N/CSU 3.00 Units
Network+ Fundamentals of Network Technologies

Advisory: CSCI C141 or 1 year equivalent networking experience
Repeat Status: Not repeatable

This course emphasizes the fundamental technical understanding of computer networks. Network+ is a globally recognized certificate to validate a student's proficiency installing, configuring and troubleshooting basic network hardware, protocols and services. A successful candidate is prepared to take the Network+ certification exam. This course is ideal for prospective candidates in network administration and/or further training in Microsoft, Linux, and/or network routing and switching. 36 hours lecture/54 hours laboratory.

CSCI C146 A/N/CSU 3.00 Units
Security+ Fundamentals of Network Security

Advisory: CSCI C143 or 2 years equivalent experience in the Information Technology field
Repeat Status: Not repeatable

This course emphasizes the fundamental technical understanding of computer and network security principals. Security+ is a globally recognized certificate that validates a student's knowledge in the implementation of practical hardware, software, network and Internet security. A successful candidate is prepared to take the Security+ certification exam. This course is ideal for prospective candidates who want to master practical network and computer security. 36 hours lecture/54 hours laboratory.

CSCI C151 A/CSU 1.00 Unit
Intermediate Word

Advisory: CSCI C121
Repeat Status: Not repeatable

This hands-on computer course is designed to provide an intermediate understanding of word processing concepts using Microsoft Word. Learners create, edit, and format documents including a business plan, form letters, mailing labels, and learn how to collaborate with others on the creation of complex documents. This course continues preparation for the Microsoft Office Application Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

CSCI C153 A/CSU 1.00 Unit
Intermediate Excel

Advisory: CSCI C123
Repeat Status: Not repeatable

This hands-on computer course is designed to provide an intermediate understanding of spreadsheets. Learn how to analyze data through list management, using autofilter, sort and pivot table features. Work with multiple worksheets and workbooks, and then create a shared workbook, resolve conflicts, and track changes. Finally, plan and prepare an application using Excel's data validation feature and button creation using macros. This course completes topics required in preparation for Microsoft Application Specialist exam for Excel. 9 hours lecture/27 hours laboratory.

CSCI C155 A/CSU 1.00 Unit
Intermediate Access

Advisory: CSCI C125
Repeat Status: Not repeatable

This hands-on computer course is designed to provide an intermediate understanding of database objects and functionality. Advanced queries, table design, custom forms and reports are covered along with integrating Access with the web and other programs. This course continues study of skills required in preparation for Microsoft Application Specialist exam for Access. 9 hours lecture/27 hours laboratory.

CSCI C161 A/CSU 1.00 Unit
Advanced Word

Prerequisite: CSCI C151
Repeat Status: Not repeatable

This hands-on computer course is designed to provide an advanced understanding of word processing concepts using Microsoft Word. Learners create a document template, apply advanced word processing features, import and run Visual Basic for Applications (VBA) macros, create on-screen forms and calculations with advanced table techniques, record macros, and work with long documents and subdocuments. This course completes preparation for the expert level Microsoft Office Application Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

CSCI C163 A/CSU 1.00 Unit
Advanced Excel

Prerequisite: CSCI C153
Repeat Status: Not repeatable

This hands-on computer course is designed to provide an advanced understanding of spreadsheets using Microsoft Excel. Data Tables, Scenario Management, using Solver, importing and exporting data, enhancing with Visual Basic for applications and modifying Excel default settings are covered. This course completes preparation for the Microsoft Application Specialist certification exam for Excel. 9 hours lecture/27 hours laboratory.

CSCI C165 A/CSU 1.00 Unit
Advanced Access

Prerequisite: CSCI C155
Repeat Status: Not repeatable

This hands-on computer course is designed to provide an advanced understanding of entry level creation and modification of database applications in business. Action queries, table relationship properties, automating tasks with macros are covered including Switchboard development. Visual Basic for Applications is introduced to enhance database construction and functionality. Managing with replication and synchronization as well securing with user level Security Wizard is included. This course completes study of skills required in preparation for Microsoft Application Specialist exam for Access. 9 hours lecture/27 hours laboratory.

CSCI C171 A/CSU 1.00 Unit
Introduction to the Internet and the World Wide Web

Advisory: CSCI C070, Reading Level 1, Writing Level 1

Repeat Status: Not repeatable

This course provides a hands-on introduction to the Internet and World Wide Web, including electronic mail, file transfer protocol (FTP), browser use, web page development, security, e-commerce, search strategies, copyrights, and social networking. 9 hours lecture/27 hours laboratory.

CSCI C181 A/CSU 3.00 Units
Fundamentals of Web Development

Advisory: Computer Competency, Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This entry-level course provides students with the skills to create web pages in XHTML and CSS using a text editor. This course emphasizes current web standards which include code validation, semantics, and separating content from style. Microformats and modern web trends are also discussed. Note: This course is cross listed with DMA C111. 36 hours lecture/54 hours laboratory.

CSCI C187 A/CSU 1.00 Unit
Introduction to Microsoft Project

Advisory: CSCI C101
Repeat Status: Not repeatable

This course introduces the learner to concepts of project management and the Microsoft Project program. Learners learn how to plan projects, create project schedules, communicate project information, assign resources and costs to project tasks, and track and forecast project progress and completion. 9 hours lecture/27 hours laboratory.

CSCI C241 A/CSU 3.00 Units
Introduction to Telecommunications

Prerequisite: CSCI C101
Repeat Status: Not repeatable

This course is designed to familiarize the student with the techniques, applications and control of modern data communications networks. The course provides the student with a working knowledge of the types of communications systems and their strengths and weaknesses in solving various information network problems. 36 hours lecture/54 hours laboratory.

CSCI C251 A/UC/CSU 3.00 Units
Introduction to Visual Basic Programming

Prerequisite: CSCI C101
Repeat Status: Not repeatable

This course is an introduction to object-oriented programming and the integrated development environment (IDE) of Visual Basic, including fundamentals, logic algorithm development, classes and objects. 36 hours lecture/54 hours laboratory.

CSCI C252 A/UC/CSU 3.00 Units
Introduction to Computer Science

Prerequisite: CSCI C101, MATH C055
Repeat Status: Not repeatable

This course explores topics of computer science within a framework of a six-layer hierarchy of abstractions. In addition to some motivational applications such as Web page design and interactive graphics, the course covers the fundamental issues of algorithms, hardware design, computer organization, system software, language models, theory of computation, and social and ethical issues of computing. The course involves some introductory programming in an object oriented language. Intended for computer science majors. 36 hours lecture/54 hours laboratory.

CSCI C265 A/UC/CSU 3.00 Units
Introductory C++ Programming

Prerequisite: CSCI C101
Repeat Status: Not repeatable

This course is an introduction to C++ object-oriented programming, including fundamentals, logic, algorithm development, classes, functions and inheritance. 36 hours lecture/54 hours laboratory.

CSCI C267 A/UC/CSU 3.00 Units
Introduction to Java Programming

Prerequisite: CSCI C101, MATH C055
Repeat Status: Not repeatable

This course introduces techniques and principles of problem solving using computer systems with the Java computer programming language. The development of applications and applets with Java will be covered using object-oriented programming techniques. 36 hours lecture/54 hours laboratory.

CSCI C270 A/CSU 3.00 Units
Introduction to Database Design and Management

Advisory: CSCI C101, Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course introduces the concepts of database systems, design, and management. The course will cover the relational database model, normalization, entity-relationship diagrams and SQL (Structured Query Language). Additional topics include data warehousing, and web-based database development. 36 hours lecture/54 hours laboratory.

CSCI C280 A/CSU 3.00 Units
Web Application Development Using PHP

Prerequisite: DMA C211
Repeat Status: Not repeatable

This course covers an introduction to the use of the PHP platform to develop dynamic web applications. It covers the origins, syntax and structure of PHP, as well as the PHP-specific commands and objects and their use in PHP development. This course is cross listed with DMA C213. 36 hours lecture/54 hours laboratory.

CSCI C285 A/CSU 3.00 Units
Extensible Markup Language (XML)

Prerequisite: CSCI C101, MATH C055
Advisory: DMA C111/CSCI C181
Repeat Status: Not repeatable

An introduction to Extensible Markup Language (XML), an engine that allows users to describe data regardless of whether that data is being processed via fax, wireless device, or computer. Students will learn how to share and access data both on the web and in business settings. 36 hours lecture/54 hours laboratory.

Counseling

COUN C101 A/UC/CSU 2.00 Units
Tools for College Success

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course introduces students to the process of academic and career planning by means of personal and group exercises. Life skills such as critical thinking, resource management, personal assessment and motivational factors are explored. Issues of diversity that may impact the student will be raised (e.g. equal access, job opportunities and barriers to education) through class discussions and readings. 36 hours lecture.

Digital Media Arts

DMA C102 A/UC/CSU 3.00 Units
Digital Imaging with Photoshop

Advisory: Computer Competency, Reading Level 1, Writing Level 2
Repeat Status: Limit 3

This course provides beginning through intermediate concepts in digital imaging. Topics covered include image editing and enhancing, original creation of composite images from photographs and artwork, drawing and painting original digital artwork, and the creation of web graphics. Students will incorporate basic design principles in their digital photographs and compositions. 36 hours lecture/54 hours laboratory.

DMA C103 A/CSU 2.00 Units
Digital Photo Enhancement with Photoshop

Advisory: Computer Competency, Reading Level 1, Writing Level 2
Repeat Status: Limit 3

This course provides beginning through intermediate concepts in digital photograph editing techniques using Photoshop, including correcting color, tone, saturation, and sharpness. Students also learn how to repair or retouch distorted or damaged photographs, apply common photographic special effects, and prepare color images for output. 24 hours lecture/36 hours laboratory.

DMA C107 A/CSU 3.00 Units
Illustration and Design with Illustrator

Advisory: Computer Competency, Reading Level 1, Writing Level 2
Repeat Status: Limit 3

This course enables students to develop computer illustration and design skills through visual design exercises and projects, including logos and marks, technical and creative illustration, package designs, and simple graphic communications. Students develop an awareness of various illustrative styles and genre. Students also develop proficiency through the intermediate level in the use of vector drawing application, Adobe Illustrator. No prior knowledge of the software is required. 36 hours lecture/54 hours laboratory.

DMA C108 A/CSU 3.00 Units
Advanced Digital Imaging and Illustration

Advisory: DMA C102, DMA C107
Repeat Status: Limit 3

This course provides students with advanced skills in digital imaging and computer illustration. They will study a variety of illustration styles and design periods and begin to develop a personal style of their own. Students will learn how to use Adobe Photoshop and Illustrator together to leverage techniques for a particular design problem. 36 hours lecture/54 hours laboratory.

DMA C109 A/CSU 3.00 Units
Desktop Publishing with InDesign

Advisory: Computer Competency, Reading Level 1, Writing Level 2
Repeat Status: Limit 3

This course provides students with a strong foundation in graphic design theory with specific emphasis on typography and the design of multi-page documents, such as newsletters, brochures, magazines pages, calendars, and books. Students develop an awareness

of various graphic design styles and genres. Students also develop proficiency through the intermediate level in the use of the desktop publishing software, Adobe InDesign. No prior knowledge of the software is required. 36 hours lecture/54 hours laboratory.

DMA C111 A/CSU 3.00 Units
Fundamentals of Web Development

Advisory: Computer Competency, Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This entry-level course provides students with the skills to create web pages in XHTML and CSS using a text editor. This course emphasizes current web standards which include code validation, semantics, and separating content from style. Microformats and modern web trends are also discussed. This course is cross listed with CSCI C181. 36 hours lecture/54 hours laboratory.

DMA C113 A/CSU 3.00 Units
Accessibility and Usability

Advisory: Computer Competency, Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course examines web usability and accessibility and provides students with the skills to analyze and critique web content on those issues. Students will learn the critical service that the internet provides in the lives of disabled individuals, they will learn how these individuals access and navigate web content, and they will learn how to design websites that accommodate them. 54 hours lecture.

DMA C115 A/CSU 4.00 Units
Interactivity and Interface Design with Flash

Advisory: Computer Competency, Reading Level 1, Writing Level 2
Repeat Status: Limit 3

This course provides students with an in-depth analysis of multimedia interactivity, including the psychology of user interaction and methods for designing and developing effective navigational interfaces. Students will also learn the fundamentals of web animation and interactivity with Adobe Flash. No prior knowledge of the software is required. 45 hours lecture/81 hours laboratory.

DMA C117 A/CSU 3.00 Units
Web Design with Dreamweaver

Prerequisite: DMA C111 or CSCI C181
Advisory: DMA C102
Repeat Status: Limit 3

This course provides students with the opportunity to develop and refine visual design skills, building upon students' previous foundation of digital imaging, XHTML and CSS markup. Students develop an awareness of various web design styles and genre. They also develop proficiency through the intermediate level in the use of web development software, Adobe Dreamweaver. It is essential that students have previous working knowledge of Photoshop or another digital imaging application. DMA C102 is merely an advisory requisite to accommodate students who have acquired such skills through self-study or a course from another college. 36 hours lecture/54 hours laboratory.

DMA C121 A/CSU 3.00 Units
Principles of Animation with Flash

Advisory: Computer Competency, Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

The hands-on course introduces the student to the fundamentals of animation. The student will study the principles of animation, learn how to create and animate graphics, and explore basic 2D digital animation techniques. 36 hours lecture/54 hours laboratory.

DMA C130 A/CSU 1.5 Units
Introduction to Podcasting

Advisory: Computer Competency, Reading Level 1, Writing Level 2
Repeat Status: Limit 3

This course provides students with practical experience in creating audio and video podcasts using software that is open source or bundled with an operating system. Course topics include planning, recording, editing, applying compression, and publishing the file to a server. Students will also learn how podcasting is being used in education, business, entertainment, and a variety of other industries. 18 hours lecture/27 hours laboratory.

DMA C131 A/CSU 3.00 Units
Digital Video Production

Advisory: Computer Competency, Reading Level 1, Writing Level 2
Repeat Status: Limit 3

This course introduces digital video production techniques including: single camera operation and procedures, basic principles and techniques of sound and script writing, and digital video editing. Course topics include the operation of digital camcorders, lighting and sound equipment, post-production digital editing suites, concepts and techniques of nonlinear digital editing, including organization of the editing process, working the time line and audio editing, with emphasis on the principles and aesthetics of video editing. 36 hours lecture/54 hours laboratory.

DMA C133 A/CSU 3.00 Units
Motion Graphics with After Effect

Advisory: Computer Competency, Reading Level 1, Writing Level 2
Repeat Status: Limit 3

In this project based course, students will learn to produce visual effects, composite images and movies, and create original animated presentations. Topics include combining video, still images, graphics, text and sound into video productions. A special emphasis is placed upon the fundamental motion graphics skills necessary to produce video content for broadcast, web and multimedia. 36 hours lecture/54 hours laboratory.

DMA C135 A/CSU 3.00 Units
Digital Cinematography

Advisory: DMA C131
Repeat Status: Limit 3

This is a course in digital cinema planning and production through hands-on experience. Course topics include artistic expression, logistics, script writing, single camera operation and procedures, lighting, sound recording and editing, and digital video editing. 36 hours lecture/54 hours laboratory.

DMA C211 A/CSU 3.00 Units
Web Scripting with JavaScript

Advisory: DMA C111/CSCI C181, Reading Level 1, Math Level 3
Repeat Status: Not repeatable

This course provides students with the skills to create highly interactive web pages with JavaScript. Practical application of JavaScript include navigation rollover effects, manipulating windows, manipulating form data, validating forms, creating drop down menus, and displaying current date and time. 36 hours lecture/54 hours laboratory.

DMA C213 A/CSU 3.00 Units
Web Development with PHP and MySQL

Advisory: DMA C211, Reading Level 1, Math Level 3
Repeat Status: Not repeatable

This course provides students with the skills to create dynamic webpages with PHP and MySQL. Practical applications of PHP include web form data processing, work with MySQL databases, and read and write text files. This course is cross listed with CSCI C280. 36 hours lecture/54 hours laboratory.

DMA C217 A/CSU 3.00 Units
PHP Site Management and Theme Design

Prerequisite: CSCI C181 or DMA C111
Advisory: DMA C213
Repeat Status: Not repeatable

In this course, students learn how to install a PHP-driven content management system (CMS), manage local and remote servers, configure the site, add content, and monitor site usage. Students work with one of several popular open source CMSs, their choice of Joomla, Drupal, or WordPress. They learn how to alter existing themes and to create a custom theme for their chosen content management system. Prior to the start of the course, students will need a personal account with a web hosting service that accommodates the CMS with which they wish to work. 36 hours lecture/54 hours laboratory.

DMA C280 A/CSU 3.00 Units
Web Production Management

Prerequisite: DMA C111 or CSCI C181
Advisory: DMA C102, DMA C113, DMA C117
Repeat Status: Not repeatable

This is a course in web design project planning and production. Students work in teams to design and complete a commercial website. Students develop an understanding of team roles, workflow, budgeting, and legal and technical considerations for completing a project. 36 hours lecture/54 hours laboratory.

Drafting

DRFT C108 A/CSU 3.00 Units
Reading Technical Drawings

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides students with the opportunity to develop skills in reading and interpreting technical drawings used in an industrial environment. Principles of technical drawing are introduced along with standard symbols and abbreviations found in industrial drawings, schematics, and diagrams. Students produce technical sketches without the use of instruments. This course is cross listed with INDT C108. 54 hours lecture.

DRFT C111 A/CSU 3.00 Units
Engineering Drawing I

Advisory: CSCI C070, Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course includes fundamentals, techniques, procedures and practices of industrial drafting and design based upon American Standards Association (ASA) and American National Standards Institute (ANSI) standards. Lettering, basic theory of orthographic projection, detail drawing, use of drafting instruments and equipment, sectioning, auxiliary view-drawings, shop processes, geometric dimensioning and

tolerancing for use in detailed working drawings are covered. Computer aided drawing fundamentals using application software such as AutoCAD will be explored in relation to the basics of design. 36 hours lecture/54 hours laboratory.

