

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



01/09/2012

Margaret Mauldin  
Instruction Office Specialist  
Cerro Coso Community College  
3000 College Heights Blvd. Ridgecrest, CA 93555

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units** in **Administrative Office Assistant** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **051400** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units** in **Administrative Office Assistant** with program control number **31065**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

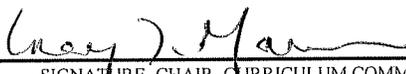
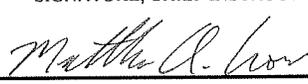


**REQUIRED SIGNATURES**

Title of Proposed Program Administrative Office Assistant College Cerro Coso Community College

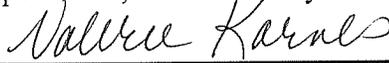
**LOCAL CURRICULUM APPROVAL:**

Changes proposed in this application have been approved by the curriculum committee and instructional administration, and all applicable requirements of Title 5 regulations have been satisfied.

<u>5/12/11</u> DATE	 SIGNATURE, CHAIR, CURRICULUM COMMITTEE	<u>Dr. Corey Marvin, CIC Chair</u> TYPED OR PRINTED NAME
<u>5-18-11</u> DATE	 SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Richard Post, Interim V.P. Academic Aff.</u> TYPED OR PRINTED NAME
<u>12 May 2011</u> DATE	 SIGNATURE, ACADEMIC SENATE PRESIDENT	<u>Matthew Crow, Academic President</u> TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

<u>12 May 2011</u> DATE	 SIGNATURE, ADMINISTRATOR OF CTE	<u>Valerie Karnes, CTE Dean</u> TYPED OR PRINTED NAME
----------------------------	--	--

Changes proposed in this application been reviewed by the Career Technical Education Regional Consortium, and approval was recommended on Oct. 3, 2011 (date).

<u>10-3-11</u> DATE	 SIGNATURE, CHAIR, REGIONAL CONSORTIUM	<u>Joyce Johnson</u> TYPED OR PRINTED NAME
------------------------	--	---

**COLLEGE PRESIDENT:**

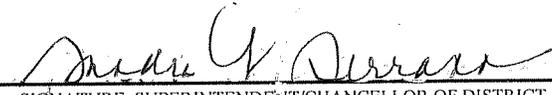
All provisions of Title 5, Section 55130 have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed changes to an existing, approved program.

<u>10/31/11</u> DATE	 SIGNATURE, PRESIDENT OF THE COLLEGE	<u>Jill Board, President</u> TYPED OR PRINTED NAME
-------------------------	--	---

**DISTRICT APPROVAL (check one):**

On June 9, 2011 (date), the governing board of the Kern Community College District approved the proposed changes to this existing program attached to this request.

The governing board has delegated to me the authority to approve substantial changes to existing programs, and I have approved the associate degree or certificate attached to this request.

<u>11/15/11</u> DATE	 SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	<u>Sandra V. Sorzano</u> TYPED OR PRINTED NAME
-------------------------	---	---

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**DESERT REGIONAL CONSORTIUM MEETING**  
**HILTON – SAN BERNARDINO**  
 May 23, 2011  
 10:30 A.M. – 1:30 P.M.  
**MINUTES - DRAFT**

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
<i>WELCOME &amp; INTRODUCTIONS</i>	Vito	30 in attendance
<i>PROGRAM</i>		
❖ <b>Dual Enrollment</b>	Tom Spillman, MSJC <a href="mailto:tspillman@msjc.edu">tspillman@msjc.edu</a>	gave a PowerPoint presentation on how Dual Enrollment is meeting the 2020 vision for the nation and California, in Strengthen Student Success. Handout provided.
<i>REVIEW MINUTES/AGENDA</i>	Vito	April 4, 2011 Minutes approved (M/S/C Johnson/Burk) Abstained: Munsey/Yamamoto
<i>REPORTS FROM BREAKOUTS:</i>		
❖ <b>Economic Development/Contract Ed</b>	Levesque	Decrease in attendance is a concern.
❖ <b>CalWORKs</b>	Valcarcel/Dutton	Regional Train the Trainer institute June 3 <sup>rd</sup> .
❖ <b>CTE Deans</b>	Johnson	New member- Dr. Joseph Morris (VVC) <a href="mailto:joseph.morris@vvc.edu">joseph.morris@vvc.edu</a> <u>Program Approvals</u> First read: -SBVC- Med. Insurance Billing & Coding Certificate -SBVC- Med. Administrative Assistant Certificate <u>Second Read:</u> -Palo Verde- Child Development-Master Teacher Certificate -Barstow- Medical Office Technology, Degree <u>Both First &amp; Second:</u> -Barstow- Web Master-Certificate, -Barstow- Business Information System-Certificate & Degree -Moreno Valley- Speech-Language Pathology Assist. Certificate & Degree. <u>Tabled:</u> -MSJC- Viticulture, Enology & Wine Technology Certificate -Norco- Game Audio Certificate & Degree -Norco- Game Design Certificate & Degree -Cerro Coso (4 Programs) Certificates <u>Follow-up /Action needed:</u> Joyce Johnson agreed to follow up with Mary O'Connor regarding having the Academic Senate and/or HWI coordinate a statewide effort to standardize Medical Assistant Program requirements (similar to the standardization of Early Childhood Program)

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
<b>UPDATES:</b>		
❖ <b>CCCAOE</b>	Burks	Burks- CCCAOE President Elect
❖ <b>Chancellor's Office Update</b>	Vito	Handouts provide Laura Casillas, <a href="mailto:lcasilla@cccoco.edu">lcasilla@cccoco.edu</a> gave updates on CTE Transition Grant, 2011-12 application deadline June 15 <sup>th</sup> . All five areas need to be addressed, if not, explanation required.
❖ <b>SB70 Project Directors</b>	Pehkonen	RCCD/MSJC held Tribal Leadership (5/12-13) for 150 faculty, counselors & principals. 4 <sup>th</sup> Counselor Conclave set for 10/06 at SB Hilton, Contact- Wendy Zinn(chair) <a href="mailto:wzinn@sbccd.edu">wzinn@sbccd.edu</a> for information. SB 70 Directors meeting to resume in the Fall from 1:30pm to 3:00pm on DRC meeting days.
❖ <b>Regional Consortium</b>		
➤ <b>Budget Reduction/Implication for 2011/12</b>	Pehkonen	Budget reduced by 16k Professional Development dollars reduced to \$1,000 per college.
➤ <b>Meeting Calendar 2011/12</b>	Pehkonen	2011-12 Meeting Dates: October 3, 2011; October 19-21, 2011 (CCCAOE) November 28, 2011; February 1-2, 2012; March 5, 2012; April 30, 2012
➤ <b>Press Releases</b>	Lindstrom	13 Press Releases published Contacts- Zhenya Lindstrom, <a href="mailto:elindstr@sbccd.edu">elindstr@sbccd.edu</a> Lauren McSherry, <a href="mailto:lauren@businesscopywriter.net">lauren@businesscopywriter.net</a>
<b>TASKFORCES:</b> Committees agree to meet twice and report out before Regional retreat in February 2012		
❖ <b>The Outland Empire</b> (Gap Analysis)	Karnes, Eaves, Jaramillo, Lindstrom, Schiel, Brown(G)	New member: Melynie Schiel Committee chair still needed
❖ <b>Git 'er Done!</b> (Regional Marketing)	<b>Eaves</b> , Dixon, Fleming, Conner, Simmons, Smith, Goetzle	No report
❖ <b>Who's Who in the Zoo</b> (Identify new CTE people in region, welcome, etc.)	<b>Burks</b> , Johnson, O'Conner, Yamamoto, Fisher, Valcarcel,	Ongoing contact with new CTE people in the region.
❖ <b>Grants R Us</b> (Identify funding opportunities)	<b>Levesque</b> , Dutton, Camak, Isaac, Grajeda, Pehkonen, Luther, Carter, Sanchez	No report.
❖ <b>High Energy</b>	<b>Smith</b> , Karnes	No report
		Next Meeting, 10/3/11 San Bernardino Hilton <i>Have a great summer</i>

## DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

### Criteria A. Appropriateness to Mission

1. Statement of goals and objectives for existing program, including new changes.

**Department Mission:** The Department of Business and Information Technology mission is to provide computer information systems, business office technology, paralegal studies, as well as business administration and computer science transfer preparation; vocational business and computer technology education; employment retraining and computer literacy skills. We support lifelong learning and participation in a technological world. We respond to the business training and information technology needs of the community and empower students with the skills they need to be successful in the modern business environment.

**Program Mission:** The Business Office Technology Program mission is to provide an environment and curriculum designed to equip learners with the skills necessary to compete for employment in an entry-level administrative assistant position while encouraging a desire for life-long learning.

Business Office Technology Program Outcomes have been determined through observation and analysis of business and industry standards for office managers, administrative assistants, and clerks, with the goal of ensuring appropriate levels of competency in a range of strengths necessary to perform professionally and effectively in today's workplace. Each of the courses required to complete the degree is an integral part of a carefully chosen selection of elements representing competencies desired by employers and required for individuals to begin or maintain a career in today's dynamic business office. The program provides a solid environment for learners to engage with mastery performance of relevant business office skills, as well as problem solving, critical thinking, and demonstration of work ethic to the standard of what is appropriate to be successful in the field. Program rigor and scope is consistent with similar programs in the state, nationally, and internationally. Course outcomes are created and observed to guide teaching and learning activities with a goal to ensure that achievement is measured by appropriate mastery of the topics listed in the current course outlines of record. Course outlines of record are updated within appropriate title five timelines, including when changes in the workplace precipitate addition or removal of study topics, or an evolution of available teaching resources provides opportunity for a significant shift in delivery that is deemed to be beneficial to the learning process.

2. Catalog description for existing program, including new option.

**PROGRAM NAME:** BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

**PROGRAM DESCRIPTION:** (60 units total, 30 units in the major) This program 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 business office. Attention to detail, a professional work ethic, and an ability to communicate effectively with others are fostered throughout.

**BUSINESS OFFICE TECHNOLOGY CERTIFICATE** (30 units): Any learner completing the courses required for the major qualifies for a certificate in Business Office Technology.

**ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT:** (18 Units) This certificate represents that the learner is equipped with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Learners master skills in communication, bookkeeping, and an essential selection of intermediate computer applications for business. The Office Assistant Certificate is earned after completion of the following courses. This certificate is also appropriate for individuals who are re-training in current uses of intermediate level computer applications for the business office.

**OFFICE CLERK CERTIFICATE OF ACHIEVEMENT: (12 Units)** This certificate represents that the learner is prepared to perform basic competencies as an entry level office clerk whether or not the individual has previous

office experience. This certificate of achievement is designed to provide a foundation of introductory but essential office skills for individuals who are considering a career in office administration or for those who require computer, communication, and business orientation skills to increase employability in a variety of fields.

3. New program requirements.

**PROGRAM NAME:** BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

**PROGRAM DESCRIPTION:** (60 units total, 30 units in the major) This program 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 business office. Attention to detail, a professional work ethic, and an ability to communicate effectively with others are fostered throughout.

**COURSES:**

Complete all of the following courses:

Course Number	Course Name	Units
BSAD C070	Business Mathematics	3
BSAD C072	Introduction to Accounting	3
BSAD C100	Introduction to Business	3
BSAD C145	Business Communication	3
BSOT C154	Office Personnel Seminar	3
BSOT C133	Advanced Keyboarding	1
CSCI C070	Computer Literacy	1
CSCI C121	Beginning Word	1
CSCI C151	Intermediate Word	1
CSCI C161	Advanced Word	1
CSCI C123	Beginning Excel	1
CSCI C153	Intermediate Excel	1
CSCI C125	Beginning Access	1
CSCI C155	Intermediate Access	1
BSOT C127	MS PowerPoint	1
CSCI C171	Introduction to Internet	1

26

Select at least 4 units from the following courses:

Course Number	Course Name	Units
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	Occupational Career Work Experience	1-3

PROGRAM LEARNING OUTCOMES AND ASSESSMENT: Upon successful completion of the program, the student will be able to

- A. 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. This will be assessed by final exams in all courses in the program.
- B. Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports appropriate for the intended audience. This will be assessed by final exams in all courses in the program.
- C. 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. This will be assessed by final exams in all courses in the program.
- D. Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable. This will be assessed by final comprehensive project.
- E. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files. This will be assessed by final exams in all courses in the program.
- F. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas. This will be assessed by assignments in all courses in the program.

Courses	Program Learning Outcomes					
	A.	B.	C.	D.	E.	F.
BSAD C070	X		X			
BSAD C072				X		
BSAD C100	X					
BSAD C145	X	X				X
BSOT C133			X			
BSOT C154	X	X			X	X
CSCI C070			X		X	
CSCI C121		X	X		X	
CSCI C151		X	X		X	
CSCI C161		X	X		X	
CSCI C123			X	X	X	
CSCI C153			X	X	X	
CSCI C125			X		X	
CSCI C155			X		X	
BSOT C127			X			
CSCI C171			X			
Electives	X	X	X	X	X	



**OFFICE CLERK CERTIFICATE OF ACHIEVEMENT: (12 Units)** represents that the learner is prepared to perform basic competencies as an entry level office clerk whether or not the individual has previous office experience. This certificate of achievement is designed to provide a foundation of introductory but essential office skills for individuals who are considering a career in office administration or for those who require computer, communication, and business orientation skills to increase employability in a variety of fields.

BSOT C131	Basic Computer Keyboarding	1
BSOT C154	Office Personnel Seminar	3
CSCI C070	Computer Literacy	1
CSCI C121	Beginning Word	1
CSCI C123	Beginning Excel	1
CSCI C125	Beginning Access	1
BSOT C127	PowerPoint	1
BSAD C070	Business Mathematics	3

---

12

**PROGRAM LEARNING OUTCOMES AND ASSESSMENTS:** Upon successful completion of the Office Clerk Certificate of Achievement (12 Units), the student will be able to

- A. 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. This will be assessed by final exams in all courses in the program.
- B. 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.
- C. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
- D. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.
- E. Demonstrate accuracy and efficiency using a desktop calculator to perform business mathematics calculations appropriate for routine office tasks requiring calculation.

**ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE: (18 Units)** This certificate represents that the learner is equipped with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Learners master skills in communication, bookkeeping, and an essential selection of intermediate computer applications for business. The Office Assistant Certificate is earned after completion of the following courses. This certificate is also appropriate for individuals who are re-training in current uses of intermediate level computer applications for the business office.

BSAD C070	Business Mathematics	3
BSOT C132	Intermediate Keyboarding	1
BSAD C145	Business Communication	3
BSOT C154	Office Personnel Seminar	3
BSAD C072	Introduction to Accounting	3
CSCI C151	Intermediate Word	1
CSCI C153	Intermediate Excel	1
CSCI C155	Intermediate Access	1
CSCI C171	Introduction to Internet	1
CSCI C129	Beginning MS Outlook	1
Or CSCI C135	Beginning Adobe Acrobat	1

**PROGRAM LEARNING OUTCOMES AND ASSESSMENTS:** Upon successful completion of the Administrative Office Assistant Certificate (12 Units), the student will be able to

- A. 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. This will be assessed by final exams in all courses in the program.
- B. Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports, appropriate for the intended audience.
- C. 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.
- D. Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable, using a desktop calculator.
- E. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
- F. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

**Optional:** Discussion of background and rationale (if needed).

The program has been designed with steps defined by the 12, 18, and 30 unit progressions to allow learners to reach levels of achievement for the wide range of work preparedness required in the field in a logical manner. The range of positions available for business office workers/assistants/managers is very diverse and requires multi-leveled range of skills, competencies, and experience.

For this reason, the program has been designed for all learners who aspire to a career in business office work at any level. Many of the courses are offered in one unit blocks allowing learners time to achieve mastery before proceeding to the next level. The three unit courses provide the time necessary to master broad topic areas such as are required for meaningful understanding and practice of business communication in the workplace, business mathematics, and introduction to accounting. The Office Personnel Seminar course consists of modules covering essential topics that are not otherwise covered in the program, plus a focus on job search and employability skills.

From the very beginning clerk with no supervisory experience and a narrow range of duties, to the assistant with a mid-level intermediate responsibility, to the administrative office manager at the higher end of the scale, the program provides achievement levels for all. This design also facilitates achievable levels of progress for the learner who discovers along the way if this is the right field for their aptitude and abilities. The BSOT program stepped design also ensures a solid base of skills are achieved, for the learner who continues in this field or and also for those who switch to a Business, Paralegal Studies, or Computer Information Systems degree or vice versa. This design accommodates the currently employed office worker who wants to upgrade and achieve new skills, as well as many who are in a situation where re-training is required because of injuries in other fields such as nursing.

The first level (12 units) allows the learner to achieve a base of competencies for initial entry level positions in office work. The next level (18 units) allows the student to reach an intermediate level of preparedness for both entry to the field as well as re-training, and the final level (30 units) allows a rounded and comprehensive preparedness for administrative assistant/office manager positions. Each level builds on the prior level, with the degree level providing fulfillment of all required program outcomes to a professional level.

Certain basic BSOT program courses are now essential elements of the Industrial Arts program core, as employers in that field are requesting common computer skills along with Word and Excel (base components of BSOT) for their employees.

## **Criteria B. Need**

5. **Enrollment and Completer Projections:** There are approximately 65 students who have declared Business Office Technology as a major through our online and on campus offerings. Of these, some will find this certificate

to be a foundation and starting point, particularly for those who are entering college for the first time or searching for employment for the first time or for re-training. . Additionally, The Owen's Valley Career Development Center in Bishop specifically targets and supports this particular certificate for tribal members who are pursuing post secondary education for the first time. This group consists of 12-20 people. Combined with other modes of delivery and sites, 15-25 completers are expected each year.

6. Place of proposed change in the curriculum – relation to existing program and options; relation to other programs at your college.

The BSOT program stepped design also ensures a solid base of skills are achieved, for the learner who continues in this field or and also for those who switch to a Business, Paralegal Studies, or Computer Information Systems degree or vice versa. This design accommodates the currently employed office worker who wants to upgrade and achieve new skills, as well as many who are in a situation where re-training is required because of injuries in other fields such as nursing. This certificate of achievement is a foundation for the Office Assistant Certificate and the Business Office Technology Certificate or Associate of Science Degree.

7. The program does not represent unnecessary duplication of training programs and other regional colleges offering a similar program are too far away to impact employer's needs in our service area.

8. Analysis of labor market need or job availability (for career technical education only).

According to the 2-Year Occupational Review for Business Office Technology, completed in Fall 2010, the number of jobs in our region in the fields of Executive secretaries and administrative assistants and Secretaries (except legal, medical and executive) totals 876 in 2010 and is projected to 952 in 2015 indicating a 9% increase. The projected number of new openings is 28.

Business Office Technology is expanding to meet the documented labor market demand for degree and certificate completers. The actual number of people completing the degree or a certificate in the past five years is 14, plus three individuals completed a lower unit certificate and a degree. In the Cerro Coso service area there are many known jobs that are not documented because employer's corporate offices are out of state. For example, office positions required by aerospace contractors, the naval air warfare center at China Lake, and even our own Cerro Coso Community College classified office positions are not captured in reporting systems because the corporate offices are located outside our service area. We are expecting to increase completers to fill these and other known service area needs as the program is gaining momentum in both certificate and Business Office Technology Associate of Science Degree completers.

### **Criteria C. Curriculum Standards**

9. Transfer applicability to **two** 4-year institutions (if applicable).

**Attachment:** Course outlines for required courses (required for all applications).

**Attachment:** Articulation Agreements (if applicable).

### **If applicable to revised program:**

10. **Criteria D-Adequate Resources:** Facilities, additional faculty, and new equipment or library resources  
This certificate already exists at the local level and resources are adequate. In addition to the online offerings, courses in this certificate are currently offered on campus at IWV, at the computer lab at Kern River Valley campus and on site at the Owen's Valley Career Development Center in Bishop. There is no need to change or add facilities. Equipment in on campus labs is included with the IT replacement cycle for the respective classrooms. This program has one full time faculty member and approximately five to ten adjuncts who teach Business Office Technology classes throughout the region at IWV, Bishop, KRV, and online.

11. **Criteria E-Compliance:** Enrollment restrictions and licensing or accreditation standards

## PROGRAM OF STUDY

### CC Office Assistant Cert Certificate of Achievement

OFFICE ASSISTANT CERTIFICATE: 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 of Science Degree.

### Career Opportunities in Business Office Technology

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

**Complete all of the following courses:**

BSAD C070	Business Mathematics	3
BSAD C072	Introduction to Accounting	3
BSAD C145	Business Communication	3
BSOT C132	Inter Computer Keyboarding	1
BSOT C154	Office Personnel Seminar	3
CSCI C151	Intermediate Word	1
CSCI C153	Intermediate Excel	1
CSCI C155	Intermediate Access	1
CSCI C171	Introduction to the Internet	1
CSCI C129	Microsoft Outlook	1
	<b>or</b>	
CSCI C135	Beginning Adobe Acrobat	1

---

**Total Units**

**18**

PID 452



Desert Regional Consortium  
c/o Riverside Community College  
4800 Magnolia Avenue  
Riverside, CA 92506-1299  
Phone (951) 222-8026  
Fax (951) 222-8877

#### Member Colleges

Barstow Community College  
Cerro Coso Community College  
Chaffey College  
College of the Desert  
Copper Mountain College  
Crafton Hills College  
Mt. San Jacinto College  
Palo Verde College  
Riverside Community College  
San Bernardino Valley College  
Victor Valley Community College

#### Vision

Premier source for facilitating  
quality educational and  
training opportunities for the  
Inland Empire/Desert Region.