DRFT C112 A/CSU 3.00 Units
Engineering Drawing II

Prerequisite: DRFT C111 or two years of high school drafting with grades of "B" or better.
Advisory: CSCI C101.
Repeat Status: Not repeatable

This course includes fundamentals, techniques, procedures and practices of industrial drafting and design based upon ANSI, ASME, US National CADD and related standards. Computer aided design using AutoCAD 2D and 3D parametric design software, basic theory of orthographic projection, detailed drawings, printing drawings, sectioning, auxiliary view drawings, shop processes, geometric dimensioning and tolerancing and detailed working drawings are included. 36 hours lecture/54 hours laboratory.

Economics

ECON C101 A/UC/CSU 3.00 Units
Introduction to Economics

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course covers macro and micro economic concepts as they apply to current economic problems for the non-economics and non-business major. Economics C101 is a survey of economics for many majors, especially those requiring one semester of economics. 54 hours lecture.

ECON C102 A/UC/CSU 3.00 Units
Macro-Economics

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course is the study of the national and global economy, the impact of economic aggregates, and government action. The course emphasizes macroeconomic concepts, including national income, productivity, employment, inflation, and monetary and fiscal policy. The course explores business cycles, international trade, finance, and the impact on the world from economic growth. 54 hours lecture.

ECON C103 A/UC/CSU 3.00 Units
Micro-Economics

Advisory: ECON C102
Repeat Status: Not repeatable

This course focuses on the study of decisions by consumers and corporations in the allocation of scarce resources. The topics include the basics of supply and demand, price-output determination, industrial organization, profit maximization, labor market analysis, and the economics of developing countries. 54 hours lecture.

Education

EDUC C170 A/CSU 0.50 Units
Tutor Training I

Advisory: Computer Competency, Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

The purpose of training is to develop tutoring methods and skills for students who plan to work as tutors. This training is one part of an International Tutor Certification Program. This course is open to any student; however, training does not ensure a student will be hired as a tutor. 10 hours lecture.

EDUC C201 A/CSU 3.00 Units
Educational Field Experience

Advisory: Reading Level 1, Writing Level 1, Math Level 1
Repeat Status: Not repeatable

This course is designed to provide a prospective teacher with a practical framework for further education work and study appropriate to their career goals. This class requires observation and participation in a diverse learning environment supervised by a credentialed teacher and attendance at all on-campus seminars. Placement will be made in an elementary or secondary classroom. A freedom from tuberculosis certificate is required prior to classroom admission. 36 hours lecture/54 hours laboratory.

EDUC C262 A/CSU 1.50 Units
Fundamentals of Online Teaching and Learning

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides students with an understanding of the opportunities and challenges that technology and the online learning environment presents to online learning. Fundamental concepts of best practice in online teaching are explored, such as equipping students for the Knowledge Economy, the cultivation of a learning community, an overview of learning theory, and accommodating diverse learning styles and abilities. 27 hours lecture.

EDUC C263 A/CSU 1.50 Units
Technology and Online Course Design

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides students with an understanding of opportunities and challenges that technology and the online learning environment present to online learning. The course reviews best practices in online teaching, such as equipping student for the knowledge economy, cultivating a learning community, using learning theory, and accommodating diverse learning styles and abilities. 27 hours lecture.

Electronics Technology

ET C101 A/CSU 4.00 Units
Electrical Circuit Analysis I

Advisory: MATH C050
Repeat Status: Not repeatable

Students will learn International System of Units; engineering notation and prefixes; definitions of current, voltage, resistance, power, work and efficiency; Ohm's and Kirchhoff's Laws; series and parallel circuit principles; series-parallel, DC resistive networks. Thevenin and Nor¬ton's theorems. This course is cross listed with RET C111. 72 hours lecture.

ET C105 A/CSU 4.00 Units
Electrical Circuit Analysis II

Prerequisite: ET C101 or RET C111
Advisory: MATH C142

Repeat Status: Not repeatable
This course covers the basic theory and application of diodes (rectifiers, zener, etc.), bipolar transistors (biasing, small signal amplifiers, large signal amplifiers), transistors used as switches, field effect transistors, feedback, frequency effects, and operational amplifiers. This course is cross listed with RET C112. 72 hours lecture.

ET C212 A/N/CSU 3.00 Units
Microelectronics

Prerequisite: ET C105
Repeat Status: Not repeatable

This course covers the basic theory and application of diodes (rectifiers, zener, etc.) bipolar transistors (biasing, small signal amplifiers, large signal amplifiers), transistors used as switches, field effect transistors, feedback, frequency effects, and operational amplifiers. 54 hours lecture.

ET C222 A/CSU 3.00 Units
Digital Circuits/Microprocessors

Prerequisite: ET C105
Repeat Status: Not repeatable

Introduction to digital electronics which includes: Boolean Algebra, logic gates, numbering systems, digital codes, arithmetic circuits, memory circuits, counting circuits, multiplexers, microprocessor fundamentals, multi-vibrators, and digital-to-analog interfaces. 54 hours lecture.

Emergency Medical Technology

EMTC C070 A 0.50 Units
CPR for the Healthcare Provider

Repeat Status: Course may be taken unlimited times

This is a Healthcare Provider – CPR Course that meets or exceeds the current American Heart Association standards. The course provides training in emergency treatment for life-threatening cardiopulmonary arrest, airway and breathing management, and foreign body obstructed airway for all age groups. This course also includes one and two rescuer CPR, use of barrier devices, AED use and the prevention of disease transmission. Note: This course is cross listed with HCRS C070. 10 hours lecture.

EMTC C105 A/CSU 6.50 Units
Emergency Medical Technician

Advisory: HCRS C150, Reading Level 1, Writing Level 1
Repeat Status: Course may be taken unlimited times

This course provides instruction in pre-hospital techniques in the evaluation and emergency medical care through the recognition of signs and symptoms of illnesses and injuries. This course also includes instruction in the care rendered on scene and during transportation by EMT personnel. The student shall meet health requirements to participate in the clinical section of the course. Any expenses involved in meeting the health requirement are at the student's expense. Failure to meet the health requirements results in student ineligibility for clinical objectives. Upon successful completion of the mandated course criteria the student receives a Certificate of Completion and this qualifies the student to apply and take the national exam for the Emergency Medical Technician, to ultimately qualify for application within the State of California to become certified. The student must provide a valid American Heart Association Healthcare Provider CPR/AED card to the instructor at the first class session to remain enrolled in this course. 90 hours lecture/81 hours laboratory.

EMTC C106 A/CSU 0.50 Units
First Aid/Cardiopulmonary Resuscitation/ Automated External Defibrillator

Repeat Status: Course may be taken unlimited times

This course teaches current First Aid instruction for "Schools and the Community" through discussion, demonstrations, and practical experiences. It includes Emergency Action Steps; breathing and cardiac problem recognition and care; CPR (Cardiopulmonary Resuscitation) for adult, child, infant; AED (Automated External Defibrillator) for adult and child, and choking for conscious and unconscious person; wound care; bandaging; shock; poisoning; local poisonous plants and animals; burns; bone and joint injuries including splinting; diabetic emergencies; temperature extremes; and other sudden illnesses. It may also include disaster preparation and family planning for local emergencies. Note: This course is cross listed with HCRS C106 and HSCI C105. 10 hours lecture.

EMTC C110 A/CSU 1.50 Units
Emergency Medical Services Instructor

Prerequisite: EMTC C105
Repeat Status: Course may be taken unlimited times

This course provides techniques of instruction for the new or refreshing EMS instructor. Topics cover principles of: knowing and using effective techniques in the didactic, practical, and clinical educational environments; how to provide the adult learner the best opportunity for success; and how to prepare class, lesson, and program plans; instruction using a variety of audio, visual, and kinesthetic learning techniques. Students present an assigned lecture and practical instruction segment as a part of this course. Computer access with internet connection is required for this course to access the latest national standards and the online class testing site. 18 hours lecture/27 hours laboratory

EMTC C205 A/CSU 1.50 Units
Emergency Medical Technology – Basic Refresher

Prerequisite: EMTC C105 or current certification as an EMT-B
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Course may be taken unlimited times

A review of the techniques of emergency medical care through recognition of signs and symptoms of illnesses and injuries. Proper procedures of emergency care and transportation aspects required for Emergency Medical Technician-Basic (EMT-B) personnel. Upon completion of the above objectives and passing the Final Exams, the student will receive a Certificate of Completion and state skills form. This qualifies the student to recertify and/or apply and take the national exam for the EMT-B, to ultimately qualify for application within the State of California. 24 hours lecture/8 hours laboratory.

Engineering

ENGR C110 A/UC/CSU 4.00 Units
Introduction to Engineering

Prerequisite: MATH C141, MATH C142
Repeat Status: Not repeatable

This course provides an introduction to the profession of engineering and its connection with society today and in the future. The development of basic engineering skills for future success in the field is emphasized. Engineering disciplines, functions, and employment opportunities are considered. Application of the engineering problem solving method, teamwork, and the design process are practiced. Typical engineering problems are solved aided by use of computer software. College Courses required for individual engineering majors are illustrated. 54 hours lecture/54 hours laboratory.

ENGR C120 A/UC/CSU 4.00 Units
Introduction to Materials Science

Prerequisite: CHEM C111, PHYS C111
Repeat Status: Not repeatable

This course investigates the relationships between microscopic structures and the macroscopic properties of engineering materials including metals, ceramics, glasses, polymers, and composites. Mechanical, thermal, electrical, magnetic and optical properties are examined. Processes for producing and strengthening various materials are introduced. 54 hours lecture/54 hours laboratory.

ENGR C185 A/UC/CSU 4.00 Units
Digital Logic and Design

Prerequisite: MATH C141, MATH C142
Repeat Status: Not repeatable

This course covers discrete mathematics, logic, Boolean algebra, bi¬nary arithmetic, logic gates, combinatorial logic, and minimization techniques. This course also includes an introduction to sequential circuits, state machines and synchronous state machine design. Students design combinatorial circuits, flipflops, multivibrators, registers, and counters. 54 hours lecture/54 hours laboratory.

ENGR C210 A/UC/CSU 3.00 Units
Engineering Mechanics: Statics

Prerequisite: PHYS C111
Repeat Status: Not repeatable

This course covers the analysis of force systems,

equilibrium problems, section properties; graphic, algebraic, and vector methods of problem solution for rigid body mechanics. 54 hours lecture.

ENGR C230 A/UC/CSU 4.00 Units
Engineering Circuit Analysis

Prerequisite: PHYS C113
Repeat Status: Not repeatable

This course covers Ohm's and Kirchhoff's Law, Mesh and Nodal analysis, basic network theorems, RL and RC transients, phasors and steady-state sinusoidal analysis, first and second order circuits, current, voltage and power relationships. This course is designed for students majoring in electrical and electronics engineering. 54 hours lecture/54 hours laboratory.

English

ENGL C010 X 0.00 Units
English Boot Camp

Repeat Status: Course may be taken unlimited times

This course is an intensive refresher of writing and grammar skills to help students get ready for English Courses or prepare to take the Cerro Coso Placement Exam. 18 hours lecture.

ENGL C020 P 3.00 Units
Literacy Skills

Repeat Status: Not repeatable

This course is designed to help students improve their reading and writing skills, learn sentence structures, gain an understanding of basic principles of grammar and spelling, develop their vocabulary, and learn ways to express ideas in short writings. 54 hours lecture.

ENGL C030 P 4.00 Units
Basic Writing Skills

Prerequisite: ENGL C020 or Writing Level 4
Advisory: Reading Level 3
Repeat Status: Not repeatable

This course teaches students ways to develop and organize ideas in short writings, focusing on the importance of coherent, unified, and well-developed paragraphs with topic sentences and effective supporting detail. The course will also cover how to build these paragraphs into short essays and how to revise and edit for correctness. Major principles of grammar will be reviewed. 72 hours lecture.

ENGL C040 P 4.00 Units
Improving College Writing Skills

Prerequisite: ENGL C030
Repeat Status: Not repeatable

This course, which is preparation for college composition, is designed to teach students to write short compositions (500-750 words each) with clear organization, development, keywords, thesis, topic sentences, and sufficient supporting details. Students will become familiar with a variety of rhetorical modes, be introduced to expository and text-based writing, and complete in-class compositions. Major and minor principles of grammar will be reviewed. 72 hours lecture.

ENGL C070 A 4.00 Units
Introductory Composition

Prerequisite: ENGL C040
Repeat Status: Not repeatable

This composition course for AA/AS degrees prepares students to take transfer-level Courses and to enter the job market. Students write four to six short expository and argumentative essays and a 1,000-1,250 word research paper with a central controlling idea, coherent development to a reasoned conclusion, and correct sentence structure, punctuation, and spelling. The course further emphasizes properly acknowledging and documenting outside sources. 72 hours lecture.

ENGL C092 A 2.00 Units
Grammar and Punctuation Refresher

Prerequisite: Reading Level 2
Advisory: Writing Level 2
Repeat Status: Not repeatable

This course is designed for students of all levels. Topics include recognizing sentence patterns, avoiding run-ons and fragments, knowing when to use the comma, correctly employing the minor punctuation marks of semicolon, colon, dash, and others. Some time will be spent on grammar's relation to style and a brief history of the English language. 36 hours lecture.

ENGL C101 A/UC/CSU 4.00 Units
Freshman Composition

Prerequisite: ENGL C070
Repeat Status: Not repeatable

In this composition course for transfer to four-year institutions, students write at least four expository and argumentative essays, including a substantive research paper of 2,000 words showing the student's ability to analyze and evaluate source material and to generate and develop independent topics of inquiry appropriate to academic work (total: 7,000 words). The course emphasizes and analyzing and actively engaging university-level concepts presented in outside sources. 72 hours lecture.

ENGL C101H A/UC/CSU 5.00 Units
Freshman Composition – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Prerequisite: ENGL C070
Repeat Status: Not repeatable

In this composition course for transfer to four-year institutions, students write at least four explanatory and argumentative essays, including a substantive research paper of 2,000 words showing the student's ability to analyze and evaluate source material and to generate and develop independent topics of inquiry appropriate to academic work (total: 7,000 words). The course emphasizes analyzing and actively engaging university-level concepts presented in outside sources. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 90 hours lecture.

ENGL C102 A/UC/CSU 3.00 Units
Critical Thinking Through Literature

Prerequisite: ENGL C101
Repeat Status: Not repeatable

In this composition course for transfer to four-year institutions, students continue development of composition and critical reasoning skills be¬gun in ENGL C101 through advanced study of imaginative literature (novels, poetry, drama) and arguments. The course emphasizes critical analysis, principles of logic, and presentation of carefully-reasoned written arguments. Students write four to five expository and argumentative essays, including some requiring multiple sources showing the student's ability to analyze and evaluate source material and to generate and develop independent topics of inquiry (total: 8,000 words). 54 hours lecture.

ENGL C102H A/UC/CSU 4.00 Units
Critical Thinking Through Literature – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Prerequisite: ENGL C101
Repeat Status: Not repeatable

In this composition course for transfer to four-year institutions, students continue development of composition and critical reasoning skills begun in ENGL C101 through advanced study of imaginative literature (novels, poetry, drama) and arguments. The course emphasizes critical analysis, principles of logic, and presentation of carefully-reasoned written arguments. Students write four to five expository and argumentative essays, including some requiring multiple sources showing the student's ability to analyze and evaluate source material and to generate and develop independent topics of inquiry (total: 8,000 words). The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra paper assignment beyond that required in the non-honors course. 72 hours lecture.

ENGL C111 A/UC/CSU 3.00 Units
Introduction to Types of Literature

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides students an introduction to the analysis and interpretation of imaginative literature and will develop students' ability to understand structure, theme, and artistic purpose in works of poetry, drama, and fiction. 54 hours lecture.

ENGL C111H A/UC/CSU 4.00 Units
Introduction to Types of Literature – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides students an introduction to the analysis and interpretation of imaginative literature and will develop students' ability to understand structure, theme, and artistic purpose in works of poetry, drama, and fiction. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C141 A/UC/CSU 3.00 Units
Creative Writing: Fiction and Poetry

Prerequisite: ENGL C070
Repeat Status: Limit 3

This course is a creative writing workshop in which the student submits original short stories and poems for group discussion. The student will also study works by contemporary authors in order to develop knowledge of the form and theory behind good fiction and poetry. 54 hours lecture.

ENGL C145 A/CSU 3.00 Units
Business Communication

Advisory: Writing Level 1
Repeat Status: Not repeatable

Discussion, critique, and practice of business writing techniques, emphasizing the psychology of effective writing. Not open to students with credit in BSAD C145. 54 hours lecture.

ENGL C151 A/CSU 3.00 Units
Technical Communication

Prerequisite: ENGL C070 or Writing Level 2
Advisory: Reading Level 1
Repeat Status: Not repeatable

This course stresses clarity and accuracy in written communication appropriate for technical fields, both in print and electronic forms. Students will gain the skills necessary to research, write, and edit effective content. They will learn to divide content into sections and organize those sections into a navigational structure. Students will also learn how to convert narrative data into visual elements and how to present such information accurately. Topics include formal and informal reports, letters, instructions, and the design elements of the technical writer's job. 54 hours lecture.

ENGL C190 A/UC/CSU 3.00 Units
Art of Fiction

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course introduces students to the variety, nature, and techniques of fictional narrative. Students will read and analyze short stories to better understand the function of plot, character, setting, imagery, theme, and point of view in narrative art. 54 hours lecture.

ENGL C221 A/UC/CSU 3.00 Units
World Literature I

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides a chronological survey of the literature of the literature of the world from the Biblical period through the Renaissance. 54 hours lecture.

ENGL C221H A/UC/CSU 4.00 Units
World Literature I – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides a chronological survey of the literature of the literature of the world from the Biblical period through the Renaissance. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C222 A/UC/CSU 3.00 Units
World Literature II

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides a chronological survey of the literature of Europe from the seventeenth century through the twentieth century. 54 hours lecture.

ENGL C222H A/UC/CSU 4.00 Units
World Literature II – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides a chronological survey of the literature of Europe from the seventeenth century through the twentieth century. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C231 A/UC/CSU 3.00 Units
Survey of British Literature I: Beginnings–1785

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course studies English literature from Anglo-Saxon times to the end of the eighteenth century. 54 hours lecture.