#### Mission

To:

- communicate
- coordinate
- collaborate
- promote and plan

career and technical  
education and workforce &  
economic development in the  
Inland Empire/Desert Region.

DATE: October 13, 2011  
TO: Saily Montemayor Lenz  
California Community Colleges Chancellors Office  
FROM: Joyce Johnson, Chair  
Region IX Occupational Deans  
RE: **Regional Certificate/Degree Approval**

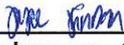
At the October 3, 2011 meeting of the Desert Regional Consortium CTE Deans subcommittee, Cerro Coso College sought regional recommendation for the following certificate and/or degree:

**BSOT Welding Technology Certificate**  
**BSOT Paralegal Studies Certificate**  
**BSOT Office Clerk Certificate**  
**BSOT Administrative Office Assistant**

The CTE Deans subcommittee carefully reviewed this proposal and determined that this program represents an effort to meet the labor market needs for entry-level and career positions that are in demand in this area and does not represent unnecessary duplication of programs already in existence at other regional community colleges.

As a result, the full membership of the Desert Regional Consortium voted on October 3, 2011 to recommend program approval for the above referenced program.

If you have any questions about the Desert Regional Consortium program approval process, please contact me.

  
\_\_\_\_\_  
Joyce Johnson, Chair  
Region IX, Occupational Deans  
Mt San Jacinto College  
(951) 639-5350  
[jajohnso@msjc.edu](mailto:jajohnso@msjc.edu)

## PROGRAM OF STUDY

### Associate in Science Degree in Administration of Justice for Transfer - AA Degree Program

ASSOCIATE IN SCIENCE DEGREE IN ADMINISTRATION OF JUSTICE FOR TRANSFER: This course of study 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.

### Career Opportunities in Administration of Justice

Transfer preparation for such majors as Criminal Justice or Criminology.

#### Area A--Complete the following courses (6 units):

ADMJ C101	Intro Administration of Justice	3
ADMJ C105	Concepts of Criminal Law	3

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

		Units
ADMJ C115	Legal Aspects of Evidence	3
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:

		Units
SOCI C101	Introduction to Sociology	3
MATH C121	Elem. Probability & Statistics	4
	or	
MATH C121H	Elem. Prob. & Stat.-Honors	5
PSYC C101	General Psychology	3
	or	
PSYC C101H	General Psychology Honors	4

Complete CSU-Breadth or IGETC\* general education transfer patterns as well as CSU transferable electives for a total of 60 units.

Units

*\*Students planning to transfer to the CSU system must complete Area 1C: Oral Communications prior to transfer to meet the minimum admissions requirement for the CSU system.*

Application Date  
2011-05-04



California Community Colleges

**SUBSTANTIAL CHANGES TO AN APPROVED CREDIT PROGRAM**

Associate in Science Degree in Administration of Justice for Transfer		Margaret Mauldin
TITLE OF PROPOSED PROGRAM Administration of Justice		CONTACT PERSON Instruction Office Specialist
TITLE OF EXISTING PROGRAM (IF DIFFERENT) 210500	1969	TITLE (760) 384-6257
EXISTING PROGRAM T.O.P. CODE CERRO COSO	EXISTING PROGRAM CONTROL NUMBER KERN	PHONE NUMBER mmauldin@cerrocoso.edu
COLLEGE 08/22/2011	DISTRICT	E-MAIL ADDRESS
PROJECTED START DATE FOR CHANGE		
<b>GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):</b>		
<input checked="" type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE) <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> OTHER		

**Type of change requested: Check only one.**

Add new Certificate of Achievement  
 Add Degree to Existing Certificate Program  
 Add new Major or Area of Emphasis to Existing Degree

**TYPE OF PROGRAM (SELECT ONLY ONE):**

A.A. DEGREE  
 A.S. DEGREE  
 AA-T DEGREE (for transfer)\*  
 AS-T DEGREE (for transfer)\*

**CERTIFICATE OF ACHIEVEMENT:**

18+ semester (or 27+ quarter) units  
 12-18 semester (or 18-27 quarter) units

\* The AA-T and AS-T degrees fulfill the requirements of California Education Code sections 66745-66749, also known as the Student Transfer Achievement Reform Act. See special instructions provided [here](#).

**Planning Summary:**

Projected Start Date  Projected Annual Completers

FIELDS	AS LISTED IN CURRENT INVENTORY	AS REVISED
Program Control Number	1969	1969
TOP Code	210500	210500
Local Title	Administration of Justice	Associate in Science Degree in Adr
Units for Degree Major or Area of Emphasis	21 to 21	18 to 18
Total Units for Degree		60 to 60
Certificate Units	0 to 0	

*Attachments required for this form:*

- *Required signature page -- Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*
- *Development Criteria Narrative & Documentation*
- *Course outlines for required courses (required for all applications).*
- *Articulation Agreements (if applying for transfer status)*



## DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is “not applicable” but do not re-number the sections. Provide documentation in the form of attachments as indicated.

### Criteria A. Appropriateness to Mission

1. Statement of goals and objectives for existing program, including new changes.
2. Catalog description for existing program, including new option.
3. New program requirements.
4. **Optional:** Discussion of background and rationale (if needed).

### Criteria B. Need

5. Enrollment and Completer Projections
6. Place of proposed change in the curriculum – relation to existing program and options; relation to other programs at your college.
7. Discussion of impact on other colleges in region (optional for transfer only programs).
8. Analysis of labor market need or job availability (for career technical education only).

### Criteria C. Curriculum Standards

9. Transfer applicability to **two** 4-year institutions (if applicable).

**Attachment:** Course outlines for required courses (required for all applications).

**Attachment:** Transfer Documentation (if applicable).

### If applicable to revised program:

10. **Criteria D-Adequate Resources:** Facilities, additional faculty, and new equipment or library resources
11. **Criteria E-Compliance:** Enrollment restrictions and licensing or accreditation standards

**REQUIRED SIGNATURES**

Title of Proposed Program Criminal Justice AA-T CollegCerro Coso CC (522)

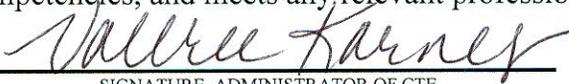
**LOCAL CURRICULUM APPROVAL:**

Changes proposed in this application have been approved by the curriculum committee and instructional administration, and all applicable requirements of Title 5 regulations have been satisfied.

<u>5/12/11</u> DATE	<u></u> SIGNATURE, CHAIR, CURRICULUM COMMITTEE	<u>Dr. Corey Marvin, CIC Chair</u> TYPED OR PRINTED NAME
<u>5-18-11</u> DATE	<u></u> SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Richard Post, Interim Vice Pres. Aca.Aff.</u> TYPED OR PRINTED NAME
<u>12 May 2011</u> DATE	<u></u> SIGNATURE, ACADEMIC SENATE PRESIDENT	<u>Matthew Crow, Academic Senate Pres.</u> TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

<u>6/14/11</u> DATE	<u></u> SIGNATURE, ADMINISTRATOR OF CTE	<u>Valerie Karnes, Dean CTE</u> TYPED OR PRINTED NAME
------------------------	---	--

Changes proposed in this application been reviewed by the Career Technical Education Regional Consortium, and approval was recommended on N/A (date).

<u>        </u> DATE	<u>SB 1440 AA-T application</u> SIGNATURE, CHAIR, REGIONAL CONSORTIUM	<u>        </u> TYPED OR PRINTED NAME
-------------------------	--	--

**COLLEGE PRESIDENT:**

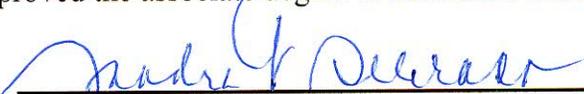
All provisions of Title 5, Section 55130 have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed changes to an existing, approved program.

<u>6/16/11</u> DATE	<u></u> SIGNATURE, PRESIDENT OF THE COLLEGE	<u>Jill Board, President</u> TYPED OR PRINTED NAME
------------------------	---	---

**DISTRICT APPROVAL (check one):**

On June 9, 2011 (date), the governing board of the Kern Community College District District approved the proposed changes to this existing program attached to this request.

The governing board has delegated to me the authority to approve substantial changes to existing programs, and I have approved the associate degree or certificate attached to this request.

<u>6-22-11</u> DATE	<u></u> SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	<u>Sandra V. Serrano</u> TYPED OR PRINTED NAME
------------------------	--	---

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



08/12/2011

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves Cerro Coso Community College's **AS-T Degree (transfer) in Administration of Justice** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **210500** with **CAREER TECHNICAL EDUCATION (CTE), TRANSFER** status.

- **AS-T Degree (transfer) in Administration of Justice** with program control number **30766**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Stephanie Low  
Dean, Curriculum & Instruction  
Academic Affairs Division

Cc: Margaret Mauldin

# Administration of Justice

## Using EMSI / Educational Analyst / Programs / Program Report

TOP code 2105.00 -- Administration of Justice

Occupations include:

- 33-3051 Police and sheriff's patrol officers
- 33-3021 Detectives and criminal investigators
- 33-9021 Private detectives and investigators
- 33-9031 Gaming surveillance officers and investigators
- 33-3011 Bailiffs

### Historical Program Report for 2005 to 2010:

- A) number of jobs within the above occupation(s) for 2005 372 2,071
- B) number of jobs within the above occupations(s) for 2010 413 2,221
- C) number and percent change (2005 to 2010) 40 (11%) 149 (7%)
- D) the average hourly earnings for the above occupation(s) \$32.95 \$30.39
- E) number of completions (awards) from our college 2009 13 13
- F) number of completions (awards) from regional colleges -- 114
- G) average number of completions over last five years at Cerro Coso 13 --

### Projection Program Report for 2010 to 2015:

- A) number of jobs within the above occupation(s) for 2010 413 2,221
- B) number of jobs within the above occupations(s) for 2015 452 2,449
- C) number and percent change (2010 to 2015) 39 (9%) 229 (10%)
- D) the average hourly earnings for the above occupation(s) \$32.95 \$30.39
- E) number of annual openings 17 100

### Does the above program meet a documented labor market demand? Please explain.

The Administration of Justice Program of Cerro Coso Community College meets the documented demand via a two-fold program. The first serves the core training requirements for an Associate's of Science (AS) Degree and the Administration of Justice Certificate. The second offers State of California Commission on Peace Officer Standards and Training (POST) Certified training for potential employment within the criminal justice community.