ENGL C231H A/UC/CSU 4.00 Units
Survey of British Literature I: Beginnings–1785 – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course studies English literature from Anglo-Saxon times to the end of the eighteenth century. The honors course provides more content and requires greater intensity and depth of study than the non-honors class; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C232 A/UC/CSU 3.00 Units
Survey of British Literature II: 1785–Present

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course studies British literature from the Romantic Period to the present. 54 hours lecture.

ENGL C232H A/UC/CSU 4.00 Units
Survey of British Literature II: 1785–Present – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course studies British literature from the Romantic Period to the present. The honors course provides more content and requires greater intensity and depth of study than the non-honors class; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C235 A/UC/CSU 3.00 Units
Introduction to Shakespeare

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides an introduction to Shakespeare's works, including discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and social influences of Renaissance England contributing to the development of Shakespeare's literary achievements. 54 hours lecture.

ENGL C235H A/UC/CSU 4.00 Units
Introduction to Shakespeare – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides an introduction to Shakespeare's works, including discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and social influences of Renaissance England contributing to the development of Shakespeare's literary achievements. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C241 A/UC/CSU 3.00 Units
Survey of American Literature I: Beginnings–1865

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This literature course introduces students to American authors from the Colonial Period to the beginning of the twentieth century. The course emphasizes analyzing texts and studying the intellectual, social, and cultural history of Americans. 54 hours lecture.

ENGL C241H A/UC/CSU 4.00 Units
Survey of American Literature I: Beginnings–1865 – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This literature course introduces students to American authors from the Colonial Period to the beginning of the twentieth century. The course emphasizes analyzing texts and studying the intellectual, social, and cultural history of Americans. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C242 A/UC/CSU 3.00 Units
Survey of American Literature II: 1865–Present

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This literature course introduces students to American authors from the 1865 to the present. The course emphasizes analyzing texts and studying the intellectual, social, and cultural history of Americans. 54 hours lecture.

ENGL C242H A/UC/CSU 4.00 Units
Survey of American Literature II: 1865–Present – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This literature course introduces students to American authors from the 1865 to the present. The course emphasizes analyzing tests and studying the intellectual, social, and cultural history of Americans. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C245 A/UC/CSU 3.00 Units
Women's Literature

Advisory: Reading Level 1, Writing Level 1

Repeat Status: Not repeatable

This course studies the literary achievements of women writers. 54 hours lecture.

ENGL C245H A/UC/CSU 4.00 Units
Women's Literature – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course studies the literary achievements of women writers. The honors course provides more content and requires greater intensity and depth of study than the non-honors class; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C249 A/UC/CSU 3.00 Units
Multi-Ethnic Literature

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course studies the contributions to American literature by African Americans, Latino Americans, Asian Americans, and Native Americans. 54 hours lecture.

ENGL C249H A/UC/CSU 4.00 Units
Multi-Ethnic Literature – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course studies the contributions to American literature by African Americans, Latino Americans, Asian Americans, and Native Americans. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

English As A Second Language

ENSL C000 X 0.00 Units
Vocational English as a Second Language: Pre-Level

Repeat Status: Course may be taken unlimited times

This course is designed specifically for the Farm Worker Institute for Education and Leadership Development. It is a beginning literacy level ESL multi-skill course for students with no previous English instruction and for those who may be illiterate. The course includes listening and speaking, writing, reading, and grammar development. 120 hour lecture.

ENSL C001 X 0.00 Units
Vocational English as a Second Language: Level 1

Prerequisite: ESL C000, or Qualification by CASAS assessment process
Repeat Status: Course may be taken unlimited times

This course is designed specifically for the Farm Worker Institute for Education and Leadership Development. It is a beginning literacy level ESL multi-skill course for students who are literate but have had little or no previous English instruction. The course includes listening and speaking, writing, reading, and grammar development. 120 hours lecture.

ENSL C002 X 0.00 Units
Vocational English as a Second Language: Level 2

Prerequisite: ESL C002, or Qualification by CASAS assessment process
Repeat Status: Course may be taken unlimited times

This course is designed specifically for the Farm Worker Institute for Education and Leadership Development. It is a high-beginning level ESL multi-skill course for students who have some knowledge of English but may have had little formal instruction. The course includes listening and speaking, writing, reading, and grammar development. 120 hours lecture.

ENSL C003 X 0.00 Units
Vocational English as a Second Language: Level 3

Prerequisite: ESL C002, or Qualification by CASAS assessment process
Repeat Status: Course may be taken unlimited times

This course is designed specifically for the Farm Worker Institute for Education and Leadership Development. It is an intermediate-level ESL multi-skill course for students with previous English instruction. The course includes listening/speaking, writing, reading, grammar review, and vocabulary development. 120 hours lecture.

ENSL C004 X 0.00 Units
Vocational English as a Second Language: Level 4

Prerequisite: ESL C003, or Qualification by CASAS assessment process
Repeat Status: Course may be taken unlimited times

This course is designed specifically for the Farm Worker Institute for Education and Leadership Development.

It is a high-intermediate level ESL multi-skill course for students with previous English instruction. The course includes grammar review, listening/speaking, writing and vocabulary development. 120 hours lecture.

ENSL C020 P 2.00 Units
Low Beginning English for Speakers of Other Languages I

Advisory: The use of language other than English as a primary language is advised. Students should be literate in their native language. Also, the ability to speak, understand, read, and write English at a survival level is desirable.
Repeat Status: Limit 3

This course is beneficial to students at a low beginning skill level. Students learn English vocabulary as well as improve their listening and speaking skills. Using both spoken and written drills and exercises, students learn and practice the basic parts of an English sentence. By giving needs and skills assessments to the students, instructor determine personal goals, ability to benefit from the class and skill level. 18 hours lecture/54 hours laboratory.

ENSL C021 P 2.00 Units
Low Beginning English for Speakers of Other Languages II

Prerequisite: ENSL C020.
Advisory: The use of language other than English as a primary language is advised. Students should be literate in their native language. Also, the ability to speak, understand, read and write English at a survival level is desirable.
Repeat Status: Limit 3

This course is beneficial to students that are at a high beginning skill level. Students will learn English vocabularies and improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students will learn and practice basic English grammar. Needs and skills assessment will be given to determine personal goals, ability to benefit from the class and skill level. This course can be taken four times. 18 hours lecture/54 hours laboratory.

ENSL C022 P 2.00 Units
Low Beginning English for Speakers of Other Languages III

Prerequisite: ENSL C021
Advisory: The use of language other than English as a primary language is advised. Students should be literate in their native language. Also, the ability to speak, understand, read, and write English at a survival level is desirable.

Repeat Status: Limit 3

This course is beneficial to students at a low-intermediate skill level. Students learn English vocabulary, as well as improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students will learn and practice basic English grammar. By giving needs and skills assessments to students, instructors determine personal goals, ability to benefit from the class, and skill level. 18 hours lecture/54 hours laboratory.

Family And Consumer Education

FACE C040 P 0.50 Units
SERV SAFE Certification

Repeat Status: Course may be taken unlimited times

This course is designed to provide the principles of food safety. It fulfills the California SERV SAFE certification requirement. 9 hours lecture.

Film

FILM C211 A/UC/CSU 3.00 Units
Hispanic Cinema

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This class studies Hispanic civilization and culture through films, videos and documentaries, as well as varied readings. There is analysis, discussion, and written critique of selected films from Spain, Latin America and the United States. The class covers a variety of cultural issues such as the art, music, history and politics of the Hispanic world. There is an emphasis on issues of multiculturalism and diversity as illustrated by the films and readings on issues such as race, class, gender and immigration issues. Films are subtitled; no knowledge of Spanish is required. 54 hours lecture.

Fire Technology

FIRE C101 A/CSU 3.00 Units
Fire Protection Organization

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides an overview to fire protection; career opportunities in fire protection and related fields, philosophy and history of fire protection/service; fire loss analysis, organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics;

introduction to fire protection systems; introduction to fire strategy and tactics. 54 hours lecture.

FIRE C105 A/CSU 3.00 Units
Fire Prevention Technology

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and life-safety education. 54 hours lecture.

FIRE C107 A/CSU 3.00 Units
Fire & Emergency Services Safety and Survival

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course introduces the basic principles and history related to the National Firefighter Life Safety Initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Advisory: Reading Level 1, Writing Level 1. 54 hours lecture.

FIRE C111 A/UC/CSU 3.00 Units
Fire Protection Equipment and Systems

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. 54 hours lecture.

FIRE C115 A/CSU 3.00 Units
Building Construction for Fire Protection

Repeat Status: Not repeatable

Studies the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations and operating at fires. The development and evolution of building and fire codes are studied in relationship to past fires in residential, commercial and industrial occupancies. 54 hours lecture.

FIRE C121 A/CSU 3.00 Units
Fire Behavior and Combustion

Repeat Status: Not repeatable

Provides the student with basic information on the fundamentals and scientific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic materials, forms of energy and fire prevention/suppression techniques. 54 hours lecture.

FIRE C131 A/CSU 3.00 Units
Wildland Fire Control

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides the employed fireman or Fire Technology major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques. 54 hours lecture.

French

FREN C101 A/UC/CSU 5.00 Units
Beginning French I

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This is an introductory course where students learn basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level as well as learn about the culture and civilization of the French-speaking world. 90 hours lecture.

Geography

GEOG C101 A/UC/CSU 3.00 Units
Physical Geography Lecture

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course covers the study of the earth as an integrated system, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding human-land relationships promoting cultural awareness, and examining current world problems from a geographical perspective. 54 hours lecture.

GEOG C102 A/UC/CSU 1.00 Unit
Physical Geography Laboratory

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This laboratory course provides practical experience in field methods and enhancement of topics such as the earth as an integrated system, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. 54 hours laboratory.

GEOG C111 A/UC/CSU 4.00 Units
Physical Geography

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course covers the study of the earth as an integrated system, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding human-land relationships, promoting cultural awareness, and examining current world problems from a geographical perspective. The laboratory portion of the course covers field techniques and provides practical examples that enhance and reinforce topics covered in the lecture. 54 hours lecture/54 hours laboratory.

GEOG C131 A/UC/CSU 3.00 Units
World Regional Geography

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

Aspects of physical and cultural geography such as land-forms, climate, vegetation, soils, natural resources, demography, political and economic organization, and urbanization are applied to various world regions. An emphasis is placed on understanding human-land relationships, promoting cultural awareness, and examining current world problems from a geographical perspective. 54 hours lecture.

Geology

GEOL C111 A/UC/CSU 4.00 Units
Physical Geology

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course covers the study of the earth as an integrated system of hydrologic, tectonic, atmospheric, and human processes, including the origin and evolution of continents, mountains, earth materials, oceans, and life forms. It also covers geologic hazards, such as earthquakes, floods, groundwater contamination, and global climate change. Laboratories are designed to complement and reinforce topics covered in the lecture and will apply geologic principles to local geologic and land use issues such as earthquake hazards, flash floods, and the evolution of landforms in eastern California. 54 hours lecture/54 hours laboratory.

Health Careers

HCRS C055 A 5.00 Units
Certified Nursing Assistant

Repeat Status: Limit 2

This course develops the skills necessary to pass the state mandated test to become a Certified Nurse's Aide. Topics include legal and ethical responsibilities, bedside care, moving and positioning a resident, general observations of a resident's condition and responsibilities related to care of the elderly resident. Practical bedside skills are practiced by the student in the nursing skills lab. The student gains experience in a long-term care facility. The student must pass the course with a grade of "C" or better. 54 hours lecture/108 hours laboratory.

HCRS C057 A 1.00 Unit
Home Health Aide

Limitations on Enrollment: Must be a Certified Nursing Assistant

Repeat Status: Not repeatable

This course is designed to prepare the student to work with clients in a home setting doing hands on patient care. This course focuses on the skills for basic care of residents who need assistance with activities of daily living, including bathing, hygiene measures, transfers, bed making, cleaning, and homemaking tasks. The State Department of Licensing requires a grade of C or better. 20 hours lecture/20 hours laboratory.

HCRS C06 A 3.00 Units
Administrative Medical Assisting – Receptionist

Advisory: Reading Level 2, Writing Level 3, Math Level 4
Repeat Status: Not repeatable

This course presents approaches for working and communicating in an administrative or front office setting of a medical environment. Topics include professionalism and responsibilities of personnel, law and ethics, appointments and scheduling, environmental safety, office communication techniques, and an overview of medical and surgical asepsis. Office communications will highlight verbal interactions and non verbal techniques, such as scheduling, correspondence, record-keeping, and filing systems. Upon completion of the course, the student will be able to seek employment in a medical front office as a receptionist. 54 hours lecture.

HCRS C062 A 6.00 Units
Administrative Medical Assisting – Financial Management and Insurance

Advisory: Reading Level 2, Writing Level 3, Math Level 4

Repeat Status: Not repeatable

This course presents a thorough discussion of office finance management and insurance. Insurance coding and billing prepares the student to undertake the details necessary for implementing the specialized insurance forms utilized in the modern healthcare system. Lecture and practice exercises using assorted systems of billing and coding combine to provide the student with experience using numerous health insurance claim forms. Included in the course insurance exercises are Blue Cross and Blue Shield, Medicaid-MediCal, CHAMPUS, Unemployment and Worker's Compensation, and Health Maintenance Organizations. 108 hours lecture.

HCRS C064 A 7.00 Units
Clinical Medical Assisting

Prerequisite: HCRS C150
Advisory: Reading Level 2, Writing Level 2, Math Level 3
Repeat Status: Not repeatable

This course is designed to provide basic education and training for the individual who is interested in working as a Clinical Medical Assistant in a medical or clinical back office. Topics include basic medical and surgical aseptic techniques, principles of nutrition, pharmacology, and medication administration. Common office practices, such as vital signs and assisting with routine exams and procedures, are discussed and practiced in the Skills Lab. An overview of common diagnostic laboratory tests is presented. Emphasis is placed on client education and the role of the medical assistant. 108 hours lecture/54 hours laboratory.

HCRS C068 A 3.00 Units
Medical Assistant Clinical Externship

Prerequisite: HCRS C061, HCRS C062, HCRS C064, HCRS C150
Repeat Status: Not repeatable

The Clinical Externship is a practical application of the theory and skills learned in the classroom and lab. The student participates in office or clinic patient care under the direct supervision of the physician and the office manager and the indirect supervision of the classroom instructor. 160 hours work experience.

HCRS C070 A 0.50 Units
CPR for the Healthcare Provider

Repeat Status: Course may be taken unlimited times

This is a Healthcare Provider – CPR Course that meets or exceeds the current American Heart Association standards. The course provides training in emergency treatment for life-threatening cardiopulmonary arrest, airway and breathing management, and foreign body obstructed airway for all age groups. This course also includes one and two rescuer CPR, use of barrier devices, AED use and the prevention of disease transmission. Note: This course is cross listed with EMTC C070. 10 hours lecture.

HCRS C075 A 2.00 Units
Principles of Intravenous Therapy and Blood Withdrawal

Limitations on Enrollment: Must have a current California LVN license or senior standing in a LVN Program, or Interim Permittee status

Repeat Status: Not repeatable

Principles of Intravenous Therapy and Blood Withdrawal is a course consisting of 27 hours of lecture and 9 hours of clinical experience. The course is designed to enable the Licensed Vocational Nurse to safely initiate and maintain intravenous therapy in a clinical setting. LVN's successfully completing the course will be certified by the California Board of Vocational Nurse Examiners to initiate and superimpose intravenous fluids. 27 hours lecture/9 hours laboratory.

HCRS C101 A/CSU 8.00 Units
Vocational Nursing: Medical-Surgical Nursing I

Prerequisite: BIOL C121 and BIOL C122, or BIOL C251 and BIOL C255 ; PSYC C101 or PSYC C101H; HCRS C150; HCRS C055; CSCI C070
Co-requisite: HCRS C111
Advisory: IC C075, Math Level 2

Repeat Status: Not repeatable

This course covers fundamentals of nursing including nursing theory and process, basic data collection, assessment, legal and ethical considerations, cultural diversity, geriatrics, nutrition and pharmacology. This course is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) and adheres to all state mandated guidelines. 144 hours lecture.

HCRS C102 A/CSU 8.00 Units
Vocational Nursing: Medical-Surgical Nursing 2

Prerequisite: HCRS C101, HCRS C111
Co-requisite: HCRS C112
Repeat Status: Not repeatable

The second semester of the Vocational Nursing Program emphasizes the nursing care of a client in an acute care setting, an ambulatory care setting, and a public health facility. Nursing theory focuses on the care of the client with cardiovascular, lymphatic, respiratory, and genitourinary disorders. Theory topics and nursing responsibilities for the normal aspects of maternal child care in obstetrics and pediatrics are also presented. 144 hours lecture.

HCRS C106 A/CSU 0.50 Units
First Aid/Cardiopulmonary Resuscitation/ Automated External Defibrillator

Repeat Status: Course may be taken unlimited times

This course teaches current First Aid instruction for "Schools and the Community" through discussion, demonstrations, and practical experiences. It includes Emergency Action Steps; breathing and cardiac problem recognition and care; CPR (Cardiopulmonary Resuscitation) for adult, child, infant; AED (Automated External Defibrillator) for adult and child, and choking for conscious and unconscious person; wound care; bandaging; shock; poisoning; local poisonous plants and animals; burns; bone and joint injuries including splinting; diabetic emergencies; temperature extremes; and other sudden illnesses. It may also include disaster preparation and family planning for local emergencies. Note: This course is cross listed with EMTC C106 and HSCI C105. 10 hours lecture.

HCRS C111 A/CSU 6.00 Units
Vocational Nursing: Clinical Practice 1

Co-requisite: HCRS C101, HCRS C141
Repeat Status: Not repeatable

Clinical Practice I presents the foundation of nursing care for a client in a long-term and acute-care facility. Students practice fundamental clinical skills in the Nursing Skills Lab. Upon successful completion of Fundamentals, the student focuses on the care of a resident with uncomplicated needs in a long-term facility. During the last weeks of the semester, basic clinical skills are advanced as the student begins clinical experience in an acute care facility. 324 Other hours.