The purpose of the Administration of Justice degree tract is to provide high quality courses required for completion of an AS degree, which will further a student's potential employment within the criminal justice system. This facet of the program is a central link to the Career Technical Education component of the college.

The POST Certification portion of the program has the most direct link to the Career Technical Education component. Through these programs students can gain the training to apply for employment as police officers, detention/correctional officers, and private security officers. This program additionally strives to continually meet the in-service training needs of current law enforcement officers.

## **Using EMSI / Career Pathways / Occupation Analysis / Occupational Programs Report**

### **Occupations include:**

33-3051 Police and sheriff's patrol officers  
33-3021 Detectives and criminal investigators  
33-9021 Private detectives and investigators  
33-9031 Gaming surveillance officers and investigators  
33-3011 Bailiffs

### **All related programs of study by other educational institutions in our region:**

Provide the name of institution, name of program, distance to college, public/private, approx. enrollment, number of completers in the last year.

1. Cerro Coso Community College (CC), Criminal Justice/Police Science, produced 13 graduates in 2009.
2. College of the Sequoias, Criminal Justice/Police Science, <186 miles from CC, public community college, with ~13,600 students in fall 2009, produced 49 graduates in 2009.
3. Porterville College, Criminal Justice/Police Science, <165 miles from CC, public community college with ~4,400 students in fall 2009, produced 26 graduates in 2009.
4. Bakersfield College, Criminal Justice/Police Science, <120miles from CC, public community college, with ~18,000 students in fall 2009, produced 24 graduates in 2009.
5. Taft College, Criminal Justice/Police Science, <143 miles from CC, public community college, with ~7,000 students in fall 2009, produced 15 graduates in 2009.

### **Does the above program represent unnecessary duplication of training programs in our area? Please explain.**

The Administration of Justice Program of Cerro Coso Community College does not represent a duplication of effort within our service areas. The program has continued to show innovation in reaching our students through online and face-to-face courses. This program was requested by the largest law enforcement agency in Kern County to serve as their partner on all their training needs. This facet alone displays the effectiveness of this program.

Cerro Coso Community College  
Spring 2011

### **Associate in Science Degree in Administration of Justice for Transfer**

Title of proposed program: Associate in Science Degree in Administration of Justice for Transfer

Title of existing program: Administration of Justice

Existing program TOP Code: 2105.00

Existing program control number: 01969

Contact Person: Heather Ostash

Title: Vice President, Student Services/Articulation Officer

Phone number: 760-384-6249

Email address: [hostash@cerrocoso.edu](mailto:hostash@cerrocoso.edu)

Projected start date: Fall 2011

Type of change requested: Add new Major or Area of Emphasis to Existing Degree

Type of program: AA-T Degree

Projected annual completers: 5

Units for degree major or area of emphasis: 18-21

Total units for degree: 60

#### CRITERIA A

1. **Statement of goals and objectives for existing program, including new changes.** The goal of the Associate in Science Degree in Administration of Justice for Transfer is to provide a foundational understanding of the discipline and to prepare students for transfer to any CSU for a baccalaureate degree in Criminology or Criminal Justice.
2. **Catalog description.** THE ASSOCIATE IN SCIENCE DEGREE IN ADMINISTRATION OF JUSTICE FOR TRANSFER: This course of study 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 18-21 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.

### 3. New program requirements

*Existing Program (TOP Code 2105.00):*

Administration of Justice AS Degree (21 units in the major):

Complete all of the following courses (15 units):

- ADMJ C101 Introduction to Administration of Justice, 3 units
- ADMJ C105 Concepts of Criminal Law, 3
- ADMJ C111 Principles and Procedures of 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
- ADMJ C131 Juvenile Procedures, 3
- ADMJ C151 Introduction to Corrections, 3
- ADMJ C205 California Vehicle Code, 3
- ADMJ C211 Concepts of Enforcement Serv., 3
- ADMJ C215 Patrol Procedures, 3

Complete general education requirements and electives for a minimum of 60 total units.

*Proposed Program to be added (TOP Code 2105.00):*

Associate in Science Degree in Administration of Justice for Transfer

Area A--Complete the following courses (6 units):

- 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
- ADMJ C121 Community Relations, 3
- ADMJ C125 Principles of Investigation, 3
- ADMJ C131 Juvenile Procedures, 3
- ADMJ C151 Introduction to Corrections, 3
- ADMJ C230 Forensic Crime Scene Investigation, 3

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

- SOCI C101 Introduction to Sociology, 3
- MATH C121 Elementary Probability & Statistics, 4
- OR
- MATH C121H Elementary Probability & Statistics: Honors, 5
- PSYC C101 General Psychology, 3

OR  
PSYC C101H General Psychology: Honors, 4

Total .....	18-21 Units
CSU General Education or IGETC Pattern .....	39-42 Units
CSU Transferrable Elective Units to reach Degree Total of...	60 Units

Complete CSU-Breadth or IGETC\* general education transfer patterns as well as CSU transferable electives for a total of 60 units.

*\*Students planning to transfer to the CSU system must complete Area 1C: Oral Communications prior to transfer to meet the minimum admissions requirement for the CSU system.*

Program proposal note: Although the MATH and PSYC options can be more than 3 units, these courses may also be used to fulfill CSU-GE or IGETC requirements, thus keeping the overall maximum of 60 units for the degree well within range.

4. **Discussion of background and rationale.** Recognizing the need for a SB1440 degree, the college's faculty in this discipline attended regional informational and vetting meetings. The TMC-aligned major was adopted because it fits closely with a current program (no new courses need to be developed) yet offers students a transfer option. Both degrees are in the same TOP Code.

#### CRITERIA B

5. **Place of proposed change in the curriculum.** This program does not replace any current program in the curriculum. The college currently offers a CTE degree in Administration of Justice which is directed at immediate employment preparation. This program is the transfer complement for students hoping to secure careers in criminal justice or criminology that require a baccalaureate degree. The programs will share a significant amount of curriculum (no new courses need to be developed for the new degree) as well as facilities and faculty resources. Need and enrollment changes are unclear at this time. It is unlikely that students in the current program seeking immediate employment will move to this one; it is likely that since the program can be completed online, it may draw a new population.

#### CRITERIA C

6. **Analysis of labor market need or job availability (for career technical education only).**

#### Using EMSI / Educational Analyst / Programs / Program Report

TOP code 2105.00 -- Administration of Justice

Occupations include:

- 33-3051 Police and sheriff's patrol officers
- 33-3021 Detectives and criminal investigators
- 33-9021 Private detectives and investigators
- 33-9031 Gaming surveillance officers and investigators
- 33-3011 Bailiffs



### **Historical Program Report for 2005 to 2010:**

- A) Number of jobs within the above occupation(s) for 2005 372 2,071
- B) Number of jobs within the above occupations(s) for 2010 413 2,221
- C) Number and percent change (2005 to 2010) 40 (11%) 149 (7%)
- D) The average hourly earnings for the above occupation(s) \$32.95 \$30.39
- E) Number of completions (awards) from our college 2009 1313
- F) Number of completions (awards) from regional colleges -- 114
- G) Average number of completions over last five years at Cerro Coso 13 --

### **Projection Program Report for 2010 to 2015:**

- A) Number of jobs within the above occupation(s) for 2010 413 2,221
- B) Number of jobs within the above occupations(s) for 2015 452 2,449
- C) Number and percent change (2010 to 2015) 39 (9%) 229 (10%)
- D) The average hourly earnings for the above occupation(s) \$32.95 \$30.39
- E) Number of annual openings 17,100

### **Does the above program meet a documented labor market demand? Please explain.**

The Administration of Justice Program of Cerro Coso Community College meets the documented demand via a two-fold program. The first serves the core training requirements for an Associate's of Science (AS) Degree and the Administration of Justice Certificate. The second offers State of California Commission on Peace Officer Standards and Training (POST) Certified training for potential employment within the criminal justice community.

The purpose of the Administration of Justice degree tract is to provide high quality courses required for completion of an AS degree, which will further a student's potential employment within the criminal justice system. This facet of the program is a central link to the Career Technical Education component of the college.

The POST Certification portion of the program has the most direct link to the Career Technical Education component. Through these programs students can gain the training to apply for employment as police officers, detention/correctional officers, and private security officers. This program additionally strives to continually meet the in-service training needs of current law enforcement officers.

### **Using EMSI / Career Pathways / Occupation Analysis / Occupational Programs Report**

#### **Occupations include:**

- 33-3051 Police and sheriff's patrol officers
- 33-3021 Detectives and criminal investigators
- 33-9021 Private detectives and investigators
- 33-9031 Gaming surveillance officers and investigators
- 33-3011 Bailiffs

### **All related programs of study by other educational institutions in our region:**

Provide the name of institution, name of program, distance to college, public/private, approx. enrollment, number of completers in the last year.

1. Cerro Coso Community College (CC), Criminal Justice/Police Science, produced 13 graduates in 2009.
2. College of the Sequoias, Criminal Justice/Police Science, <186 miles from CC, public community college, with ~13,600 students in fall 2009, produced 49 graduates in 2009.
3. Porterville College, Criminal Justice/Police Science, <165 miles from CC, public community college with ~4,400 students in fall 2009, produced 26 graduates in 2009.
4. Bakersfield College, Criminal Justice/Police Science, <120miles from CC, public community college, with ~18,000 students in fall 2009, produced 24 graduates in 2009.
5. Taft College, Criminal Justice/Police Science, <143 miles from CC, public community college, with ~7,000 students in fall 2009, produced 15 graduates in 2009.

**Does the above program represent unnecessary duplication of training programs in our area?  
Please explain.**

The Administration of Justice Program of Cerro Coso Community College does not represent a duplication of effort within our service areas. The program has continued to show innovation in reaching our students through online and face-to-face courses. This program was requested by the largest law enforcement agency in Kern County to serve as their partner on all their training needs. This facet alone displays the effectiveness of this program.

CRITERIA D

**Adequate Resources:**

No additional resources will be required beyond the college's current resources. This includes: Library and learning resources, facilities and equipment, and financial support. All of the faculty that will teach in this program meet the State minimum qualifications.

CRITERIA E

**Compliance:**

There are no licensing or accrediting standards that apply to this program.

**Completed TMC template:** Attached.

**Course Outlines of Record:** Attached.

**Administration of Justice Transfer Model Curriculum**  
**CCC Major or Area of Emphasis:** Administration of Justice  
**CSU Major or Majors:** Criminal Justice, Criminology<sup>i</sup>  
**Total units:** 18-19 (all units are semester units)

Rev. 5/23/2011  
 Template #2002

In the four columns on the right, enter the course identifier, course title and number of units of a course that is comparable to the course indicated for the TMC (in the far left column). If the course may be double-counted, put an X in the GE column.