HCRS C112 A/CSU 6.00 Units
Vocational Nursing: Clinical Practice 2

Prerequisite: HCRS C101, HCRS C111
Co-requisite: HCRS C102
Repeat Status: Not repeatable

Clinical Practice 2 focuses on the intermediate clinical application of nursing theory in the medical-surgical areas of cardiovascular, lymphatic, respiratory, and genitourinary disorders. Clinical experiences for the specialty areas of normal obstetrics, neonatal, and pediatrics, including growth and development, are presented in an acute care facility and/or an ambulatory care center. A community health care agency is utilized to augment experiences. 324 Other hours.

HCRS C121 A/CSU 3.00 Units
Nutrition

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course is designed to develop an understanding of the principles of human nutrition, including historical development, underlying physical, mental and emotional health, current world nutrition problems, nutrients and their utilization by the body, and nutritional needs throughout the life cycle. Recent developments in nutrition, food fads and fallacies, and informational nutritional resources will be addressed. 54 hours lecture.

HCRS C140 A/CSU 3.00 Units
Introduction to Health Care

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course introduces Healthcare Programs to students who have an interest in pursuing a career in health care. This course covers the fundamentals common to all health care occupations. Topics included are appropriate for occupations that involve direct patient care, such as nursing and dental assisting, as well as those that provide support services, such as health information technology and pharmacy technician. 54 hours lecture.

HCRS C150 A/CSU 3.00 Units
Medical Terminology for the Health Professional

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is designed to familiarize the student with the language of medicine. The components of medical terminology are highly beneficial for any individual with a healthcare employment objective. The course presents the components of medical works including word roots, combining forms, suffixes, and prefixes. Using medical terminology as a focal point, the systems of the body are discussed. 54 hours lecture.

HCRS C160 A/CSU 3.00 Units
Rehabilitative Career Choices

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is designed for individuals interested in various allied health occupations in the field of rehabilitative careers. The student will explore basic concepts involved in the study of basic rehabilitative career opportunities. This course will cover scientific principles and medical terminology, systems of health and healing, chiropractic assisting, massage therapy, physical therapy, sports medicine assisting, personal fitness training and administrative and job seeking skills for the physical medicine worker. 54 hours lecture.

HCRS C201 A/CSU 8.00 Units
Vocational Nursing: Medical-Surgical Nursing 3

Prerequisite: HCRS C102, HCRS C112

Co-requisite: HCRS C211
Repeat Status: Not repeatable

The final semester of the Vocational Nursing Program emphasizes care of a client in an acute care setting, an ambulatory care setting, and a home health setting. Nursing theory focuses on the care of the client with endocrine, gastrointestinal, orthopedic, neurosensory, and integumentary disorders. Theory topics and nursing responsibilities related to leadership, supervision, and rehabilitation are also discussed. 144 hours lecture.

HCRS C211 A/CSU 6.00 Units
Vocational Nursing: Clinical Practice 3

Prerequisite: HCRS C102, HCRS C112
Co-requisite: HCRS C201
Repeat Status: Not repeatable

Clinical Practice 3 focuses on the clinical application of nursing theory in the medical-surgical areas of gastrointestinal, endocrine, musculoskeletal, integumentary, and neurosensory disorders. Professional skills utilizing concepts in leadership and supervision are included as part of the senior nursing student's semester. In addition to acute medical-surgical nursing experience, the student has experience in a home health agency and working as a supervised team leader in a long-term care facility. 324 Other hours.

HCRS C230 A/CSU 3.00 Units
Pharmacology for the Health Professional

Advisory: Reading Level 1, Writing Level 2, Math Level 4
Repeat Status: Not repeatable

This course presents the components of pharmacology including techniques of administration, dosage calculations, foundations of pharmacology, patient education, health promotion, and a detailed overview of each drug class and commonly used drugs by body system. Pharmacology is an integral part of every aspect of health careers and this course is recommended for any individual with a Health Career objective. 54 hours lecture.

HCRS C240 A/CSU 3.00 Units
Nutrition and Diet Therapy for Health Professionals

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is designed to provide the student with an understanding of the fundamentals of nutrition related to the promotion and maintenance for optimal health. Practical applications and treatment of nutrition related pathologies are emphasized. Students will be introduced to basic scientific knowledge to enable them to evaluate nutritional issues discussed in the mass media. This course presents case studies with care plans and clinical analysis questions for the healthcare provider. It also incorporates, standardized nursing terminology of NANDA, NIC, and NOC. 54 hours lecture.

HCRS C241 A/CSU 1.00 Unit
Nursing Learning Laboratory

Limitations on Enrollment: Entrance into the ADN program through Bakersfield College

Repeat Status: Limit 3

This course is designed as an on-campus laboratory for self-paced practice and mastery of nursing skills necessary for providing safe client care throughout the Registered Nursing Program in conjunction with Bakersfield College. It provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level registered nurses. Multimedia and computer assisted instructional materials which support the current semester learning objectives will be available. Subsequent enrollment in additional semesters will offer the student the opportunity for additional skill and competency development within the subject matter. 54 hours laboratory.

HCRS C245 A/CSU 3.00 Units
Complementary and Alternative Therapy

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is designed to provide students with an overview of the major alternative health and complementary medicine (AHCM) modalities prominent in the U. S. and their role in health care delivery systems. 54 hours lecture.

HCRS C250 A/CSU 3.00 Units
Cultural Diversity and Health Care

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is designed to familiarize the students with the fundamentals of cultural diversity. Cultural diversity is an integral part of every aspect of health careers. This course is encouraged for any individual with a health career objective. The student will explore cross cultural and family theory to analyze forms of cultural diversity including gender, age, and family form. The student will analyze how cultural diversity affects health/illness dynamics and how recognition of ethnocentrism and bias can help improve health care delivery. 54 hours lecture.

HCRS C255 A/CSU 3.00 Units
Basic Cardiac Rhythm Interpretation

Advisory: Reading Level 1
Repeat Status: Not repeatable

This course is designed to enable students to interpret basic cardiac rhythms in health care related settings. Heart anatomy, physiology, dysrhythmias relating to atrial and ventricular dysfunction, basic electrical conduction disorders and treatment plans are presented. 54 hours lecture.

HCRS C260 A/CSU 3.00 Units
Ethics for the Health Professional

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is designed to explore the theories, models and principles that serve as guides for ethical behavior within the healthcare content. Ethics is an integral part of every aspect of health careers and this course is encouraged for any individual with a health career objective. The student will explore the complexities created by science and technological advances, the variety of health care settings, and the diversity of patients in their care, all while emphasizing the importance of principled behavior in personal and professional situations. Global issues such as health policy, economics, social, gender, transcultural and spiritual considerations will be addressed. 54 hours lecture.

Health Science

HSCI C101 A/UC/CSU 3.00 Units
Principles of Health Education

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course provides a fundamental understanding of how the body functions. It involves the study of factors affecting the physical and mental well-being of individuals within the context of the individual, community, society and environment. There is also discussion of heart disease, cancer, smoking, nutrition and physical fitness, human sexuality (reproduction, child birth, and contraception), sexually transmitted diseases, communicable diseases, alcohol and drug abuse. 54 hours lecture.

HSCI C105 A/CSU 0.50 Units
First Aid/Cardiopulmonary Resuscitation/ Automated External Defibrillator

Repeat Status: Course may be taken unlimited times

This course teaches current First Aid instruction for "Schools and the Community" through discussion, demonstrations, and practical experiences. It includes Emergency Action Steps; breathing and cardiac problem recognition and care; CPR (Cardiopulmonary Resuscitation) for adult, child, infant; AED (Automated External Defibrillator) for adult and child, and choking for conscious and unconscious person; wound care; bandaging; shock; poisoning; local poisonous plants and animals; burns; bone and joint injuries including splinting; diabetic emergencies; temperature extremes; and other sudden illnesses. It may also include disaster preparation and family planning for local emergencies. Note: This course is cross listed with EMTC C106 and HCRS C106. 10 hours lecture.

History

HIST C103 A/UC/CSU 3.00 Units
Western Civilization I

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course covers the growth of European civilization. Social, political, and cultural developments are integrated with the introduction of ideas and institutions basic to the understanding of one's own heritage. This course also covers the development of Western Civilization from the earliest times to the close of the Middle Ages. 54 hours lecture.

HIST C103H A/UC/CSU 4.00 Units
Western Civilization I – Honors

Limitation on Enrollment: Acceptance for the Honors program or eligibility for this honors course as determined in consultation with the instructor

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course covers the growth of European civilization. Social, political, and cultural developments are integrated with the introduction of ideas and institutions basic to the understanding of one's own heritage. This course also covers the development of Western Civilization from the earliest times to the close of the Middle Ages. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

HIST C104 A/UC/CSU 3.00 Units
Western Civilization II

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course covers the growth and development of European Civilization from the Renaissance to the present, integrating social, political, and cultural developments of European and the Western heritage. 54 hours lecture.

HIST C104H A/UC/CSU 4.00 Units
Western Civilization II – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course covers the growth and development of European Civilization from the Renaissance to the present, integrating social, political, and cultural developments of European and the Western heritage. Honors students will meet one extra hour weekly to discuss and evaluate selected primary source materials. 72 hours lecture.

HIST C131 A/UC/CSU 3.00 Units
History of United States I

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

The course examines the social, political, economic and cultural history of the United States from colonial times to Reconstruction. The study of selected topics, such as American institutions and Constitutional development, is stressed in the course. 54 hours lecture.

HIST C131H A/UC/CSU 4.00 Units
History of the United States I – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

The course examines the social, political, economic and cultural history of the United States from colonial times to Reconstruction. The study of selected topics, such as American institutions and Constitutional development, is stressed in the course. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

HIST C132 A/UC/CSU 3.00 Units
History of United States II

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

The course examines the social, political, economic and cultural history of history of the United States from Reconstruction to the present. The study of selected topics, such as American institutions and Constitutional development, is stressed in the course. 54 hours lecture.

HIST C132H A/UC/CSU 4.00 Units
History of the United States II – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

The course examines the social, political, economic and cultural history of the United States from Reconstruction to the present. The study of selected topics, such as American institutions and Constitutional development, is stressed in the course. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

HIST C209 A/UC/CSU 3.00 Units
History of Mexico

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

The course covers Mexican history from the earliest times to the present. It includes an analysis of the social, cultural, political, and economic aspects of the Mexican past. 54 hours lecture.

HIST C218 A/UC/CSU 3.00 Units
California History

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

The course covers the political, economic, social and cultural development of California from the earliest times to the present. 54 hours lecture.

Human Services

HMSV C101 A/CSU 3.00 Units
Introduction to Human Services

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

The purpose of this course is to introduce students to the human service professions and their role in helping people to cope with the problems of living. The course provides a historical overview and contemporary theories, as well as description of service delivery models of human services, and will help the student to understand the client as a whole person in a specific context. The course will also address issues of competence, professionalism, and ethics in human services. 54 hours lecture.

HMSV C102 A/N/CSU 3.00 Units
Cultural Competence in Human Services

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course explores the themes of dominant culture and sub-cultures in relations to human services, with special emphasis on the cultural complexities of individuals and communities and culturally skillful interventions. 54 hours lecture.

HMSV C103 A/N/CSU 3.00 Units
Preparation for Field Work in Human Services

Prerequisite: HMSV C101
Repeat Status: Limit 3

In this class students integrate theory about human services occupations into actual workplace practices by role-playing work place situations, by interviewing people working in different human services settings, by discussing and analyzing workplace situations in order to practice professional responses. After taking this course, students will be prepared for internship in a human services work setting. 54 hours lecture.

HMSV C104 A/N/CSU 4.00 Units
Field Work in Human Services

Prerequisite: HMSV C103
Repeat Status: Not repeatable

This course is intended to provide the student with the complete experience of working in human services setting. Students are required to pass drug screening and to have a life scan at their own expense, and may be need to fulfill other site specific requirements before beginning the field work experience. Students will have the opportunity to apply information, develop and practice skills, participate in a supervisory relationship, receive performance evaluation, and provide feedback to other human services trainees. 36 hours lecture/108 hours field work experience.

HMSV C113 A/CSU 3.00 Units
Intervention Skills in Human Services

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

The purpose of this course is to introduce the student to assessment and treatment skills used in the helping professions. Topics will include: the helping interview, assessment, goal setting, cognitive interventions, and behavior management techniques. 54 hours lecture.

HMSV C116 A/CSU 3.00 Units
Case Management

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

In this course students are introduced to different models of case management, in the Human Services Field, the core skills which make up case management, the decision making processes of the case management, and the role of the case manager as a human services worker and collaborator with other persons, human services agencies and organizations. 54 hours lecture.

Industrial Safety

INSF C070 A 1.00 Unit
Occupational Safety and Health

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course covers issues related to Occupational Health and Safety and includes required instruction to fulfill the training requirements for the Occupational Safety and Health Administration (OSHA) 10 Construction Outreach Training Program. Successful students will receive a course completion card at the end of the course. 18 hours lecture.

Industrial Technology

INDT C056 A 4.00 Units
Technical Math for Trades

Prerequisite: MATH C050
Repeat Status: Not repeatable

In this course students will use mathematical concepts including general mathematics, algebra, areas and volumes, measurement, along with geometric and trigonometric functions, to solve problems related to an industrial/technical environment. This course is cross listed with MATH C056. 72 hours lecture.

INDT C081 A 1.00 Unit
New Surface Miner Safety Training

Repeat Status: Course may be taken unlimited times

Introduction and understanding of surface mine safety and mandatory health training as required by the Mine, Safety and Health Administration for the inexperienced surface miner. Additional site and task training will be required to be provided by mine operator or contractor. 24 hours lecture.

INDT C082 A 0.50 Units
Newly Employed Experienced Surface Miner Safety Training

Limitations on Enrollment: Have not attended MSHA approved annual refresher in 3 years, but completed MSHA approved new miner training for surface miners, or have received training acceptable to MSHA from

a state agency, and if you have at least 12 months of surface mining experience.

Repeat Status: Course may be taken unlimited times

Students review of surface mine safety and mandatory health training as required by the Mine, Safety and Health Administration. Additional site and task training will be provided by mine operator or contractor. 8 hours lecture.

INDT C083 A 0.50 Units
Annual Refresher Training for the Surface Miner Safety Training

Limitations on Enrollment: Completed MSHA-approved new miner training for surface miners or have received training acceptable to MSHA from a state agency, in the last 12 months, and if you have at least 12 months of surface mining experience.

Repeat Status: Course may be taken unlimited times

Annual refresher training of the surface miner in mandatory safety and health training as required by the Mine Safety Health Administration. Additional site and task training will be required to be provided by the mine operator or contractor. 8 hours lecture.

INDT C089 A 0.50 Units
Special Topics in Industrial Technology

Repeat Status: Limit 3

In this course, students learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 9 hours lecture.

INDT C090 A 1.00 Unit
Special Topics in Industrial Technology

Repeat Status: Limit 3

In this course, students learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 9 hours lecture/27 hours laboratory.

INDT C091 A 1.00 Unit
Special Topics in Industrial Technology

Repeat Status: Limit 3

In this course, students learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 18 hours lecture.

INDT C092 A 2.00 Units
Special Topics in Industrial Technology

Repeat Status: Limit 3

In this course, students will learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 18 hours lecture/54 hours laboratory.

INDT C093 A 2.00 Units
Special Topics in Industrial Technology

Repeat Status: Limit 3

In this course, students will learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 36 hours lecture.

INDT C094 A 3.00 Units
Special Topics in Industrial Technology

Repeat Status: Limit 3

In this course, students will learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 54 hours lecture.

INDT C108 A/CSU 3.00 Units
Reading Technical Drawings

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides students with the opportunity to develop skills in reading and interpreting technical drawings used in an industrial environment. Principles of technical drawing are introduced along with standard symbols and abbreviations found in industrial drawings, schematics, and diagrams. Students produce technical sketches without the use of instruments. This course is cross listed with DRFT C108. 54 hours lecture.

Information Competency

IC C075 A 1.00 Unit
Introduction to Library Research and Bibliography

Advisory: CSCI C070, Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course presents the fundamentals of the research process and documentation styles. The student is introduced to the organization of information in the library setting and access through the use of online

catalogs. The use of the World Wide Web is covered with particular emphasis on evaluation of information contained in web pages. The course covers the use of printed and electronic reference materials and discusses legal and ethical issues of intellectual property including copyright, fair use, and plagiarism. 18 hours lecture.

Interdisciplinary Studies

INST C004 X 0.00 Units
Supervised Tutoring

Repeat Status: Course may be taken unlimited times

This class provides support for students who need further assistance in their academic skills to succeed in a particular class. 640 hours open laboratory.

INST C210 A/UC/CSU 3.00 Units
Diversity and Film

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

Through the use of films, documentaries and analytical essays students use critical reasoning skills to discover how the structures of race, class, gender and similar constructs have shaped and formed our society and our culture. There is analysis, discussion, and written critique of selected films and readings. This satisfies the Cerro Coso diversity requirement. Note: This course is cross listed with SOCI C210. 54 hours lecture.

INST C220 A/UC/CSU 3.00 Units
Perspectives on Race, Class and Gender

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

Students will use critical reasoning skills to discover how the structures of race, class, gender and similar constructs have shaped and formed our society. The class will cover a range of topics from the philosophical origins of racist thought to an exploration of current buzzwords such as diversity and multiculturalism. Through multiple and varied readings and classroom discussion we will attempt to discover the interrelatedness of concepts such as race, class and gender and the roots and future of our "melting pot" society. Note: This course is cross listed with SOCI C220. 54 hours lecture.

Latin

LATN C001 X 0.00 Units
Latin for Lifelong Learners

Repeat Status: Course may be taken unlimited times

This course is for students who wish to deepen and intensify their pursuit of special areas of study within the discipline. Topics are chosen based upon student interest within languages and could include the study of prose literature, culture, history, advanced grammar or other similar topics. This course does not fulfill core or elective requirements for certificates or degrees in languages. 36 hours lecture.

LATN C101 A/UC/CSU 4.00 Units
Elementary Latin I

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course covers the basic structures and vocabulary for understanding reading, writing, and speaking Latin. The class will include pronunciation, comprehension, and structure of the language. 72 hours lecture.

LATN C102 A/UC/CSU 4.00 Units
Elementary Latin II

Prerequisite: LATN C101
Repeat Status: Not repeatable

This course continues coverage of the basic structures and vocabulary for understanding reading, writing and speaking Latin. 72 hours lecture.

LATN C201 A/UC/CSU 4.00 Units
Intermediate Latin I

Prerequisite: LATN C102
Repeat Status: Not repeatable

This course covers intermediate level structures and vocabulary development for reading, writing, and speaking Latin. 72 hours lecture.

LATN C202 A/UC/CSU 4.00 Units
Intermediate Latin II

Prerequisite: LATN C201
Repeat Status: Not repeatable

This course conducts a detailed and intensive reading of books I, II, IV and VI of the Aeneid. A running review of basic grammar structures is also a part of the class. 72 hours lecture

Machine Tool Technology

MCTL C107 A/CSU 2.00 Units
Basic Hand Tools

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course prepares students to identify and properly use a variety of hand tools in an industrial environment. Emphasis is placed on safety and the use of the correct

tool for a specific task. Students are given hands-on experience with many of the tools during practical lab exercises and demonstrations. 18 hours lecture/54 hours laboratory.

MCTL C111 A/CSU 3.00 Units
Beginning Machine Shop

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

A basic introduction to Machine Shop theory and practice including setup and operation of the lathe, drill press, horizontal and vertical milling machines, metal band saw and pedestal grinder. The use of hand tools and precision measuring tools, layout techniques, and tool sharpening are studied in practical shop applications. 36 hours lecture/54 hours laboratory.

MCTL C112 A/CSU 3.00 Units
Intermediate Machine Shop

Prerequisite: MCTL C111
Repeat Status: Not repeatable

This course provides students with skills in proper and safe use of lathes and milling machines. Students maintain and use comparison and angularity measuring tools and produce parts of moderate complexity to close tolerances. 36 hours lecture/54 hours laboratory.

MCTL C211 A/CSU 3.00 Units
Advanced Machine Shop

Prerequisite: MCTL C112
Repeat Status: Not repeatable

This course provides students with skills in the safe and proper use of precision grinders and band machines. Students also use computer numerical control systems, and gain an understanding of automated manufacturing. 36 hours lecture/54 hours laboratory.

MCTL C212 A/CSU 3.00 Units
Advanced Machine Shop/Tool Problems

Prerequisite: MCTL C211
Repeat Status: Not repeatable

This course provides students with an understanding of quality control techniques in manufacturing. Students describe characteristics of metals and finishes, as well as other manufacturing processes. In this advanced course, students solve a complex manufacturing design problem and produce a product, using appropriate tools and techniques. 36 hours lecture/54 hours laboratory.

Mathematics

MATH C020 P 4.00 Units
Basic Arithmetic Skills

Repeat Status: Not repeatable

Students perform the basic operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Students work with the concepts of ratios and percents. 72 hours lecture.

MATH C040 P 4.00 Units
Pre-Algebra

Prerequisite: MATH C020
Repeat Status: Not repeatable

This course covers basic arithmetic, introductory concepts in algebra, and problem solving techniques. Specific topics include addition, subtraction, multiplication and division of signed numbers, percentage, and applications of these skills. The course introduces algebraic concepts, including algebraic operations of polynomials, solving equations, formulas, and an introduction to solving word problems. 72 hours lecture.

MATH C050 A 4.00 Units
Elementary Algebra

Prerequisite: MATH C040
Repeat Status: Not repeatable

This course covers the fundamental algebraic concepts and mathematical processes: first degree equations, special products and factoring, ratios, proportions, radicals, exponents, simultaneous linear equations, quadratic equations, and graphing linear and quadratic functions. 72 hours lecture.

MATH C055 A 4.00 Units
Intermediate Algebra

Prerequisite: MATH C050
Repeat Status: Not repeatable

Intermediate Algebra expands on the skills learned in Elementary Algebra and prepares the student for more advanced work in mathematics and science. The focus will be on exponents, factoring, solving linear and quadratic equations, systems of equations, algebraic fractions, graphs of linear and quadratic equations and inequalities, radicals determinants, function notation, and the exponential and logarithmic functions. 72 hours lecture.

MATH C056 A 4.00 Units
Technical Math for Trades

Prerequisite: MATH C050
Repeat Status: Not repeatable

In this course students will use mathematical concepts including general mathematics, algebra, areas and volumes, measurement, along with geometric and trigonometric functions, to solve problems related to an industrial/technical environment. This course is cross listed with INDT C056. 72 hours lecture.

MATH C057 A 4.00 Units
Geometry

Prerequisite: MATH C050
Advisory: Math Level 2
Repeat Status: Not repeatable

This course provides a thorough coverage of Euclidean geometry including constructions, parallel lines, congruent triangles, similar triangles, polygons, circles, solid geometry, analytic geometry and transformations. The concept of proof is developed through deductive and inductive reasoning. Students will also be introduced to higher dimensions and non-Euclidean geometries. 72 hours lecture.

MATH C101 A/CSU 3.00 Units
Survey of Mathematical Concepts

Prerequisite: MATH C050 or one year of high school algebra with a grade of "C" or better.
Advisory: Math Level 2
Repeat Status: Not repeatable

Students will explore the history of mathematics, the relationship of mathematics to modern society, elementary theory of probability and statistics, functions and their graphs, number theory, and logic. 54 hours lecture.

MATH C121 A/UC/CSU 4.00 Units
Elementary Probability and Statistics

Prerequisite: MATH C055
Repeat Status: Not repeatable

This course covers data analysis using descriptive and inferential statistics. Graphs and computations include measures of central tendency and dispersion, correlation and regression, and presentation of data on a histogram, scatter plot, box plot, and the normal curve. Probability concepts include those for discrete and continuous random variables. Sampling and hypothesis testing are covered for means and variances. 72 hours lecture

MATH C121H A/UC/CSU 5.00 Units
Elementary Probability and Statistics – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Prerequisite: MATH C055
Repeat Status: Not repeatable

Elements of descriptive statistics, measures of central tendency, dispersion and presentation of data. Concepts of probability, random variables and normally distributed random variables. Sampling error, sampling processes and the distribution of sample means. Hypothesis testing of means and proportions for one and two populations. Linear regression, the least squares criterion, descriptive and inferential methods using linear regression. One and two way analysis of variance. The honors section provides more content and requires greater intensity and depth of study than the non-honors class. Acceptance for the honors program or eligibility for this honors course as determined in consultation with the instructor. 90 hours lecture.

MATH C130 A/UC/CSU 4.00 Units
Finite Mathematics

Prerequisite: MATH C055
Repeat Status: Not repeatable

Finite Mathematics is designed for students majoring in Business/Economics, Computer Information Systems, and Social Sciences. Topics to be covered include: matrices, linear programming, mathematics of finance, sets and probability, descriptive statistics, Markov chains, and game theory. 72 hours lecture.

MATH C131 A/CSU 4.00 Units
Business Calculus

Prerequisite: MATH C055
Repeat Status: Not repeatable

This course emphasizes the concepts of differential calculus and integral calculus as they relate to business and economics. The course integrates rates of change, interest formulas, concepts of demand and elasticity, as well as exponential and logarithmic applications. 72 hours lecture.

MATH C141 A/UC/CSU 4.00 Units
College Algebra

Prerequisite: MATH C055
Repeat Status: Not repeatable

This pre-calculus course is an intensive study of algebraic functions and relations and their graphical representations, exponential and logarithmic functions and their applications, theory of equations, matrices, sequences, series, mathematical induction, the binomial theorem, and an introduction to the theory of limits. 72 hours lecture.

MATH C142 A/CSU 4.00 Units
Trigonometry

Prerequisite: MATH C055
Repeat Status: Not repeatable

Trigonometry is an intensive study of trigonometric

and inverse trigonometric functions, the graphical representations of these functions, solving trigonometric equations, verifying identities, solving triangles in the plane and on the sphere, complex numbers and De Moivre's theorem. Topics in analytic geometry in two and three dimensions, such as polar coordinates and vectors, and their applications are also covered. A symbolic manipulation processor or a graphing calculator is strongly recommended. 72 hours lecture.

MATH C151 A/UC/CSU 5.00 Units
Analytic Geometry and Calculus I

Prerequisite: MATH C141, MATH C142
Repeat Status: Not repeatable

This course provides the student with a good foundation in differential and integral calculus with emphasis on both basic skills and applications. Topics covered include functions; limits; derivatives of polynomial, trigonometric, parametric, and implicit functions; applications of differentiation; the indefinite integral; the definite integral; applications of the definite integral. 90 hours lecture.

MATH C152 A/UC/CSU 5.00 Units
Analytic Geometry and Calculus II

Prerequisite: MATH C151
Repeat Status: Not repeatable

This course is a continuation of Analytic Geometry and Calculus I, extending the skills of differentiation and integration by learning new techniques and working with the transcendental functions. Other major topics include sequences, series, polar coordinates and parameterization of plane curves. 90 hours lecture.

MATH C251 A/UC/CSU 5.00 Units
Analytic Geometry and Calculus III

Prerequisite: MATH C152
Repeat Status: Not repeatable

This course is a continuation of Analytical Geometry and Calculus II, extending the skills of differentiation and integration by learning new techniques and working with partial derivatives and double and triple integrals. Other major topics include cylindrical and spherical coordinates, quadric surfaces, vector functions, vector analysis, Green's theorem and Stoke's theorem. 90 hours lecture.

MATH C255 A/UC/CSU 4.00 Units
Ordinary Differential Equations

Prerequisite: MATH C251
Advisory: A computer algebra system or graphing calculator and basic computer skills are strongly recommended
Repeat Status: Not repeatable

This course provides students with a foundations of differential equations of change, motion, and growth within chemical, physical, biological, and business systems with problem solving and applications. Students are introduced to modeling using mathematical software used in industry to solve complex problems. First, second, and higher order differential equations including Euler's Method, Eigenvalues, Numerical Methods, Nonlinear Systems, and La Place Transforms are covered. 72 hours lecture.

MATH C257 A/UC/CSU 4.00 Units
Linear Algebra

Prerequisite: MATH C152
Repeat Status: Not repeatable

This course will cover the following topics: systems of linear equations; matrices; n-dimensional real vector spaces; general vector spaces; linear transformations; eigenvalues and eigenvectors; and applications of the above topics. 72 hours lecture.

Music

MUSC C061 A 2.00 Units
Special Topics in Music

Repeat Status: Course may be taken unlimited times

This course allows students the opportunity to continue their development of musical skills and techniques on a specified instrument in an ensemble setting. 18 hours lecture/54 hours laboratory.

MUSC C064 A 1.00 Unit
Special Topics in Music

Repeat Status: Course may be taken unlimited times

This course allows students the opportunity to continue their development of musical skills and techniques on a specified instrument in an ensemble setting. This course does not fulfill core or elective requirements for certificates or degrees in the Arts. 9 hours lecture/27 hours laboratory.

MUSC C101 A/UC/CSU 3.00 Units
Music Appreciation

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is a music survey course emphasizing the development of the listener's perception to the basic elements of music. The course is devoted to the study of the development of Western music from approximately 450 AD to the present. Musical examples used in class are drawn from a variety of musical styles. Concert attendance required. 54 hours lecture.

MUSC C101H A/UC/CSU 4.00 Units
Music Appreciation Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is a music survey course emphasizing the development of the listener's perception to the basic elements of music. The course is devoted to the study of the development of Western music from approximately 450 AD to the present. Musical examples used in class are drawn from a variety of musical styles. The honors course provides more content, and requires greater intensity and depth of study than the non-honors course. Concert attendance and field trips are required. 72 hours lecture.

MUSC C118 A/UC/CSU 3.00 Units
History of American Popular Music

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is an introduction to the historical and stylistic developments of American popular music, with an emphasis on its social, economic and political consequences. This course covers the development of Anglo-American folk music, African-American music, musical theatre, and various rock styles. 54 hours lecture.

MUSC C121 A/UC/CSU 2.00 Units
Piano I

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is a beginning piano class emphasizing development of technique, practice habits and knowledge of basic music fundamentals. Practice time outside of class is required. 36 hours lecture.

MUSC C122 A/UC/CSU 2.00 Units
Piano II

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is a continuation of skill development consistent with 1 semester of college piano study. This course includes progressive technical skills, and easy classics. Practice time outside of class is required. 36 hours lecture.

MUSC C126 A/UC/CSU 2.00 Units
Guitar

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is an introduction to the basics of playing the guitar. Guitar techniques covered include both classical and popular styles. Students learn the basics of playing melody and chords using modern notation and tablature. Students must provide their own guitar. 36 hours lecture.

MUSC C131 A/UC/CSU 2.00 Units
Orchestra I

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course includes the preparation and performance of basic orchestral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.

MUSC C132 A/UC/CSU 2.00 Units
Orchestra II

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course includes the preparation and performance of basic to intermediate orchestral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.

MUSC C135 A/CSU 2.00 Units
Chamber Music I

Repeat Status: Not repeatable

This course covers preparation and performance of beginning chamber works. Students develop basic skills of small ensemble playing including cueing, sight reading, balancing, blending and ear training. 18 hours lecture/54 hours laboratory.

MUSC C136 A/CSU 2.00 Units
Chamber Music II

Repeat Status: Not repeatable

This course covers preparation and performance of beginning to intermediate chamber works. Students develop basic skills of small ensemble playing including cueing, sight reading, balancing, blending and ear training. 18 hours lecture/54 hours laboratory.

MUSC C141 A/UC/CSU 2.00 Units
Community Band I

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course includes the preparation and performance of basic concert band and wind ensemble works. 18 hours lecture/54 hours laboratory.

MUSC C142 A/UC/CSU 2.00 Units
Community Band II

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course includes the preparation and performance of basic to intermediate concert band and wind ensemble works. 18 hours lecture/54 hours laboratory.

MUSC C151 A/UC/CSU 2.00 Units
Choir I

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course includes the preparation and performance of basic choral works, including one masterwork yearly. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.

MUSC C152 A/UC/CSU 2.00 Units
Choir II

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course includes the preparation and performance of basic to intermediate choral works, including one masterwork yearly. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.

MUSC C173 A/UC/CSU 3.00 Units
Appreciation of Jazz

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

A survey of 20th Century jazz styles and performers with a historical background of the antecedents of jazz. This course covers and is focused on the history of jazz from its beginnings to the present day, and includes each of the primary jazz periods. Concert attendance required. 54 hours lecture.

MUSC C181 A/CSU 3.00 Units
Music and Technology

Advisory: Reading Level 1
Repeat Status: Not repeatable

This course is an introduction to music technology with topics to include history, overview, CAI software, and fundamentals of analog and digital music systems. Students will be introduced to the operational principles of synthesizer/MIDI keyboards and computer music software. Students will have the opportunity to create their own sound samples and audio tracks, CD's and MP3's using computers and synthesizers. 36 hours lecture/54 hours laboratory.

MUSC C183 A/CSU 3.00 Units
Fundamentals of Sound Design for Media

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is an introduction to the fundamentals of creating sound for various media. Students explore the relationship of sound and music to video, film, animation, and video games. Students learn how to produce effective audio tracks using live sound, MIDI synthesizers, digital effects and computer hard disk recording. 36 hours lecture/54 hours laboratory.

MUSC C231 A/UC/CSU 2.00 Units
Orchestra III

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course includes the preparation and performance of intermediate orchestral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.

MUSC C232 A/UC/CSU 2.00 Units
Orchestra IV

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course includes the preparation and performance of advanced orchestral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.

Paralegal Studies

PARA C101 A/CSU 3.00 Units
Introduction to Paralegal Studies

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course introduces students to the field of paralegal studies and examines the role of the paralegal in the legal profession. Students complete practical exercises designed to acquaint them with the varied procedures carried out by paralegals in a typical law practice. Research and case analysis are used to familiarize the student with the various types of law and legal documents. 54 hours lecture.

PARA C105 A/CSU 3.00 Units
Legal Ethics

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course in legal ethics prepares students to understand complex concepts of legal careers because all legal professionals are required to act with the

same professional care as attorneys. Legal ethics provides a thorough and substantive analysis of the major principles that affect how the practice of law is regulated. 54 hours lecture.

PARA C112 A/CSU 3.00 Units
Legal Research and Writing I

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides students with the knowledge and tools to properly complete legal research. The Class will examine both primary and secondary sources. Students will learn to use correct citation form and complete several research assignments. Focus will be on researching Federal and state law using both Internet sources and electronic databases. 54 hours lecture.

PARA C122 A/CSU 3.00 Units
Legal Research and Writing II

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course focuses on the principles of drafting legal documents and the fundamentals of legal analysis. Students will practice writing legal memorandums, court briefs, and correspondence. Students are introduced to the tools and elements of legal analysis including statutory analysis, case law briefs, issue identification, and counter-analysis. 54 hours lecture

PARA C130 A/CSU 3.00 Units
Civil Litigation and Procedure I

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course prepares the paralegal student for the litigation process and the rules that guide that process. Students learn the steps involved in bringing a civil suit to trial and the development of the case to the appellate process. Students examine the process of discovery and the preparation of a pleading. 54 hours lecture.

PARA C140 A/CSU 3.00 Units
Civil Litigation and Procedure II

Prerequisite: PARA C130
Repeat Status: Not repeatable

This course continues the preparation of the paralegal student for the litigation process and the rules that guide that process. Advanced topics include motions, alternative dispute resolution, appeals and judgments. Students also learn the procedures of a civil case in the state of California. 54 hours lecture.

PARA C150 A/CSU 3.00 Units
Law Office Management

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course prepares students to manage and operate a professional law office. Students practice skills used in managing clients, the calendar, the filing system, and the law library. Other topics include ethics, marketing, billing, and office layout. 54 hours lecture.

PARA C210 A/UC/CSU 3.00 Units
California and Federal Civil Procedure Legal Forms

Advisory: PARA C130 or PARA C140
Repeat Status: Not repeatable

This is a dynamic introduction to legal forms used to initiate California and Federal Civil actions. The course introduces and follows the latest legal form formats of California and the Federal District Courts that are available through the publishers legal form text book and legal form software CD. 54 hours lecture.

PARA C220 A/CSU 3.00 Units
Bankruptcy Law

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of bankruptcy law and prepares the student to assist in the bankruptcy process. Students will learn the origins of bankruptcy, types of bankruptcy, common forms used, bankruptcy court procedures and how to research bankruptcy laws. 54 hours lecture.