The units indicated in the TMC are semester units – and they are minimum units. All courses must be CSU transferable. Where there is an indicated C-ID descriptor, you are certifying that your course is comparable. Where no reference descriptor is indicated, discipline faculty should compare the existing course to the sample course description(s) provided in the TMC at <http://www.c-id.net/degreereview.html> and attach the appropriate report from ASSIST showing the required transferability status (i.e., CSU transferable, general education, or major preparation at CSU).

Administration of Justice Transfer Model Curriculum		Associate in Science degree in Administration of Justice for Transfer College Name: Cerro Coso Community College Program Requirements			
Course Title (units)	C-ID Designation	Course ID	Course Title	Units	GE
<b>Required Core: (6 units)</b>					
Introduction to Criminal Justice (3)	AJ 110	ADMJ - C101	Introduction to Administration of Justice	3	<input checked="" type="checkbox"/>
Concepts of Criminal Law (3)	AJ 120	ADMJ - C105	Concepts of Criminal Law	3	<input type="checkbox"/>
<b>List A: Two courses: (6 units)</b>					
Criminal Trial Process (3)	AJ 122				<input type="checkbox"/>
Legal Aspects of Evidence (3)	AJ 124	ADMJ - C115	Legal Aspects of Evidence	3	<input type="checkbox"/>
Criminal Investigation (3)	AJ 140	ADMJ - C125	Principles of Investigation	3	<input type="checkbox"/>
Introduction to Forensics (3)	AJ 150	ADMJ - C230	Forensic Crime Scene Investigation	3	<input type="checkbox"/>
Community & Justice System (3)	AJ 160	ADMJ - C121	Community Relations	3	<input type="checkbox"/>
Introduction to Corrections (3)	AJ 200	ADMJ - C151	Introduction to Corrections	3	<input type="checkbox"/>
Juvenile Procedures (3)	AJ 220	ADMJ - C131	Juvenile Procedures	3	<input type="checkbox"/>
<b>List B: Two courses: (minimum of 6 units)</b>					
Introduction to Sociology (3)	SOCI 110	SOCI - C101	Introduction to Sociology	3	<input checked="" type="checkbox"/>
Introduction to Statistics in Sociology or Elementary Statistics (Sociological, Behavioral, or Social Science Statistics preferred) (3-4)	SOCI 125	MATH - C121 or MATH - C121H	Elementary Probability & Statistics or Elementary Probability & Statistics: Honors	4 5	<input checked="" type="checkbox"/>
General Psychology (3)	PSY 110	PSYC - C101 or PSYC - C101H	General Psychology or General Psychology: Honors	3 4	<input checked="" type="checkbox"/>
Any CSU transferable Administration of Justice course or courses outside the Administration of Justice discipline articulated as lower division preparation for the Criminal Justice or Criminology major at any CSU. (3)	"				<input type="checkbox"/>
<b>Total Units for the Major:</b>	<b>18 - 19</b>		<b>Total Units for the Major:</b>	18-21	

<sup>i</sup> Pending confirmation from CSU that this major may also be similar.

<sup>ii</sup> If a C-ID descriptor has been finalized, it may be entered in this column. [http://www.c-id.net/descriptors/view\\_final](http://www.c-id.net/descriptors/view_final)

		<b>Total Units that may be double-counted:</b>	9-12
--	--	--	------



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
08/03/2012

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	1949	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		100200
<b>C</b>	Local Title	Art	Art
<b>D</b>	Units for Degree Major or Area of Emphasis	24 to 24	
	Total Units for Degree		
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>07/12/2012</u>		<u>Dr. Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

# PROGRAM OF STUDY

## CC Art AA Degree Program

ART ASSOCIATE OF ARTS DEGREE (60 units total, 24 units in the major) consists of required art coursework. Upon choosing the Art Major program, it is recommended that the student contact an art instructor for academic advising. Although there is no required sequence of classes, there is a logical sequence which, when followed, will enhance the educational experience of the student. Two Dimensional Design, Three Dimensional Design, and Drawing are courses that provide a solid foundation for Art Majors.

This program prepares students for careers in Art

**Complete all of the following courses (15 units):**

ART C105	History of Western Art I	3
ART C106	History of Western Art II	3
ART C111	Two Dimensional Design	3
ART C115	3-Dimensional Design	3
ART C121	Drawing I	3

Total: 15

**Select 9 units from the following courses:**

		<b>Units</b>
ART C131	Painting I	3
ART C141	Ceramics I	3
ART C151	Sculpture I	3
ART C165	Photography I	3

Total: 12

**Complete general education requirements and electives for a minimum of 60 total units.**

**Units**

Total: 36

---

**Total Units**

**60**

PID 562

## Program Learning Outcomes

### Program Matrix

**Courses**

ART C105  
ART C106  
ART C111  
ART C115  
ART C121  
ART C131  
ART C141  
ART C151  
ART C165

**Program Learning Outcomes**

## Planning Summary

## **Program Cover**

---

Recommended T.O.P. Code

Units for Degree Major or Area of Emphasis

Total Units for Degree

Required Units-Certificate

Projected Annual Completers

Projected Net Annual Labor Demand (CTE)

Estimated FTE Faculty Workload

Number of New Faculty Positions

Est. Cost, New Equipment

Cost of New/Remodeled Facility

Est. Cost, Library Acquisitions

When will this program undergo review as part of college's Program Evaluation Plan?

## **Need**

---

Enrollment and Completer Projections

Place of Program in Curriculum/Similar Programs

'Similar Programs at other colleges in service area

Labor Market Information & Analysis (CTE only)

Employer Survey (CTE only)

Explanation of Employer Relationship (CTE Only)

List of Members and Advisory Committee (CTE Only)

Recommendations of Advisory Committee (CTE Only)

## **Adequate Resources**

---

Library and/or Learning Resources Plan

Facilities and Equipment Plan

Financial Support Plan

Faculty Qualifications and Availability

## **Compliance**

---

Based on model curriculum (if applicable)

Licensing or Accreditation Standards

Student Selection and Fees

## Conditions of Enrollment





**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO Contact Person Margaret Mauldin  
 District KERN Phone # (760) 384-6257  
 Date Form Submitted \_\_\_\_\_ E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
08/15/2009

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	1941	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		094800
<b>C</b>	Local Title	Automotive Technology	Automotive Technology
<b>D</b>	Units for Degree Major or Area of Emphasis	29 to 29	
	Total Units for Degree		
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1977	1977
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO

District KERN

SIGNATURES		
<u>3/26/2012</u> DATE	 SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	<u>Corey J. Marvin</u> TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Automotive Technology** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Art AA AA Degree Program

ART ASSOCIATE OF ARTS DEGREE (60 units total, 24 units in the major) consists of required art coursework. Upon choosing the Art Major program, it is recommended that the student contact an art instructor for academic advising. Although there is no required sequence of classes, there is a logical sequence which, when followed, will enhance the educational experience of the student. Two Dimensional Design, Three Dimensional Design, and Drawing are courses that provide a solid foundation for Art Majors.

## Career Opportunities in Art

### Complete all of the following courses (15 units):

ART C105	History of Western Art I	3
ART C106	History of Western Art II	3
ART C111	Two Dimensional Design	3
ART C115	3-Dimensional Design	3
ART C121	Drawing I	3

Total: 15 - 12

### Select 9 units from the following courses:

		Units
ART C131	Painting I	3
ART C141	Ceramics I	3
ART C151	Sculpture I	3
ART C165	Photography I	3

Total: 12

---

## Total Units

**21 - 24**

PID 562

## Program Learning Outcomes

## Program Matrix

### Courses

ART C105  
ART C106  
ART C111  
ART C115  
ART C121  
ART C131  
ART C141  
ART C151  
ART C165

### Program Learning Outcomes

## Planning Summary

## Program Cover

---

Recommended T.O.P. Code

**Units for Degree Major or Area of Emphasis**

**Total Units for Degree**

**Required Units-Certificate**

**Projected Annual Completers**

**Projected Net Annual Labor Demand (CTE)**

**Estimated FTE Faculty Workload**

**Number of New Faculty Positions**

**Est. Cost, New Equipment**

**Cost of New/Remodeled Facility**

**Est. Cost, Library Acquisitions**

**When will this program undergo review as part of college's Program Evaluation Plan?**

## **Need**

---

**Enrollment and Completer Projections**

**Place of Program in Curriculum/Similar Programs**

**'Similar Programs at other colleges in service area**

**Labor Market Information & Analysis (CTE only)**

**Employer Survey (CTE only)**

**Explanation of Employer Relationship (CTE Only)**

**List of Members and Advisory Committee (CTE Only)**

**Recommendations of Advisory Committee (CTE Only)**

## **Adequate Resources**

---

**Library and/or Learning Resources Plan**

**Facilities and Equipment Plan**

**Financial Support Plan**

**Faculty Qualifications and Availability**

## **Compliance**

---

**Based on model curriculum (if applicable)**

**Licensing or Accreditation Standards**

**Student Selection and Fees**

**Conditions of Enrollment**

**Cerro Coso Community College**

**REVISED PROGRAM**

<b>Form PRO-N</b>		<b>Date</b>		<b>10/9/2008</b>	Page 1 of 3
<b>Certificate Degree</b>	<b>YES YES</b>	<b>Core Units Required</b>	<b>29.00</b>	<b>Elective Units Required</b>	<b>n/a</b>
<b>Program Name</b>	<b>AUTOMOTIVE TECHNOLOGY</b>				

**Catalog Program Description**

The Automotive Technology major (29 units) is designed for students who need training and experience prior to entering the automotive workforce. Courses prepare students for the Automotive Service of Excellence exam in the individual areas.