PARA C230 A/CSU 3.00 Units
Probate Law

Prerequisite: PARA C112
Co-requisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of probate law and prepares the student to assist in the administration of an estate. Topics to be covered include wills, conservatorships, guardianships, trusts, estate planning and taxation of estates. 54 hours lecture.

PARA C240 A/CSU 3.00 Units
Criminal Law and Procedure

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of criminal law and procedures that prepares the student to assist in preparation of defense or prosecution of criminals while adhering to U.S. Constitutional safeguards for a

defendant. Students learn all aspects of a trial from the development of the case to the appellate process and the procedures of the criminal justice system. 54 hours lecture.

PARA C250 A/CSU 3.00 Units
Family Law

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of family law. Students examine the legal principles that define relationships, rights, and duties within family units. The course includes the history of family law and how it has evolved over the last several decades. 54 hours lecture.

PARA C260 A/CSU 3.00 Units
Personal Injury and Tort Litigation

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course reviews the practice of tort law. Students are introduced to tort liability issues such as assault and battery, negligence, malpractice, product liability, and defamation. The class provides practice with common documents and procedures used in personal injury and other tort cases. 54 hours lecture.

PARA C270 A/CSU 2.00 Units
Real Property Law

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of real property law and prepares the student to assist in real estate transactions. Topics to be covered include ownership rules, determination of title, acquisition and transfer of property, financing, and taxation. 36 hours lecture.

PARA C280 A/CSU 2.00 Units
Worker's Compensation Law

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of worker's compensation law and prepares the student to assist in torts resulting from work injuries. Topics to be covered include compensation principles, employer-employee relationship, work injuries and accidents and the worker's compensation system. 36 hours lecture.

PARA C290 A/CSU 2.00 Units
Paralegal Studies Internship

Repeat Status: Not repeatable

This course enables the paralegal student to obtain practical experience under the supervision of an attorney and/or legal professional. Students gain experience in the daily operations of a typical legal office, legal research, interviewing clients and preparing briefs. The course will also cover job search techniques. Students are responsible for arranging their own assignments. This course should be taken after completing most of the Paralegal Studies program and usually in the last semester before earning the degree. 18 hours lecture/60 hours Volunteer or 75 Paid Hours Work Experience.

Personal Development

PDEV C005 X 0.00 Units
Exam Preparation for the GED

Repeat Status: Course may be taken unlimited times

This course is designed to prepare students for the General Educational Development Examination (GED). Student participation is required. Assistance is provided for all six subject areas of the GED with emphasis on reading, writing, and mathematics and review of general science, humanities, and social studies. Assistance is tailored to student need based on instructor assessment. 54 hours open laboratory.

PDEV C023 P 2.00 Units
Learning Disability Awareness and Study Strategies Introduction

Repeat Status: Not repeatable

This course covers basic learning disability awareness and strategies for college success. Students explore topics of disability awareness, learning styles, information processing, memory techniques, time management, goal setting, concentration, anxiety, and reading systems. Open to any student, this class teaches use of personal strengths, specific skills, and strategies to overcome obstacles to college success for students with disabilities. 36 hours lecture.

PDEV C025 P 2.00 Units
Study Strategies

Repeat Status: Not repeatable

This course is designed for students who have the potential to benefit from college Courses but lack specific skills and learning strategies to succeed in those classes. The course focuses on developing planning strategies and using accommodations for long-term project based on the students' learning styles and/or functional limitations. 36 hours lecture.

PDEV C035 P 1.00 Unit
Basic Thinking Strategies

Repeat Status: Not repeatable

Designed for students who want to improve their skills

in attention/concentration, memory, spatial processing, and problem solving through the use of computer software and class activities. 18 hours lecture/18 hours laboratory.

PDEV C051 A 1.00 Unit
Training in Assertiveness

Repeat Status: Not repeatable

Students will learn and practice methods to effectively communicate their needs desires, and limitations to other people at home, at work, and in other social situations. 18 hours lecture.

PDEV C052 A 1.00 Unit
Becoming a Successful Online Student

Repeat Status: Not repeatable

The purpose of this course is to cover the basics of taking an interactive, asynchronous, distance education course via the Internet or other computer based system. Through this course, students experience E-mail, online class interactions such as discussion groups and WWW access, and learn about equipment needs and differences between online and on-site Courses. The goal of this class is to better prepare students for taking online classes by familiarizing students with the online course environment. 9 hours lecture/27 hours laboratory.

PDEV C075 A 1.00 Unit
Career Alternatives

Repeat Status: Not repeatable

Through this course, students evaluate their individual life-style preferences through use of class assessment tools. Students explore the world of work and educational programs, and have an opportunity to develop career decisions and action plans necessary to achieve individual career goals. 18 hours lecture.

PDEV C090 A 1.00 Unit
Becoming A Student Ambassador

Repeat Status: Not repeatable

This course is available to all students interested in acquiring skills necessary to be a student ambassador on campus. The course focuses on developing the interpersonal skills necessary for effective verbal communication and appropriate behavior and dress for the work place. The course provides the necessary information regarding college resources and facilities as well as an understanding of the world of academia to effectively represent the campus in a variety of settings. 18 hours lecture.

PDEV C101 A/UC/CSU 3.00 Units
Becoming a Master Student

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course emphasizes skills for becoming an effective student such as time management, note taking, memory skills, textbook reading, exam preparation and test strategies and includes an introduction to a variety of college resources. Students will explore topics such as personal strengths, goal setting, decision making, career choice, and transfer preparation. 54 hours lecture.

PDEV C106 A/CSU 0.50 Units
Orientation to College

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is an introductory orientation to becoming a college student. This course contains information on college life, support services, degree and transfer requirements, campus resources, career and college programs, student expectations, student activities and other knowledge associated student success. Students apply the course information to their educational goals and planning. 9 hours lecture.

PDEV C131 A/CSU 1.00 Unit
Making Transfer Easy

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course provides an introduction to the transfer research process designed for planning long term educational and career goals. Universities, transfer requirements, application process, degrees offered, housing, financial aid, scholarships, and supportive services are evaluated. 18 hours lecture.

PDEV C190 A/CSU 3.00 Units
Exploring Leadership

Prerequisite: PDEV C090
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course introduces students to the fundamental elements of leadership. Students explore leadership theories and models as well as their own values and beliefs and develop a personal philosophy of leadership that includes an understanding of self, others and community. Students learn how to apply theory into practice as they prepare for leadership roles in college and community. 54 hours lecture.

Philosophy

PHIL C101 A/UC/CSU 3.00 Units
Introduction to Philosophy

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

In this course students are introduced to the subject of philosophy, including its methods, major sub-divisions, and concepts. Topics in metaphysics, ethics, political and social theory, epistemology, identity and existence are considered from the perspective of multiple cultural and historical content. 54 hours lecture.

PHIL C141 A/UC/CSU 3.00 Units
Ethics

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

Students learn a variety of philosophical approaches to moral reasoning and decision making in different cultural and historical contents. Students analyze how philosophers throughout history have considered ethical issues and they apply philosophical reasoning to contemporary issues related to ethical problems. 54 hours lecture.

PHIL C161 A/UC/CSU 3.00 Units
Introduction to Religious Studies

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

The purposes of this course are to explore and explain the historical role of religion in human life across cultures and to explore the place of religion in the global culture of the 21st century. 54 hours lecture.

PHIL C164 A/UC/CSU 3.00 Units
Survey of World Religions

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

In this course students compare a broad range of religious traditions, including Buddhism, Christianity, Hinduism, indigenous and shamanic traditions, Islam, and Judaism, in terms of their common elements of belief and practice, moral philosophy and ethical codes, and historical development, as well as contrasting their distinctive features. 54 hours lecture.

PHIL C205 A/UC/CSU 4.00 Units
Critical and Comparative Reasoning

Advisory: ENGL C101
Repeat Status: Not repeatable

In this course students will develop skill in understanding and applying principles of critical and comparative reasoning within the domain of science, as well as being able to situate science as a method and discipline within the broader questions of human knowledge and methods of inquiry. 72 hours lecture.

PHIL C215 A/UC/CSU 3.00 Units
History of Western Philosophy

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This class is an historical exploration of the most influential philosophers of Western civilization, from the pre-Socratics to the twentieth century and how they dealt with the fundamental questions about life and our human existence. 54 hours lecture.

Physical Education

PHED C101 A/UC/CSU 3.00 Units
Foundations of Physical Education

Repeat Status: Not repeatable

This class is an introduction to the professional field of physical education. Student will examine the significance of physical education within a comprehensive education program and study the historical backgrounds and philosophies in the field. They will also research the relations between physical education and the fields of recreation and health. 54 hours lecture.

PHED C102 A/UC/CSU 2.00 Units
Personal Lifelong Fitness

Advisory: Reading Level 1
Repeat Status: Not repeatable

This course assists the student in creating a personal wellness and fitness program. The class includes a lifestyle survey, physical fitness assessments, creating a wellness profile, exercise prescription and goal setting techniques. Participation in the class exercise program is required. 18 hours lecture/54 hours laboratory.

PHED C103 A/UC/CSU 1.00 Unit
Aerobic Dance I

Repeat Status: Not repeatable

This is a beginning course in aerobic exercise that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises. 54 hours activity.

PHED C104 A/UC/CSU 1.00 Unit
Aerobic Dance II

Repeat Status: Limit 2

This is an intermediate course in aerobic exercise that

emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises. 54 hours activity.

PHED C105 A/UC/CSU 1.00 Unit
Weight Training I

Repeat Status: Not repeatable

This course is designed to acquaint students with the proper fundamentals and techniques in a beginning course in weight training. The course includes material specifically related to strength and muscle development. Emphasis is on individualized programs that contour, build, and firm up the human body in the most efficient manner. It also covers proper care and utilization of equipment involved, and the importance of safety. 54 hours activity.

PHED C106 A/UC/CSU 1.00 Unit
Weight Training II

Repeat Status: Limit 2

This intermediate level course is designed to provide knowledge of muscle and strength development. Strong emphasis on weight training program development and adaptation to individual needs is emphasized. 54 hours activity.

PHED C107 A/UC/CSU 1.00 Unit
General Conditioning I

Repeat Status: Not repeatable

This is a beginning course in co-educational physical fitness designed to help improve general fitness through exercise. Topics include current scientific trends and methods in fitness and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness group fitness program. 54 hours activity.

PHED C108 A/UC/CSU 1.00 Unit
General Conditioning II

Repeat Status: Limit 2

This is an intermediate course in co-educational physical fitness de¬signed to help improve general fitness through exercise. Topics include current scientific trends and methods in fitness and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness in a group fitness program. 54 hours activity.

PHED C109 A/UC/CSU 1.00 Unit
Golf I

Repeat Status: Not repeatable

This course provides golf instruction and practice in the fundamentals of grip, stance, alignment, backswing, and downswing. Topics also include stretching and principles of warm-up, golf club selection and use, player guidelines, scoring, game etiquette, and safety procedures. The course emphasizes the "one basic golf swing" theory and includes extensive practice and play at the local golf course. 54 hours activity.

PHED C110 A/UC/CSU 1.00 Unit
Golf II

Repeat Status: Limit 2

The course addresses Intermediate golfers with swing habits that are counterproductive to effective ball striking. Corrective measures are explored; drills, training aids and practice plans prescribed. The intermediate level fundamentals of the golf swing and short game techniques of chipping, pitching, putting and bunker play will be addressed. The course emphasizes the "one basic golf swing" theory and includes extensive practice and play at the local golf course. 54 hours activity.

PHED C113 A/UC/CSU 1.00 Unit
Tennis I

Repeat Status: Not repeatable

This is a beginning course in the fundamentals of tennis. This class emphasizes the serve, forehand and backhand ground-strokes, volley, rules of the game and court etiquette. 54 hours activity.

PHED C114 A/UC/CSU 1.00 Unit
Tennis II

Prerequisite: PHED C113
Repeat Status: Limit 2

This is an advanced course in tennis. This class refines the competitive strokes with special emphasis on the lob, smash (overhead), and advanced singles and doubles play. 54 hours activity.

PHED C115 A/UC/CSU 1.00 Unit
Volleyball I

Repeat Status: Not repeatable

This is a beginning course designed to introduce the fundamental skills of beginning volleyball. Skills include serving, passing, setting, offensive and defensive strategies. 54 hours activity.

PHED C116 A/UC/CSU 1.00 Unit
Volleyball II

Repeat Status: Limit 2

This is an intermediate course designed to refine the fundamental skills of beginning volleyball. Skills include serving, passing, setting, offensive and defensive strategies as well as an introduction to advanced game play. 54 hours activity.

PHED C123 A/UC/CSU 1.00 Unit
Softball I

Repeat Status: Not repeatable

This is a beginning level course designed to introduce basic softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. Students participate in practice drills as well as game setting situations. 54 hours activity.

PHED C124 A/UC/CSU 1.00 Unit
Softball II

Repeat Status: Limit 2

This is an intermediate course designed for the continuation of basic softball skills. Emphasis is placed on the development of defensive tactics by position and special situations like double plays, backing up, pick-off and relay throws. Students participate in practice drills as well as game setting situations. 54 hours activity.

PHED C129 A/UC/CSU 1.00 Unit
Cardiovascular Fitness I

Repeat Status: Not repeatable

This is a beginning course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, treadmills and stair steppers). This class is designed for inactive people who want to begin a cardiovascular exercise program. 54 hours activity.

PHED C130 A/UC/CSU 1.00 Unit
Cardiovascular Fitness II

Prerequisite: PHED C129
Repeat Status: Limit 2

This is an advanced course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, and stair steppers). This class is designed for the moderately/advanced fit person who wants to improve his/her cardiovascular fitness level. 54 hours activity.

PHED C131 A/UC/CSU 1.00 Unit
Wellness Walking I

Repeat Status: Not repeatable

This course is designed to give the student a practical understanding of cardiovascular fitness produced by walking. Experiences are provided to help the student understand the benefits, organization, implementation and evaluation of a balanced aerobic fitness program utilizing walking as the primary activity. 54 hours activity.

PHED C132 A/UC/CSU 1.00 Unit
Wellness Walking II

Repeat Status: Limit 2

This course is designed to build cardio-respiratory stamina and endurance, attack excessive weight, relieve psychological tension, and enhance one's sense of well-being, using a definitive and strenuous walking plan. This walking program consists of activity alternating from a slow to a vigorous pace. 54 hours activity.

PHED C140 A/CSU 1.00 Unit
Day Hiking

Repeat Status: Limit 3

Provide an introduction to basic day hiking techniques, first aid, and hike preparedness. Topics include wilderness, hiking in the desert and Eastern Sierra environment, public land management agencies, basic first aid, information resources, special considerations, nutrition and hydration, rules and regulations, and trip planning. Students should expect to participate in group hikes of 3-5 miles. 54 hours activity.

PHED C151 A/UC/CSU 1.50 Units
Conditioning for Competitive Athletes I

Repeat Status: Limit 1

This is an introductory course designed to help improve fitness through exercise for competitive athletes. It includes current scientific trends and methods in related general physiology and kinesiology and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. 81 hours activity.

PHED C152 A/UC/CSU 1.50 Units
Conditioning for Competitive Athletes II

Prerequisite: PHED C151
Repeat Status: Limit 1

This is an advanced course designed to help improve fitness through exercise for competitive athletes. It includes current scientific trends and methods, general psychological and kinesiological and the advanced application of physical fitness methods. This course emphasizes the maintenance of a high level of physical fitness through an individually designed fitness program. 81 hours activity.

PHED C156 A/CSU 1.00 Unit
Practicum in Athletic Training

Repeat Status: Limit 3

This course is designed to introduce students to the athletic training educational competencies set forth by the National Athletic Trainers Board of Certification

(NATABOC) in a lab type setting. The student will learn hands on skills in the athletic training room including: taping for injury prevention and protection, wound care using proper OSHA standards and basic modality use. 54 hours laboratory.

PHED C173 A/UC/CSU 1.00 Unit
Intercollegiate Baseball I

Repeat Status: Limit 2

This course involves participation in competition and skill development in intercollegiate baseball. There is an emphasis on advanced skill, theory, tactics and strategy in intercollegiate baseball. This course is taken during the first semester of athletic eligibility. All students must meet CCCAA Athletic Code Eligibility Guidelines. 175 hours activity.

PHED C174 A/UC/CSU 1.00 Unit
Intercollegiate Baseball II

Repeat Status: Not repeatable

This course involves participation in a high level of competition and skill development at the intercollegiate level in the sport of baseball. Emphasis will be placed on advanced skill, theory, tactics and strategy and intercollegiate competition. Students must meet COA Athletic Code Eligibility Guidelines. This course is to be taken during the second semester of intercollegiate athletic eligibility (spring only). 175 hours activity.

PHED C175 A/UC/CSU 2.00 Units
Competitive Baseball I

Repeat Status: Not repeatable

This is a sport course designed to prepare the athlete for baseball at the competitive level. Skills will be developed through high intensity practice sessions on a daily basis. Offensive and defensive theory will be discussed and put in to practice in game speed situations. 108 hours activity.

PHED C176 A/UC/CSU 2.00 Units
Competitive Baseball II

Prerequisite: PHED C175
Repeat Status: Not repeatable

This is an intermediate level sport course designed to prepare the athlete for baseball at the competitive level. Basic skills will be reviewed. Advanced skills and theory will be introduced. 108 hours activity.

PHED C177 A/UC/CSU 1.00 Unit
Women's Intercollegiate Basketball I

Limitations on Enrollment: Must meet CCCA Athletic Code Eligibility Guidelines.

Repeat Status: Not repeatable

This course is designed for student athletes that wish to play intercollegiate basketball. Students will develop skills in all areas of the game through daily practices that will include: individual and team drills, scrimmages (intra-team play), film sessions, game strategy sessions, and outside team competition. 90 hours activity.

PHED C178 A/UC/CSU 1.00 Unit
Women's Intercollegiate Basketball II

Limitations on Enrollment: Must meet CCCA Athletic Code Eligibility Guidelines.

Repeat Status: Not repeatable

This course is designed for the second semester of intercollegiate competition and is a continuation from the previous semester. Students will continue to develop basketball skills in all areas of the game and learn new basketball strategies. 85 hours activity.