**Required Courses**

<b>Course Discipline</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Units</b>
<b>AUTO</b>	<b>C111</b>	Engine Performance	5.5
<b>AUTO</b>	<b>C115</b>	Electrical Systems	5.5
<b>AUTO</b>	<b>C121</b>	Brakes	3.0
<b>AUTO</b>	<b>C125</b>	Automotive Suspension and Steering	3.0
<b>AUTO</b>	<b>C131</b>	Air Conditioning and Heating Systems	3.0
<b>AUTO</b>	<b>C135</b>	Automatic Transmissions and Transaxles	3.0
<b>AUTO</b>	<b>C141</b>	Manual Drive Train and Axles	3.0
<b>And one of the following</b>			
<b>AUTO</b>	<b>C145</b>	Engine Repair	3.0
<b>AUTO</b>	<b>C151</b>	Hybrid and Alternative Fuels	3.0
		<b>Total Units</b>	<b>29.00</b>
<b>Complete General Education requirements and electives for a minimum of 60 total units.</b>			
<b>Automotive Technology Certificate (29 units): Any student completing the courses required for the major qualifies for a certificate in Automotive Technology</b>			

**Cerro Coso Community College**

**REVISED PROGRAM**

<b>Form PRO-N</b>		<b>Date</b>		<b>10/9/2008</b>	Page 2 of 3
<b>Certificate Degree</b>	<b>YES YES</b>	<b>Core Units Required</b>	<b>29.00</b>	<b>Elective Units Required</b>	<b>n/a</b>
<b>Program Name</b>	<b>AUTOMOTIVE TECHNOLOGY</b>				

<b>PLO</b>	<b>Program Outcome Description</b>	<b>Outcome Assessment Definition</b>
Upon completion of the Industrial Technology program the student will be able to:		
<b>A</b>	Inspect, diagnose, disassemble, repair, replace, and service, each of the major systems in various types of vehicles.	This will be assessed by a project, scored with a rubric.
<b>B</b>	Demonstrate an understanding of professional and ethical responsibilities.	This will be assessed by an employer survey, scored with a Likert scale.
<b>C</b>	Work independently and in groups to service, repair, test, and maintain vehicles.	This will be assessed by a project, scored with a rubric.
<b>D</b>	Think critically in evaluating automotive information, solving problems, and making decisions.	This will be assessed by a project paper and scored with a rubric.
<b>E</b>	Differentiate between safe and unsafe procedures in automotive technology settings and recognize potential hazards according to Occupational Safety and Health Administration (OSHA) standards and procedures for the workplace.	This will be assessed by observation and scored with a rubric.

Matrix:

		<b>PROGRAM OUTCOMES</b>				
		A.	B.	C.	D.	E.
<b>REQUIRED COURSES</b>	<b>AUTO C111</b>	X	X	X	X	X
	<b>AUTO C115</b>	X	X	X	X	X
	<b>AUTO C121</b>	X	X	X	X	X
	<b>AUTO C125</b>	X	X	X	X	X
	<b>AUTO C131</b>	X	X	X	X	X
	<b>AUTO C135</b>	X	X	X	X	X
	<b>AUTO C141</b>	X	X	X	X	X
	<b>AUTO C145</b>	X	X	X	X	X
	<b>AUTO C151</b>	X	X	X	X	X

**Cerro Coso Community College**

**REVISED PROGRAM**

<b>Form PRO-N</b>		<b>Date</b>		<b>10/9/2008</b>	Page 3 of 3
<b>Certificate Degree</b>	<b>YES YES</b>	<b>Core Units Required</b>	<b>29.00</b>	<b>Elective Units Required</b>	<b>n/a</b>
<b>Program Name</b>	<b>AUTOMOTIVE TECHNOLOGY</b>				

**Cerro Coso Community College**

**COURSE/PROGRAM APPROVAL**

<b>Form S (Course/Program Approval Signature Page)</b>					
<u>Discipline</u>	<b>AUTO</b>	<u>Course No.</u>	AS	<u>Units</u>	29.00
<b>Course/Program Title</b>	<b>AUTOMOTIVE TECHNOLOGY</b>				

**Signatures**

<b>Initiator</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>
Larry Board	/s/ Larry Board	1/8/09

<b>Faculty Chair</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>
Larry Board	/s/ Larry Board	1/8/09

<b>Approved For:</b>			
<b>Course Description</b>	<b>Course Content</b>	<b>Content Review</b>	
<b>Distance Education Addendum</b>	<b>General Education Addendum</b>	<b>X</b>	<b>Program Approval</b>

<b>Name</b>	<b>Signature</b>	<b>Date</b>
Jim O'Connor	/s/ Jim O'Connor	10/30/08

<b>CIC Chair</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>
Dennis I. VanderWerff, Ph.D.	/s/ Dennis I. VanderWerff, Ph.D.	12/9/08

<b>Vice President Academic Affairs</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>
James Fay, Ph.D.	/s/ James Fay	11/25/08



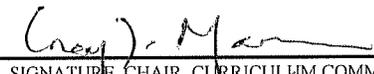
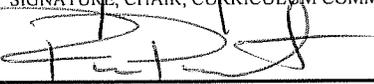
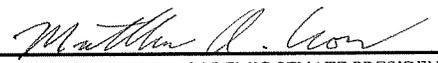


REQUIRED SIGNATURES

Title of Proposed Program Office Clerk College Cerro Coso Community College

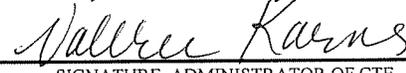
LOCAL CURRICULUM APPROVAL:

Changes proposed in this application have been approved by the curriculum committee and instructional administration, and all applicable requirements of Title 5 regulations have been satisfied.

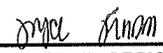
<u>5/12/11</u> DATE	 SIGNATURE, CHAIR, CURRICULUM COMMITTEE	<u>Dr. Corey Marvin, CIC Chair</u> TYPED OR PRINTED NAME
<u>5-18-11</u> DATE	 SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Richard Post, Interim V.P. Acad. Aff.</u> TYPED OR PRINTED NAME
<u>12 May 2011</u> DATE	 SIGNATURE, ACADEMIC SENATE PRESIDENT	<u>Matthew Crow, Academic Senate Pres.</u> TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

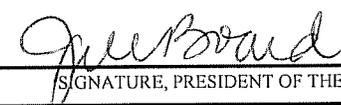
<u>12 May 2011</u> DATE	 SIGNATURE, ADMINISTRATOR OF CTE	<u>Valerie Karnes, CTE Dean</u> TYPED OR PRINTED NAME
----------------------------	--	--

Changes proposed in this application been reviewed by the Career Technical Education Regional Consortium, and approval was recommended on Oct. 3, 2011 (date).

<u>10-3-11</u> DATE	 SIGNATURE, CHAIR, REGIONAL CONSORTIUM	<u>Joyce Johnson</u> TYPED OR PRINTED NAME
------------------------	--	---

COLLEGE PRESIDENT:

All provisions of Title 5, Section 55130 have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed changes to an existing, approved program.

<u>11/1/11</u> DATE	 SIGNATURE, PRESIDENT OF THE COLLEGE	<u>Jill Board, President</u> TYPED OR PRINTED NAME
------------------------	--	---

DISTRICT APPROVAL (check one):

On June 9, 2011 (date), the governing board of the Kern Community College District approved the proposed changes to this existing program attached to this request.

The governing board has delegated to me the authority to approve substantial changes to existing programs, and I have approved the associate degree or certificate attached to this request.

<u>11/15/11</u> DATE	 SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	<u>Sandra V. Serrano</u> TYPED OR PRINTED NAME
-------------------------	---	---

Please retain the original signature page for your records and upload a scan of the signature page as an attachment.

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



01/09/2012

Margaret Mauldin  
Instruction Office Specialist  
Cerro Coso Community College  
3000 College Heights Blvd. Ridgecrest, CA 93555

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **CERTIFICATE OF ACHIEVEMENT:12 to fewer than 18 semester (or 18 to fewer than 27 quarter) units** in **Office Clerk** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **051400** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **CERTIFICATE OF ACHIEVEMENT:12 to fewer than 18 semester (or 18 to fewer than 27 quarter) units** in **Office Clerk** with program control number **31064**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
<b>UPDATES:</b>		
❖ CCCAOE	Burks	Burks- CCCAOE President Elect
❖ Chancellor's Office Update	Vito	Handouts provide Laura Casillas, <a href="mailto:lcasilla@cccoco.edu">lcasilla@cccoco.edu</a> gave updates on CTE Transition Grant, 2011-12 application deadline June 15 <sup>th</sup> . All five areas need to be addressed, if not, explanation required.
❖ SB70 Project Directors	Pehkonen	RCCD/MJJC held Tribal Leadership (5/12-13) for 150 faculty, counselors & principals. 4 <sup>th</sup> Counselor Conclave set for 10/06 at SB Hilton, Contact- Wendy Zinn(char) <a href="mailto:wzinn@sbccd.edu">wzinn@sbccd.edu</a> for information. SB 70 Directors meeting to resume in the Fall from 1:30pm to 3:00pm on DRC meeting days.
❖ Regional Consortium		
➤ Budget Reduction/Implication for 2011/12	Pehkonen	Budget reduced by 16k Professional Development dollars reduced to \$1,000 per college.
➤ Meeting Calendar 2011/12	Pehkonen	2011-12 Meeting Dates: October 3, 2011; October 19-21, 2011 (CCCAOE) November 28, 2011; February 1-2, 2012; March 5, 2012; April 30, 2012
➤ Press Releases	Lindstrom	13 Press Releases published Contacts- Zhenya Lindstrom, <a href="mailto:elindstr@sbccd.edu">elindstr@sbccd.edu</a> Lauren McSherry, <a href="mailto:lauren@businesscopywriter.net">lauren@businesscopywriter.net</a>
<b>TASKFORCES:</b> Committees agree to meet twice and report out before Regional retreat in February 2012		
❖ The Outland Empire (Gap Analysis)	Karnes, Eaves, Jaramillo, Lindstrom, Schiel, Brown(G)	New member: Melynie Schiel Committee chair still needed
❖ Git 'er Donel (Regional Marketing)	<b>Eaves</b> , Dixon, Fleming, Conner, Simmons, Smith, Goetzle	No report
❖ Who's Who in the Zoo (Identify new CTE people in region, welcome, etc.)	<b>Burks</b> , Johnson, O'Conner, Yamamoto, Fisher, Valcarcel,	Ongoing contact with new CTE people in the region.
❖ Grants R Us (Identify funding opportunities)	<b>Levesque</b> , Dutton, Camak, Isaac, Grajeda, Pehkonen, Luther, Carter, Sanchez	No report.
❖ High Energy	<b>Smith</b> , Karnes	No report Next Meeting, 10/3/11 San Bernardino Hilton <i>Have a great summer</i>

**DESERT REGIONAL CONSORTIUM MEETING  
HILTON – SAN BERNARDINO**

May 23, 2011

10:30 A.M. – 1:30 P.M.