PHED C276 A/UC/CSU 1.00 Unit
Advanced Baseball Skills

Advisory: Previous experience as a competitive baseball athlete
Repeat Status: Limit 2

Summer baseball class. A course for individuals with prior years of baseball playing experience. Improvement and refinement of advanced baseball skills in a competitive laboratory environment. In addition, students will increase knowledge and application of advanced baseball strategies. Field trips are designed to provide opportunities for student participants to apply advanced baseball skills. 54 hours activity.

PHED C277 A/UC/CSU 1.00 Unit
Women's Intercollegiate Basketball III

Limitations on Enrollment: Must meet CCCA Athletic Code Eligibility Guidelines.

Repeat Status: Not repeatable

This course is designed for the second year and third semester student participant. Students will participate in higher level activity and skill development. The class will emphasize advanced strategies including various offenses and defense. 90 hours activity.

PHED C278 A/UC/CSU 1.00 Unit
Women's Intercollegiate Basketball IV

Limitations on Enrollment: Must meet CCCA Athletic Code Eligibility Guidelines.

Repeat Status: Not repeatable

This course is designed for the fourth semester of intercollegiate competition. Students will participate in advanced drills and competition. Emphasis will include advanced strategies, ability to recognize various offenses and defenses. 85 hours activity.

Physical Science

PHSC C101 A/UC/CSU 3.00 Units
General Earth Sciences Lecture

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This lecture course covers the study of the Earth as an integrated system, including Earth surface processes, tectonics and mountain building, surface water and groundwater, Earth-Sun relationships and motions, weather, climatic types, soil types, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding geologic issues important to society. Not open to students who have completed PHSC C105. 54 hours lecture.

PHSC C102 A/UC/CSU 1.00 Unit
General Earth Sciences Laboratory

Prerequisite: PHSC C101 or concurrent enrollment
Repeat Status: Not repeatable

This laboratory course provides practical experience in field methods and enhancement of topics in PHSC C101 such as topographic map reading, air photo interpretation, soils, natural hazards, resource management, landforms, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, and the ocean. 54 hours laboratory.

PHSC C105 A/UC/CSU 4.00 Units
General Earth Sciences

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This lecture and laboratory course covers the study of the Earth as an integrated system. Lecture topics include Earth surface processes, tectonics and mountain building, surface water and groundwater, Earth- Sun relationships and motions, weather, climatic types, soil types, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding geologic issues important to society. Meanwhile, laboratory provides practical experience in field methods and enhancement of lecture topics such as topographic map reading, air photo interpretation, soils, natural hazards, resource management, landforms, Earth-Sun relationships and motions, weather, climatic types and regions, ecosystems, and the ocean. Not open to students who have completed PHSC C101. 54 hours lecture/54 hours laboratory.

PHSC C111 A/UC/CSU 3.00 Units
Concepts of Physical Science

Prerequisite: MATH C055
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course is a survey of concepts in physics and chemistry, with applications to the earth sciences and astronomy, for the non-science major. Topics such as motion, energy, electricity, magnetism, waves, atoms, chemistry and chemical reactions are covered on a conceptual basis with a minimum amount of mathematics. 54 hours lecture.

PHSC C112 A/UC/CSU 1.00 Unit
Concepts of Physical Science Laboratory

Co-requisite: PHSC C111 or concurrent enrollment
Repeat Status: Not repeatable

This laboratory course covers conceptual experiments in physics and chemistry, with applications to the earth sciences and astronomy, for the non-science major. Experiments in motion, energy, electricity, magnetism, waves, atoms, chemistry and chemical reactions are covered on a conceptual basis. 54 hours laboratory.

PHSC C115 A/UC/CSU 4.00 Units
Physical Science

Prerequisite: MATH C050
Advisory: Level 1 Reading, Level 2 Writing
Repeat Status: Not repeatable

This course covers conceptual topics in physics and chemistry, with applications to the earth sciences and astronomy, for the non-science major. Topics such as motion, energy, electricity, magnetism, waves, atoms, chemistry and chemical reactions are covered. The laboratory portion of this course covers conceptual experiments in physics and chemistry, with applications to the earth sciences and astronomy. Experiments in motion, energy, electricity, magnetism, waves, atoms, chemistry and chemical reactions are performed. Not open to students who have completed PHSC 111. 54 hours lecture/54 hours laboratory.

PHSC C121 A/UC/CSU 3.00 Units
Elementary Astronomy

Advisory: Reading Level 1, Writing Level 2, Math Level 2
Repeat Status: Not repeatable

This course is a general survey of the physical universe; the nature and evaluation of the universe, galaxies, stars, and planets. The methods and tools by which the current understanding has been achieved will be emphasized as will special topics of the current interest. 54 hours lecture.

PHSC C122 A/UC/CSU 1.00 Unit
Elementary Astronomy Laboratory

Prerequisite: PHSC C121 or concurrent enrollment
Repeat Status: Not repeatable

This course is the laboratory portion of Astronomy. This course will cover optical principles, the use of several

types of telescope and binoculars, the use of star charts and the night sky and the observation of celestial phenomena. 54 hours laboratory.

PHSC C125 A/UC/CSU 4.00 Units
Astronomy

Advisory: Reading Level 1, Writing Level 2, Math Level 2
Repeat Status: Not repeatable

This course is a general survey of the physical universe; the nature and evolution of the universe, galaxies, stars, and planets. The methods and tools by which the current understanding has been achieved will be emphasized as will special topics of current interest. The laboratory portion of the class will cover optical principles, the use of several types of telescope and binoculars, the use of star charts and the night sky and the observation of celestial phenomena. 54 hours lecture/54 hours laboratory.

PHSC C131 A/UC/CSU 3.00 Units
Introduction to Meteorology

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This introductory course in meteorology emphasizes its interdisciplinary physical science basis and methods. Concepts covered include atmospheric composition and structure, solar-terrestrial relations, radiation, heat and temperature, air pressure, humidity, atmospheric stability, clouds and cloud systems, precipitation, wind and circulation, thunderstorms, tornadoes and hurricanes, weather analysis and forecasting, and climate. Special topics of current interest are also discussed such as El Nino, air pollution, global warming, ozone depletion, weather modification, and acid rain. 54 hours lecture.

PHSC C132 A/UC/CSU 1.00 Unit
Introduction to Meteorology Laboratory

Co-requisite: PHSC C131
Repeat Status: Not repeatable

This course provides laboratory experience that will make the topics covered in the Introductory Meteorology lecture more meaningful and realistic to the student. Interdisciplinary Physical Science concepts and methods are used to explain weather phenomena. Included in the course are measurement of basic weather parameters (such as temperature, pressure, wind, and humidity), weather map interpretation, data plotting and interpretation, instrument usage, and weather analysis and forecasting. Field activities emphasize the interaction between weather phenomena and human activity. Designed for the non-science major. 54 hours laboratory.

Physics

PHYS C111 A/UC/CSU 5.00 Units
Mechanics

Prerequisite: MATH C151 or concurrent enrollment
Repeat Status: Not repeatable

This course covers the fundamental laws of nature governing the motion of bodies and their relation to external forces. Motion in 1, 2, and 3 dimensions is covered as well as conservation of momentum, energy and angular momentum, gravitation, fluid statics and dynamics, oscillation and simple harmonic motion. 63 hours lecture/81 hours laboratory.

PHYS C113 A/UC/CSU 5.00 Units
Electricity and Magnetism

Prerequisite: PHYS C111, MATH C152 or concurrent enrollment
Repeat Status: Not repeatable

This course covers electromagnetic principles such as charge and matter, electric and magnetic fields, potential, capacitors, dielectric materials, resistance, current, AC and DC circuits, induction, Maxwell's equations, and electromagnetic waves. 63 hours lecture/81 hours laboratory.

PHYS C211 A/UC/CSU 5.00 Units
Waves, Optics and Modern Physics

Prerequisite: PHYS C113
Repeat Status: Not repeatable

This course covers the laws governing wave motion, thermodynamics, optics, atomic physics, quantum physics, and other aspects of modern physics. 63 hours lecture/81 hours laboratory.

Political Science

POLS C101 A/UC/CSU 3.00 Units
American Government

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

The course includes the study of American government with an emphasis on national, state, and local government. In addition, students will undertake a comprehensive analysis of government structure, functions, principles and problems. 54 hours lecture.

POLS C101H A/UC/CSU 4.00 Units
American Government – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

The course includes the study of American government with an emphasis on national, state, and local government. In addition, students will undertake a comprehensive analysis of government structure, functions, principles, and problems. The honors course provides more con¬tent and requires greater intensity and depth of study than the non- honors class. 72 hours lecture.

POLS C102 A/UC/CSU 3.00 Units
Comparative Government

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course introduces students to the comparative analysis of government and politics. A number of key political concepts are discussed, which include statehood, democracy and democratization, governmental institutions and political systems, and the development of parties and interest groups. Course concepts are applied to a variety of modern nations to illustrate different political systems. 54 hours lecture.

POLS C204 A/UC/CSU 3.00 Units
United States Foreign Policy

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course examines U. S. foreign policy from an historical perspective and through an analysis of the policy making process. Students will study how specific policies are products of both internal and external factors. Several methods for evaluating U. S. policies will be identified and applied to current policies. 54 hours lecture.

Psychology

PSYC C101 A/UC/CSU 3.00 Units
General Psychology

Prerequisite: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course offers the student an introduction to the scientific study of behavior and mental processes focusing on exploration of major psychological theories and concepts, methods, and research findings in psychology. Topics include the biological bases of behavior and mental processes, perceptions, consciousness, memory, cognition, learning, motivation, emotion, development, intelligence, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology. The American Psychological Association (APA) format is taught and applied to written assignments and papers. 54 hours lecture.

PSYC C101H A/UC/CSU 4.00 Units
General Psychology – Honors

Limitation on Enrollment: Acceptance for the Honors program or eligibility for this Honors course as determined in consultation with the instructor.

Prerequisite: Reading level 1, Writing Level 1
Repeat Status: Not repeatable

This course offers the student an introduction to the scientific study of behavior and mental processes focusing on exploration of major psychological theories and concepts, methods, and research findings in psychology. Topics include the biological bases of behavior and mental processes, perceptions, consciousness, memory, cognition, learning, motivation, emotion, development, intelligence, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology. The American Psychological Association (APA) format is taught and applied to written assignments and papers. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

PSYC C112 A/CSU 3.00 Units
Introduction to Substance Abuse Issues

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

The purpose of this course is to provide an overview of the history and theories related to substance abuse, including alcoholism, drug abuse, and chemical dependency. The course will address cultural, religious, and political influences, as well as public policy issues, prevention, and treatment, including recovery, relapse and self-help models. 54 hours lecture.

PSYC C211 A/UC/CSU 3.00 Units
Lifespan Development

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course is a survey of developmental research and theory from the prenatal period through old age. It examines findings in physiological, perceptual, cognitive, social, vocational, and personality development. The course addresses issues in research methodology and applications. 54 hours lecture.

PSYC C231 A/CSU 3.00 Units
Health Psychology

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

Students will be introduced to the theory and research which describes mind-body-behavior connections in health and wellbeing. Concepts covered include stress and coping, personality and disease, psycho-

neuroimmunology, and the influence of social stratification, social support, altruism humor and personal meaning on health outcomes, and the development of behaviorally healthy lifestyles. 54 hours lecture.

PSYC C241 A/UC/CSU 3.00 Units
Abnormal Psychology

Advisory: PSYC C101
Repeat Status: Not repeatable

This course is an introduction to major theories, concepts, of psychopathology, including methods of classification, systems of diagnosis, and treatment methods. 54 hours lecture.

PSYC C251 A/UC/CSU 3.00 Units
Human Sexuality

Advisory: PSYC C101
Repeat Status: Not repeatable

This course covers the complex and diverse physiological, psychological, and socio-cultural aspects of human sexuality. Discussions include evaluation of prominent theories, examination of academic research and exploration of current issues pertaining to human sexuality. 54 hours lecture.

Reading

READ C036 P 4.00 Units
Developmental Reading

Repeat Status: Not repeatable
This reading course helps students improve their reading skills. Emphasis is placed on development of word recognition, vocabulary, para¬graph analysis, and comprehension. 72 hours lecture.

READ C046 P 4.00 Units
Improving Reading Skills

Prerequisite: READ C036
Repeat Status: Not repeatable

Students will learn to analyze paragraphs and essays for stated and unstated main ideas, identify supporting material, distinguish patterns of organization, recognize words and phrases that show relationships of ideas, make reasonable inferences, and draw logical conclusions. 72 hours lecture.

READ C056 A 3.00 Units
College Reading

Prerequisite: Reading Level 2
Advisory: Writing Level 2
Repeat Status: Not repeatable

This course improves students' college-level reading skills. Using a variety of fiction and nonfiction reading materials, students learn to identify purpose and tone, summarize, outline, distinguish fact from opinion, infer, analyze, critique, and synthesize. In addition, students increase their college-level vocabulary and learn to mark text material. 54 hours lecture.

Renewable Energy Technology

RET C101 A/CSU 1.00 Unit
Introduction to Wind Turbine Technology

Advisory: MATH C050, Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course is an introduction to the basic concepts and terminology of how wind energy is captured and transformed into electrical power. Topics include mechanical physics, electricity and magnetism, fluid dynamics, and aerodynamics. The course introduces the student to the physical principles underlining the engineering of wind towers and electrical generators. 18 hours lecture.

RET C102 A/CSU 4.00 Units
Wind Turbine Technician I

Advisory: CSCI C070, Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This is the first in the series of two Courses designed to instruct students in the fundamentals of wind turbine operation and maintenance and prepare them for positions in the wind industry as technicians. In this course there is a strong emphasis on safety as well as electrical testing equipment, AC and DC theory and hydraulics. 54 hours lecture/54 hours laboratory.

RET C103 A/N/CSU 4.00 Units
Wind Turbine Technician II

Prerequisite: RET C102
Repeat Status: Not repeatable

This is the second in the series of two Courses designed to instruct students in the fundamentals of wind turbine operation and maintenance and prepare them for positions in the wind industry as technicians. Topics covered include: Concepts of electronics, mechanical systems, electrical systems, PLC's, maintenance and trouble shooting, construction, data analysis, and meteorology. 54 hours lecture/54 hours laboratory.

RET C104 A/CSU 1.00 Unit
Introduction to Solar Power Technology

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course introduces an overview of the solar energy and power industry and is also an introduction to the basic concepts and terminology of how solar energy is captured and transformed into electrical power. Topics include the history of solar and photo voltaic technology and related safety considerations. 18 hours lecture.

RET C105 A/N/CSU 3.00 Units
Solar Energy I: Photovoltaic Technology and Applications

Prerequisite: RET C104 or concurrent enrollment
Repeat Status: Not repeatable

This course is designed to prepare the learner with basic knowledge of photovoltaic systems, suitable for a supervised, entry level position with a dealer/installer or other PV industry company. 45 hours lecture/27 hours laboratory.

RET C111 A/CSU 4.00 Units
Electrical Circuit Analysis I

Advisory: MATH C050
Repeat Status: Not repeatable

Students will learn International System of Units; engineering notation and prefixes; definitions of current, voltage, resistance, power, work and efficiency; Ohm's and Kirchhoff's Laws; series and parallel circuit principles; series-parallel, DC resistive networks. Thevenin and Norton's theorems. Note: This course is cross listed with ET C101. 72 hours lecture

RET C112 A/CSU 4.00 Units
Electrical Circuit Analysis II

Prerequisite: ET C101 or RET C111
Advisory: MATH C142
Repeat Status: Not repeatable

The course will cover power in AC circuits and the application of Kirchhoff's Law, the concept of dependent sources, Thevenin and Norton equivalent circuits, the phenomena of resonance, transfer functions and filters, and transformers. Note: This course is cross listed with ET C105. 72 hours lecture.

RET C115 A/CSU 4.00 Units
Fundamentals of Electricity for Renewable Energy

Advisory: INSF C070, MATH C056, RET C100
Repeat Status: Not repeatable

This course introduces students to the basics of direct current (DC) and alternating current (AC) electricity. Students gain a broad understanding of the physics of current flow, what is a circuit, what is isolation and grounding, and what causes arcing as circuit parameters change. Students gain hands-on experience in the application of these concepts and apply safe practices to wire circuits and to troubleshoot faults. 54 hours lecture/54 hours laboratory.

RET C120 A/CSU 4.00 Units
Introductory Hydraulics

Prerequisite: RET C101
Advisory: MATH C050
Repeat Status: Not repeatable

Students will learn the fundamental concepts of hydraulics, lubrication, and bearing technology with a focus on entering a profession in the wind power industry. Lab work includes learning and applying hydraulic concepts using an MB 400 Hydraulic System. 72 hours lecture.

Sociology

SOCI C101 A/UC/CSU 3.00 Units
Introduction to Sociology

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course introduces and clarifies concepts and research findings of contemporary sociology; understanding human groups such as the family, the playgroup, the work group, social class, institutions, mass behavior and culture. Discussion is centered on the effects of social change in an industrial society. 54 hours lecture.

SOCI C131 A/UC/CSU 3.00 Units
Sociology of Women

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course is an examination of women's roles in the modern world, particularly in the United States, and includes historical, cross-cultural, psychological, sociological and political aspects. The focus of this course is analysis and discussion of gender relations in the home, family and the work place, and the treatment of women in politics, law, the mass media and health care systems. 54 hours lecture.

SOCI C210 A/UC/CSU 3.00 Units
Diversity and Film

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

Through the use of films, documentaries and analytical essays students use critical reasoning skills to discover how the structures of race, class, gender and similar constructs have shaped and formed our society and our culture. There is analysis, discussion, and written critique of selected films and readings. This satisfies the Cerro

Coso diversity requirement. Note: This course is cross listed with INST C210. 54 hours lecture.

SOCI C220 A/UC/CSU 3.00 Units
Perspectives on Race, Class and Gender

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

Students will use critical reasoning skills to discover how the structures of race, class, gender and similar constructs have shaped and formed our society. The class will cover a range of topics from the philosophical origins of racist thought to an exploration of current buzzwords such as diversity and multiculturalism. Through multiple and varied readings and classroom discussion we will attempt to discover the interrelatedness of concepts such as race, class and gender and the roots and future of our "melting pot" society. Note: This course is cross listed with INST C220. 54 hours lecture.