**MINUTES - DRAFT**

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
<b>WELCOME &amp; INTRODUCTIONS PROGRAM</b>	Vito	30 in attendance
❖ <b>Dual Enrollment</b>	Tom Spillman, MSJC <a href="mailto:tspillman@msjc.edu">tspillman@msjc.edu</a>	gave a PowerPoint presentation on how Dual Enrollment is meeting the 2020 vision for the nation and California, in Strengthen Student Success. Handout provided.
<b>REVIEW MINUTES/AGENDA</b>	Vito	April 4, 2011 Minutes approved (M/S/C Johnson/Burk) Abstained: Munsey/Yamamoto
<b>REPORTS FROM BREAKOUTS:</b>		
❖ <b>Economic Development/Contract Ed</b>	Levesque	Decrease in attendance is a concern.
❖ <b>CaIWORKs</b>	Valcarcel/Dutton	Regional Train the Trainer institute June 3 <sup>rd</sup> .
❖ <b>CTE Deans</b>	Johnson	New member- Dr. Joseph Morris (VVC) <a href="mailto:joseph.morris@vvc.edu">joseph.morris@vvc.edu</a> <u>Program Approvals</u> <u>First read:</u> -SBVC- Med. Insurance Billing & Coding Certificate -SBVC- Med. Administrative Assistant Certificate <u>Second Read:</u> -Palo Verde- Child Development-Master Teacher Certificate -Barstow- Medical Office Technology, Degree Both First & Second: -Barstow- Web Master-Certificate, -Barstow- Business Information System-Certificate & Degree -Moreno Valley- Speech-Language Pathology Assist. Certificate & Degree. <u>Tabled:</u> -MSJC- Viticulture, Enology & Wine Technology Certificate -Norco- Game Audio Certificate & Degree -Norco- Game Design Certificate & Degree -Cerro Coso (4 Programs) Certificates <u>Follow-up /Action needed:</u> Joyce Johnson agreed to follow up with Mary O'Connor regarding having the Academic Senate and/or HWI coordinate a statewide effort to standardize Medical Assistant Program requirements (similar to the standardization of Early Childhood Program)

## PROGRAM OF STUDY

### CC Office Clerk Cert Certificate of Achievement

OFFICE CLERK CERTIFICATE: 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.

### Career Opportunities in Business Office Technology

Employment preparation for such careers as Office Clerk, Receptionist, Data entry clerk, Mail room clerk, Sales clerk, Filing clerk, Inventory clerk, Counter clerk, Clerk I.

**Complete all of the following core courses:**

BSAD C070	Business Mathematics	3
BSOT C131	Basic Computer Keyboarding	1
BSOT C154	Office Personnel Seminar	3
BSOT C127	MS PowerPoint	1
CSCI C070	Computer Literacy	1
CSCI C121	Beginning Word	1
CSCI C123	Beginning Excel	1
CSCI C125	Beginning Access	1

---

**Total Units**

**12**

PID 451

## DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

### Criteria A. Appropriateness to Mission

1. Statement of goals and objectives for existing program, including new changes.

**Department Mission:** The Department of Business and Information Technology mission is to provide computer information systems, business office technology, paralegal studies, as well as business administration and computer science transfer preparation; vocational business and computer technology education; employment retraining and computer literacy skills. We support lifelong learning and participation in a technological world. We respond to the business training and information technology needs of the community and empower students with the skills they need to be successful in the modern business environment.

**Program Mission:** The Business Office Technology Program mission is to provide an environment and curriculum designed to equip learners with the skills necessary to compete for employment in an entry-level administrative assistant position while encouraging a desire for life-long learning.

Business Office Technology Program Outcomes have been determined through observation and analysis of business and industry standards for office managers, administrative assistants, and clerks, with the goal of ensuring appropriate levels of competency in a range of strengths necessary to perform professionally and effectively in today's workplace. Each of the courses required to complete the degree is an integral part of a carefully chosen selection of elements representing competencies desired by employers and required for individuals to begin or maintain a career in today's dynamic business office. The program provides a solid environment for learners to engage with mastery performance of relevant business office skills, as well as problem solving, critical thinking, and demonstration of work ethic to the standard of what is appropriate to be successful in the field. Program rigor and scope is consistent with similar programs in the state, nationally, and internationally. Course outcomes are created and observed to guide teaching and learning activities with a goal to ensure that achievement is measured by appropriate mastery of the topics listed in the current course outlines of record. Course outlines of record are updated within appropriate title five timelines, including when changes in the workplace precipitate addition or removal of study topics, or an evolution of available teaching resources provides opportunity for a significant shift in delivery that is deemed to be beneficial to the learning process.

2. Catalog description for existing program, including new option.

**PROGRAM NAME:** BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

**PROGRAM DESCRIPTION:** (60 units total, 30 units in the major) This program 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 business office. Attention to detail, a professional work ethic, and an ability to communicate effectively with others are fostered throughout.

**BUSINESS OFFICE TECHNOLOGY CERTIFICATE** (30 units): Any learner completing the courses required for the major qualifies for a certificate in Business Office Technology.

**ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT:** (18 Units) This certificate represents that the learner is equipped with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Learners master skills in communication, bookkeeping, and an essential selection of intermediate computer applications for business. The Office Assistant Certificate is earned after completion of the following courses. This certificate is also appropriate for individuals who are re-training in current uses of intermediate level computer applications for the business office.

**OFFICE CLERK CERTIFICATE OF ACHIEVEMENT: (12 Units)** This certificate represents that the learner is prepared to perform basic competencies as an entry level office clerk whether or not the individual has previous

office experience. This certificate of achievement is designed to provide a foundation of introductory but essential office skills for individuals who are considering a career in office administration or for those who require computer, communication, and business orientation skills to increase employability in a variety of fields.

3. New program requirements.

**PROGRAM NAME:** BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

**PROGRAM DESCRIPTION:** (60 units total, 30 units in the major) This program 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 business office. Attention to detail, a professional work ethic, and an ability to communicate effectively with others are fostered throughout.

**COURSES:**

Complete all of the following courses:

Course Number	Course Name	Units
BSAD C070	Business Mathematics	3
BSAD C072	Introduction to Accounting	3
BSAD C100	Introduction to Business	3
BSAD C145	Business Communication	3
BSOT C154	Office Personnel Seminar	3
BSOT C133	Advanced Keyboarding	1
CSCI C070	Computer Literacy	1
CSCI C121	Beginning Word	1
CSCI C151	Intermediate Word	1
CSCI C161	Advanced Word	1
CSCI C123	Beginning Excel	1
CSCI C153	Intermediate Excel	1
CSCI C125	Beginning Access	1
CSCI C155	Intermediate Access	1
BSOT C127	MS PowerPoint	1
CSCI C171	Introduction to Internet	1

26

Select at least 4 units from the following courses:

Course Number	Course Name	Units
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	Occupational Career Work Experience	1-3



PROGRAM LEARNING OUTCOMES AND ASSESSMENT: Upon successful completion of the program, the student will be able to

- A. 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. This will be assessed by final exams in all courses in the program.
- B. Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports appropriate for the intended audience. This will be assessed by final exams in all courses in the program.
- C. 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. This will be assessed by final exams in all courses in the program.
- D. Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable. This will be assessed by final comprehensive project.
- E. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files. This will be assessed by final exams in all courses in the program.
- F. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas. This will be assessed by assignments in all courses in the program.

Courses	Program Learning Outcomes					
	A.	B.	C.	D.	E.	F.
BSAD C070	X		X			
BSAD C072				X		
BSAD C100	X					
BSAD C145	X	X				X
BSOT C133			X			
BSOT C154	X	X			X	X
CSCI C070			X		X	
CSCI C121		X	X		X	
CSCI C151		X	X		X	
CSCI C161		X	X		X	
CSCI C123			X	X	X	
CSCI C153			X	X	X	
CSCI C125			X		X	
CSCI C155			X		X	
BSOT C127			X			
CSCI C171			X			
Electives	X	X	X	X	X	

**OFFICE CLERK CERTIFICATE OF ACHIEVEMENT: (12 Units)** represents that the learner is prepared to perform basic competencies as an entry level office clerk whether or not the individual has previous office experience. This certificate of achievement is designed to provide a foundation of introductory but essential office skills for individuals who are considering a career in office administration or for those who require computer, communication, and business orientation skills to increase employability in a variety of fields.

BSOT C131	Basic Computer Keyboarding	1
BSOT C154	Office Personnel Seminar	3
CSCI C070	Computer Literacy	1
CSCI C121	Beginning Word	1
CSCI C123	Beginning Excel	1
CSCI C125	Beginning Access	1
BSOT C127	PowerPoint	1
BSAD C070	Business Mathematics	3

---

12

**PROGRAM LEARNING OUTCOMES AND ASSESSMENTS:** Upon successful completion of the Office Clerk Certificate of Achievement (12 Units), the student will be able to

- A. 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. This will be assessed by final exams in all courses in the program.
- B. 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.
- C. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
- D. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.
- E. Demonstrate accuracy and efficiency using a desktop calculator to perform business mathematics calculations appropriate for routine office tasks requiring calculation.

**ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE: (18 Units)** This certificate represents that the learner is equipped with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Learners master skills in communication, bookkeeping, and an essential selection of intermediate computer applications for business. The Office Assistant Certificate is earned after completion of the following courses. This certificate is also appropriate for individuals who are re-training in current uses of intermediate level computer applications for the business office.

BSAD C070	Business Mathematics	3
BSOT C132	Intermediate Keyboarding	1
BSAD C145	Business Communication	3
BSOT C154	Office Personnel Seminar	3
BSAD C072	Introduction to Accounting	3
CSCI C151	Intermediate Word	1
CSCI C153	Intermediate Excel	1
CSCI C155	Intermediate Access	1
CSCI C171	Introduction to Internet	1
CSCI C129	Beginning MS Outlook	1
Or CSCI C135	Beginning Adobe Acrobat	1

**PROGRAM LEARNING OUTCOMES AND ASSESSMENTS:** Upon successful completion of the Administrative Office Assistant Certificate (12 Units), the student will be able to

- A. 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. This will be assessed by final exams in all courses in the program.
- B. Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports, appropriate for the intended audience.
- C. 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.
- D. Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable, using a desktop calculator.
- E. Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
- F. Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

**Optional:** Discussion of background and rationale (if needed).

The program has been designed with steps defined by the 12, 18, and 30 unit progressions to allow learners to reach levels of achievement for the wide range of work preparedness required in the field in a logical manner. The range of positions available for business office workers/assistants/managers is very diverse and requires multi-leveled range of skills, competencies, and experience.

For this reason, the program has been designed for all learners who aspire to a career in business office work at any level. Many of the courses are offered in one unit blocks allowing learners time to achieve mastery before proceeding to the next level. The three unit courses provide the time necessary to master broad topic areas such as are required for meaningful understanding and practice of business communication in the workplace, business mathematics, and introduction to accounting. The Office Personnel Seminar course consists of modules covering essential topics that are not otherwise covered in the program, plus a focus on job search and employability skills.

From the very beginning clerk with no supervisory experience and a narrow range of duties, to the assistant with a mid-level intermediate responsibility, to the administrative office manager at the higher end of the scale, the program provides achievement levels for all. This design also facilitates achievable levels of progress for the learner who discovers along the way if this is the right field for their aptitude and abilities. The BSOT program stepped design also ensures a solid base of skills are achieved, for the learner who continues in this field or and also for those who switch to a Business, Paralegal Studies, or Computer Information Systems degree or vice versa. This design accommodates the currently employed office worker who wants to upgrade and achieve new skills, as well as many who are in a situation where re-training is required because of injuries in other fields such as nursing.