Spanish

SPAN C100 A/CSU 3.00 Units
Basic Conversational Spanish

Advisory: Reading Level 2, Writing Level 2
Repeat Status: Limit 3

This course is designed to start students speaking Spanish confidently at a basic level. Emphasis will be made on oral practice, pronunciation and vocabulary building. The class will develop the students' speaking skills and understanding of Spanish for practical use in everyday situations. This course is neither a prerequisite nor equivalent to SPAN C101 and can be taken concurrently with SPAN C101. 54 hours lecture.

SPAN C101 A/UC/CSU 5.00 Units
Elementary Spanish I

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This is an introductory course where students learn basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level as well as learn about the culture and civilization of the Spanish-speaking world. 90 hours lecture.

SPAN C102 A/UC/CSU 5.00 Units
Elementary Spanish II

Prerequisite: SPAN C101 or two years of High School Spanish or the equivalent
Repeat Status: Not repeatable

This course is a continuation of the introduction to the Spanish language presented in SPAN C101. Students continue to focus on the grammar and vocabulary necessary for speaking, reading, understanding and writing at the high-beginner level as well as learning about the culture and civilization of the Spanish-speaking world. 90 hours lecture.

SPAN C110 A/CSU 5.00 Units
Review of Elementary Spanish

Advisory: SPAN C101 and/or SPAN C102
Repeat Status: Not repeatable

This is an intensive course for students with previous training in Spanish but without the proficiency required for a second year course. This is a comprehensive review of most of the major grammatical components of Spanish C101 and C102. Past experience in Spanish could include but is not limited to those who studied the language at some time in the past and have not utilized it, those who speak fairly well but wish to improve writing skills, or those who wish to solidify what they have recently learned before taking a more advanced course. 90 hours lecture.

SPAN C171 A/UC/CSU 3.00 Units
Intermediate Conversation

Advisory: SPAN C102
Repeat Status: Limit 2

This course improves the student's ability to communicate in Spanish through vocabulary building, reading, and classroom conversation at a mid to high-intermediate level. Through an interactive classroom approach, students have the opportunity to enhance their oral proficiency as they apply the language to a variety of situations. There is some review of the most difficult grammar concepts for non-native speakers. May be taken concurrently with SPAN C201. 54 hours lecture.

SPAN C180 A/UC/CSU 3.00 Units
Spanish for Native Speakers

Advisory: Reading Level 2, Writing Level 2
Repeat Status: Not repeatable

This course is designed for native Spanish speakers, who already speak, read and write the language but wish to develop their fluency further through vocabulary building, spelling and accentuation rules, cognates, grammatical structures and composition. Cultural topics will also be in order for students to have a deeper understanding and awareness of their cultural heritage. This course is taught in Spanish. 54 hours lecture.

SPAN C211 A/UC/CSU 3.00 Units
Hispanic Cinema

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This class studies Hispanic civilization and culture through films, videos and documentaries, as well as

varied readings. There is analysis, discussion, and written critique of selected films from Spain, Latin America and the United States. The class covers a variety of cultural issues such as the art, music, history and politics of the Hispanic world. There is an emphasis on issues of multiculturalism and diversity as illustrated by the films and readings on issues such as race, class, gender and immigration issues. Films are subtitled; no knowledge of Spanish is required. This course is cross listed with FILM C211. 54 hours lecture.

Speech

SPCH C101 A/UC/CSU 3.00 Units
Elements of Speech

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

In this speech course for transfer to four-year institutions, students learn to make effective oral presentations by gathering and selecting information, arranging materials, analyzing audience and occasion, and controlling expression and delivery. 54 hours lecture.

SPCH C105 A/UC/CSU 3.00 Units
Interpersonal Communication

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Not repeatable

This course provides an introduction to all aspects of the communication process, including intrapersonal, interpersonal, and group communication as well as speaking in public. The course emphasizes an understanding of communication in everyday life in conjunction with the knowledge of how to present ideas, thoughts, and feelings. Various theories of interpersonal communication are introduced. Participation in a variety of learning experiences is designed to enhance competence and to develop skills in interpersonal relationships. 54 hours lecture.

Theatre

THEA C101 A/UC/CSU 3.00 Units
Introduction to Theatre

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

Designed for the liberal arts student, this course explores many aspects of the theatre. Students will learn about the key players in the theatre, including the playwright, the director, the actor, and the designer. The goals is to heighten the student's appreciation and understanding of the art of theatre. The course will cover theatre history and dramatic literature from Ancient Greece to present-day theatre. 54 hours lecture.

THEA C103 A/UC/CSU 3.00 Units
Introduction to Play Reading

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course provides an introduction to play reading and prepares students for further study in theatre. Students will read and discuss a variety of play, considering each play from the practical perspective of the actor, director, designer, and technician. The course will also cover the fundamental dramatic elements, styles and genres. This course is ideal for actors and other theatre enthusiasts who would like to become familiar with a wide range of plays. 54 hours lecture.

THEA C105 A/CSU 2.00 Units
Performance Studies

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Limit 3

This course introduces students to types of performance beyond the traditional stage performance. Students will learn to gather, select, compose, and arrange various texts into script format. Students will rehearse and perform literary and conversational texts in both solo and group performances. 27 hours lecture/27 hours laboratory.

THEA C111 A/UC/CSU 2.00 Units
Fundamentals of Acting

Advisory: Reading Level 2, Writing Level 2
Repeat Status: Not repeatable

This course provides students with an introduction to acting. Students will learn the fundamentals of stage terminology and technique through theatre exercises, improvisations, cold readings and monologues. Students will be exposed to strategies for improving self-presentation and for overcoming stage fright. 18 hours lecture/54 hours laboratory.

THEA C112 A/UC/CSU 2.00 Units
Beginning Acting

Prerequisite: THEA C111
Repeat Status: Not repeatable

This course introduces students to the Stanislavski system. Class work focuses on the enhancement of vocal and physical creativity and the development of character-to-character relationships. Students will practice their skills in the performance of theatre exercises, improvisations, cold readings, monologues, and scenes. 18 hours lecture/54 hours laboratory.

THEA C118 A/UC/CSU 2.00 Units
Improvisation

Repeat Status: Limit 3

This course introduces students to improvisational performance. Class work focuses on the enhancement of spontaneity, creativity, and group collaboration in performance. Students will practice comedic timing, scene building, and improvisation techniques in in-class exercises and public performances. 18 hours lecture/54 hours laboratory.

THEA C121 A/UC/CSU 3.00 Units
Theatre Production

Repeat Status: Limit 3

Students will learn how to rehearse for and produce main stage, experimental, and/or reader's theatre plays. The course will focus on theatre activity for the beginning or advanced student in acting and technical production. Students will explore such technical areas as set construction, costuming, publicity, and theatre management. 18 hours lecture/108 hours laboratory.

THEA C126 A/UC/CSU 3.00 Units
Shakespeare Theatre Production

Repeat Status: Limit 3

Students will learn how to rehearse for and produce a Shakespeare play in the original Elizabethan English, getting practical experience in reading, parsing, and interpreting the text for dramatic production. The course will focus on theatre activity for the beginning or advanced student in acting and technical production. Students will explore such technical areas as set construction, costuming, publicity, and theatre management. 27 hours lecture/81 hours laboratory.

THEA C131 A/UC/CSU 3.00 Units
Technical Theatre

Repeat Status: Limit 3

This course exposes students to the technical areas of theatre production, including set design, lighting, sound, costuming, props, hair and makeup, and publicity. Students will learn how the technical elements integrate with the work of the performers and will participate in the entire production process from the auditions to the run of the show. 18 hours lecture/108 hours laboratory.

THEA C140 A/UC/CSU 2.00 Units
Movement for the Actor

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Limit 3

This course offers an introduction to movement for the actor. Students will learn to enhance physical clarity, expressiveness, and creativity in performance. The course will guide student work on physical characterization for both modern and period-style plays. 27 hours lecture/27 hours laboratory.

THEA C145 A/CSU 2.00 Units
Voice for the Actor

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Limit 3

This course offers an introduction to vocal performance for the actor. Students will learn relaxation, breathing, and vocal production techniques to enhance vocal clarity and expressiveness for performance. The course will guide student work on vocal characterization and the use of dialects in performance. 27 hours lecture/27 hours laboratory.

THEA C211 A/UC/CSU 2.00 Units
Intermediate Acting

Prerequisite: THEA C112
Repeat Status: Not repeatable

This course focuses on the interpretation and performance of comedic scripts. Students will work with partners to develop comedic timing and the "inner dialogue" of the character. Students will build on their knowledge of the Stanislavski System as they practice their skills in the performance of theatre exercises, improvisations, cold readings, comedic monologues, and comedic scenes. 18 hours lecture/54 hours laboratory.

THEA C212 A/UC/CSU 2.00 Units
Advanced Acting

Prerequisite: THEA C211
Repeat Status: Not repeatable

This course focuses on the interpretation and performance of classical scripts. Students will work on advanced vocal and physical exercises to develop skills in characterization. This course will introduce students to an array of acting methods beyond the Stanislavski System. Students will practice their skills in the performance of theatre exercises, improvisations, cold readings, classical monologues, and classical scenes. 18 hours lecture/54 hours laboratory.

THEA C230 A/UC/CSU 2.00 Units
Directing

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Limit 3

This course provides students an introduction to directing. The course will focus on the theory and process of directing, from play selection to performance. Students will develop directing techniques and skills by directing short dramatic works. 27 hours lecture/27 hours laboratory.

THEA C241 A/CSU 2.00 Units
Creative Drama

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Limit 3

This course exposes students to the use of drama as a learning tool and is appropriate for drama enthusiasts; preschool, elementary, and secondary educators; as well as those who will guide recreational pro¬grams. Students will gain the necessary skills to guide experiences that will foster personal development, dramatic play, and storytelling and dramatization skills in others. 18 hours lecture/54 hours laboratory.

Welding

WELD C101 A/CSU 3.00 Units
Oxyacetylene Welding

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course provides practical experience in welding, brazing, soldering, and cutting of steel using oxyacetylene. Topics include safety, metals and their physical properties, setup and use of oxyacetylene equipment, and welding and cutting techniques. 36 hours lecture/54 hours laboratory.

WELD C102 A/CSU 2.00 Units
Shielded Metal Arc Welding (SMAW)

Prerequisite: WELD C101
Repeat Status: Not repeatable

This course provides practical, hands-on experience in Shielded Metal Arc Welding (SMAW) as well as lecture on safety, different types of SMAW machines, identification of metals, electrode selection and electrical theory. 18 hours lecture/54 hours laboratory.

WELD C200 A/CSU 2.00 Units
Gas Metal Arc Welding (GMAW)

Advisory: Reading Level 1, Writing Level 2
Repeat Status: Not repeatable

This course provides practical experience in Gas Metal Arc Welding (GMAW) (MIG) as well as lectures on safety, welding and identification of ferrous and non-ferrous metals, shielding gasses, bare and flux cored electrodes, and proper selection of welding materials for different applications. 18 hours lecture/54 hours laboratory.

WELD C201 A/CSU 3.00 Units
Welding Fabrication

Prerequisite: WELD C203

Repeat Status: Not repeatable

This course is designed to enable the student to construct welded projects using the processes learned in previous Courses. The student learns how to read technical drawings and interpret welding symbols, produce shop drawings, and use trade related math in the layout and assembly process. 36 hours lecture/54 hours laboratory.

WELD C203 A/CSU 2.00 Units
Gas Tungsten Arc Welding (GTAW)

Prerequisite: WELD C102
Repeat Status: Limit 3

This course provides practical experience in Gas Tungsten Arc Welding (GTAW) (TIG) as well as lectures on safety, welding and identification of exotic metals, types of filler metals and shielding gasses. This course may be taken three times. 18 hours lecture/54 hours laboratory.

WELD C204 A/CSU 3.00 Units
Pipe and Tube Welding

Prerequisite: WELD C203
Repeat Status: Not repeatable

This course is designed to help the student develop skills required to be proficient at the welding of pipe and tubing using the SMAW and GTAW processes. Welding position, preparation, and fit-up are covered as well as techniques and special conditions associated with the welding of pipe. 36 hours lecture/54 hours laboratory.

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KEY TERMS

Advisory:
Skills or courses that are not prerequisites but are highly recommended for student success.

Assessment:
The process of collecting student information through standardized tests, academic transcripts, surveys, and interviews for the purpose of assisting students with the development of educational plans.

Associate in Arts, AA:
General degree granted by California Community Colleges.

Associate in Science, AS:
General degree granted by California Community Colleges requiring significant work within a specific major, often an occupational major.

Bachelor's Degree:
Degree granted by four-year colleges, usually the Bachelor of Arts (BA) or the Bachelor of Science (BS).

Catalog Rights:
Refers to the right of the student to elect to meet the graduation requirements in effect the academic year of first enrollment, as long as continuous enrollment is maintained, or at the time of graduation.

Certificate:
A formal instructional program of less than 60 semester units that is designed to prepare students for a specific field of endeavor, typically a career field with prospects of employment.

Cheating:
The act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means.

Class Schedule:
The listing of courses including hours, instructor, and room assignments to be offered each semester.

Co-requisite:
Skills or courses which are required to be taken simultaneously with another course.

College Level Examination Program:
A means through which academic credit may be given for nontraditional forms of educational experience.

Credit Course:
A course for which units are granted.

Credit/No Credit Grading:
A grading system allowing a course to be taken for a grade of Credit or No Credit rather than for a letter grade of "A", "B", "C", "D", or "F".

Degree:
A formal instructional program of 60 semester units that includes in-depth instruction in a specific subject along with a group of general education courses.

Electives:
Courses elected by the student which do not fulfill any specific requirement but provide units toward a degree.

General Education:
Certain groups of courses required of all degree candidates regardless of their major.

Grade Point Average (GPA):
The average of a student's grades, defined as total grade points earned divided by total semester units attempted. "Total grade points earned" is obtained by multiplying the grade point value of the specific letter grade ("A" = 4.0) by the unit value of the course.

Lower Division:
The first two years of college work, i.e., freshman- and sophomore-level courses. By law, only lower division work can be offered by Cerro Coso Community College.

Major:
A specific program of study a student plans to pursue.

Matriculation:
The process of assisting students in establishing appropriate educational goals and providing support services to help them to achieve these goals.

Orientation:
The process of informing the student of college procedures, course scheduling, academic expectations, financial assistance and other relevant issues.

Pass/No Pass Grading:
A grading system allowing a course to be taken for a grade of P (Pass) or NP (No Pass) rather than for a letter grade of "A", "B", "C", "D", or "F". This allows students to take courses outside of their major field without the risk of jeopardizing their grade point average.

Placement:
The process of advising a student to enroll into a particular course based on prerequisites, valid standardized tests, and other multiple measures.

Plagiarism:
The act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source.

Prerequisite:
A requirement which must be completed prior to enrollment in a course. Prerequisites are listed in the course description.

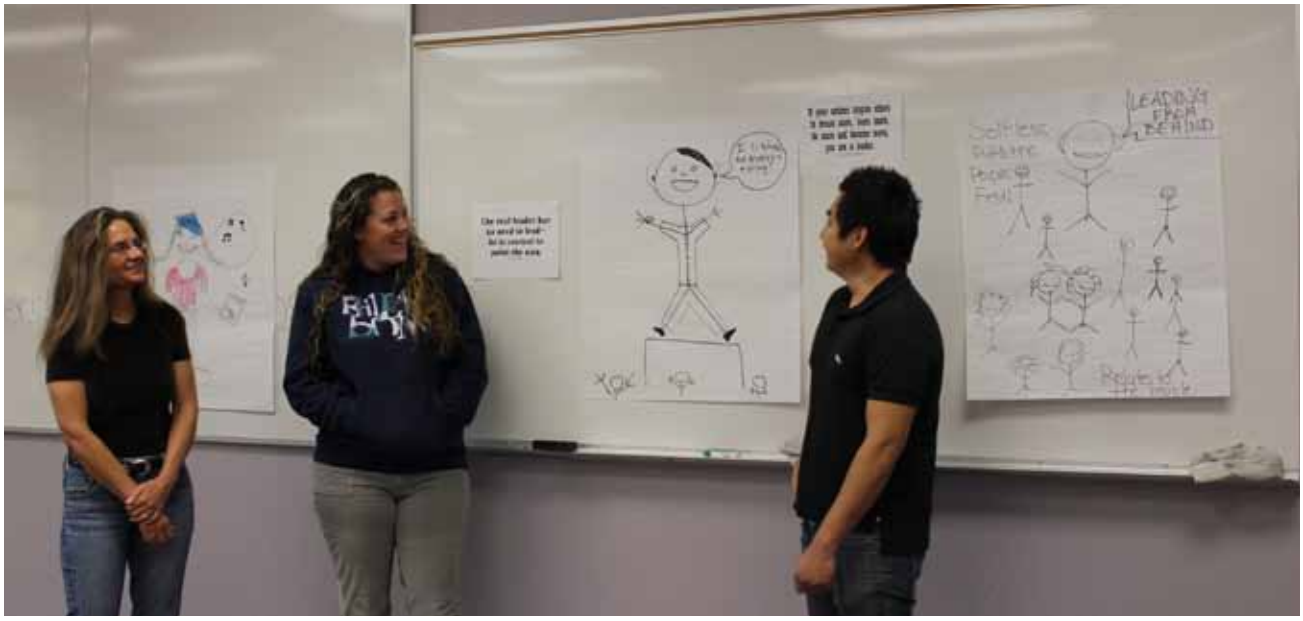
Repeatability:
Courses that are designed to build skills may be taken more than one time. The number of times a course may be taken, if more than once, is indicated in the course catalog description.

Semester Unit:
In general, 54 hours of student work which can be lecture, laboratory, or a combination of both lecture and laboratory. Graduation requires 60 semester units. Courses in this catalog are indicated in semester units and total hours of instruction. Generally, a "unit" equals 18 hours of lecture or 54 hours of lab work or activity per semester.

Student Education Plan:
A plan developed for each student which identifies the student's educational objectives and the courses, services, and programs to be used to achieve them. These plans are to be on file in the Counseling Center.

Transcript:
A copy of a student's college record prepared by the Admissions and Records Office.

Upper Division:
The last two years of college work, i.e., junior- and senior-level courses. Upper division work is not offered by or generally accepted in transfer at Cerro Coso Community College.



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