The first level (12 units) allows the learner to achieve a base of competencies for initial entry level positions in office work. The next level (18 units) allows the student to reach an intermediate level of preparedness for both entry to the field as well as re-training, and the final level (30 units) allows a rounded and comprehensive preparedness for administrative assistant/office manager positions. Each level builds on the prior level, with the degree level providing fulfillment of all required program outcomes to a professional level.

Certain basic BSOT program courses are now essential elements of the Industrial Arts program core, as employers in that field are requesting common computer skills along with Word and Excel (base components of BSOT) for their employees.

## **Criteria B. Need**

5. **Enrollment and Completer Projections:** There are approximately 65 students who have declared Business Office Technology as a major through our online and on campus offerings. Of these, some will find this certificate

to be a foundation and starting point, particularly for those who are entering college for the first time or searching for employment for the first time or for re-training. . Additionally, The Owen's Valley Career Development Center in Bishop specifically targets and supports this particular certificate for tribal members who are pursuing post secondary education for the first time. This group consists of 12-20 people. Combined with other modes of delivery and sites, 15-25 completers are expected each year.

6. Place of proposed change in the curriculum – relation to existing program and options; relation to other programs at your college.

The BSOT program stepped design also ensures a solid base of skills are achieved, for the learner who continues in this field or and also for those who switch to a Business, Paralegal Studies, or Computer Information Systems degree or vice versa. This design accommodates the currently employed office worker who wants to upgrade and achieve new skills, as well as many who are in a situation where re-training is required because of injuries in other fields such as nursing. This certificate of achievement is a foundation for the Office Assistant Certificate and the Business Office Technology Certificate or Associate of Science Degree.

7. The program does not represent unnecessary duplication of training programs and other regional colleges offering a similar program are too far away to impact employer's needs in our service area.

8. Analysis of labor market need or job availability (for career technical education only).

According to the 2-Year Occupational Review for Business Office Technology, completed in Fall 2010, the number of jobs in our region in the fields of Executive secretaries and administrative assistants and Secretaries (except legal, medical and executive) totals 876 in 2010 and is projected to 952 in 2015 indicating a 9% increase. The projected number of new openings is 28.

Business Office Technology is expanding to meet the documented labor market demand for degree and certificate completers. The actual number of people completing the degree or a certificate in the past five years is 14, plus three individuals completed a lower unit certificate and a degree. In the Cerro Coso service area there are many known jobs that are not documented because employer's corporate offices are out of state. For example, office positions required by aerospace contractors, the naval air warfare center at China Lake, and even our own Cerro Coso Community College classified office positions are not captured in reporting systems because the corporate offices are located outside our service area. We are expecting to increase completers to fill these and other known service area needs as the program is gaining momentum in both certificate and Business Office Technology Associate of Science Degree completers.

### **Criteria C. Curriculum Standards**

9. Transfer applicability to **two** 4-year institutions (if applicable).

**Attachment:** Course outlines for required courses (required for all applications).

**Attachment:** Articulation Agreements (if applicable).

### **If applicable to revised program:**

10. **Criteria D-Adequate Resources:** Facilities, additional faculty, and new equipment or library resources  
This certificate already exists at the local level and resources are adequate. In addition to the online offerings, courses in this certificate are currently offered on campus at IWV, at the computer lab at Kern River Valley campus and on site at the Owen's Valley Career Development Center in Bishop. There is no need to change or add facilities. Equipment in on campus labs is included with the IT replacement cycle for the respective classrooms. This program has one full time faculty member and approximately five to ten adjuncts who teach Business Office Technology classes throughout the region at IWV, Bishop, KRV, and online.

11. **Criteria E-Compliance:** Enrollment restrictions and licensing or accreditation standards



Desert Regional Consortium  
c/o Riverside Community College  
4800 Magnolia Avenue  
Riverside, CA 92506-1299  
Phone (951) 222-8026  
Fax (951) 222-8877

#### Member Colleges

Barstow Community College  
Cerro Coso Community College  
Chaffey College  
College of the Desert  
Copper Mountain College  
Crafton Hills College  
Mt. San Jacinto College  
Palo Verde College  
Riverside Community College  
San Bernardino Valley College  
Victor Valley Community College

#### Vision

Premier source for facilitating  
quality educational and  
training opportunities for the  
Inland Empire/Desert Region.

#### Mission

To:

- ♦ communicate
- ♦ coordinate
- ♦ collaborate
- ♦ promote and plan

career and technical  
education and workforce &  
economic development in the  
Inland Empire/Desert Region.

DATE: October 13, 2011  
TO: Saily Montemayor Lenz  
California Community Colleges Chancellors Office  
FROM: Joyce Johnson, Chair  
Region IX Occupational Deans  
RE: **Regional Certificate/Degree Approval**

At the October 3, 2011 meeting of the Desert Regional Consortium CTE Deans subcommittee, Cerro Coso College sought regional recommendation for the following certificate and/or degree:

**BSOT Welding Technology Certificate**  
**BSOT Paralegal Studies Certificate**  
**BSOT Office Clerk Certificate**  
**BSOT Administrative Office Assistant**

The CTE Deans subcommittee carefully reviewed this proposal and determined that this program represents an effort to meet the labor market needs for entry-level and career positions that are in demand in this area and does not represent unnecessary duplication of programs already in existence at other regional community colleges.

As a result, the full membership of the Desert Regional Consortium voted on October 3, 2011 to recommend program approval for the above referenced program.

If you have any questions about the Desert Regional Consortium program approval process, please contact me.

  
\_\_\_\_\_  
Joyce Johnson, Chair  
Region IX, Occupational Deans  
Mt San Jacinto College  
(951) 639-5350  
[jajohnso@msjc.edu](mailto:jajohnso@msjc.edu)



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 01/16/2012
--

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	1928	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		050100
<b>C</b>	Local Title	Business Administration	Business Administration AA
<b>D</b>	Units for Degree Major or Area of Emphasis	21 to 21	21 to 21.00
	Total Units for Degree		60 to 60.00
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.A. DEGREE
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>03/14/2012</u>		<u>Dr. Corey Marvín</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

Margaret Mauldin  
Instruction Office Specialist  
Cerro Coso Community College  
3000 College Heights Blvd. Ridgecrest, CA 93555

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **A.A. DEGREE** in **Business Administration** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **050100** with **TRANSFER** status.

- **A.A. DEGREE** in **Business Administration** with program control number **1928**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin



# PROGRAM OF STUDY

## CC Business Administration AA Degree Program

BUSINESS ADMINISTRATION ASSOCIATE OF ARTS DEGREE 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 CCCC may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and [www.assist.org](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 [www.assist.org](http://www.assist.org) to determine any limitations on Pass/No pass grading in major preparation courses.

## Career Opportunities in Business Administration

Transfer preparation for such majors as . . .

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 see a counselor for more information about Prerequisite Challenge.

### Complete all of the following courses.

		<b>Units</b>
BSAD C101	Financial Accounting	4
BSAD C102	Managerial Accounting	4
CSCI C101	Intro to Computer Info Systems	3
ECON C102	Macro-Economics	3
ECON C103	Micro-Economics	3
MATH C121	Elem. Probability & Statistics	4
		21

Total: 42 - 39

Complete one of the following general education patterns:

A. IGETC—Intersegmental General Education Transfer Curriculum

B. CSU General Education Breadth

C. Cerro Coso Local General Education Pattern

---

**Total Units**

**21**

PID 538

## Program Learning Outcomes

**A** . Demonstrate a general understanding of the nature of business.

*Assessment:* The average score for all participants will be 70% or higher

**B .** Apply critical thinking skills (analysis, synthesis, evaluation) to technical and economic issues in a business environment.  
*Assessment:* The average score for all participants will be 70% or higher

**C .** Recognize skills necessary to function effectively in the global economy  
*Assessment:* The average score for all participants will be 70% or higher

## Program Matrix

Courses	Program Learning Outcomes		
	A	B	C
BSAD C101	X	X	X
BSAD C102	X	X	X
CSCI C101		X	X
ECON C102	X	X	X
ECON C103	X	X	X
MATH C121		X	X

## Planning Summary

### Program Cover

---

<b>Recommended T.O.P. Code</b>	050100
<b>Units for Degree Major or Area of Emphasis</b>	25
<b>Total Units for Degree</b>	60
<b>Required Units-Certificate</b>	25
<b>Projected Annual Completers</b>	15
<b>Projected Net Annual Labor Demand (CTE)</b>	Unknown
<b>Estimated FTE Faculty Workload</b>	13.2 in Business Programs
<b>Number of New Faculty Positions</b>	1 in Business Programs
<b>Est. Cost, New Equipment</b>	3,000
<b>Cost of New/Remodeled Facility</b>	0
<b>Est. Cost, Library Acquisitions</b>	300
<b>When will this program undergo review as part of college's Program Evaluation Plan?</b>	30 = Spring 2016

### Need

---

<b>Enrollment and Completer Projections</b>	Sections Enrollment Students / Section 2005-2006 26 680 26.15 2006-2007 71 1697 23.90 2007-2008 73 1605 21.99 2008-2009 56 1342 23.96 226 5324 23.56 Business Programs Awards, Certificates 2006-2009 2006 2007 2008 2009 Total Percentage 050100 Business 7 16 8 5 36 21% Business Admin 13 17 11 12 53 31% 050200 Accounting 1 1 1% 050600 Bus Management 23 18 20 12 73 43% Bus Mgmt/Small Bus 4 1 5 3% 050640 Small Bus Mgmt/Entr 1 1 2 1% Total 49 51 40 30 170
<b>Place of Program in Curriculum/Similar Programs</b>	The business programs serve students throughout the College's service area by providing degrees, certificates, and general interest courses. The programs are similar to others offered within the department (Business Office Technology, Computer Science, and Computer Information Systems) and share several courses in common. Each, however, serves a specific niche for work and for transfer to other institutions.
<b>'Similar Programs at other colleges in service area</b>	The program is similar to programs at BC, PC, and AVC.

<b>Labor Market Information &amp; Analysis (CTE only)</b>	See attached 2 Year Program Review.
<b>Employer Survey (CTE only)</b>	n/a
<b>Explanation of Employer Relationship (CTE Only)</b>	Representatives of key employers sit on advisory committees.
<b>List of Members and Advisory Committee (CTE Only)</b>	On file with Dean's Office.
<b>Recommendations of Advisory Committee (CTE Only)</b>	The various business programs and courses have been updated for currency and appropriateness for workforce training within the College service area. Employer input has been gathered at Advisory Committee meetings over the years. The department is currently working toward creation of small Advisory Committees at the Colleges delivery sites.

## **Adequate Resources**

---

<b>Library and/or Learning Resources Plan</b>	n/a
<b>Facilities and Equipment Plan</b>	Overall, except for the use of interactive television room, the Business programs do not have unusual demands for resources. All full time faculty have offices and access to computers and adequate classrooms for instruction. Computers, projection equipment, and interactive television equipment are in need of updating for currency.  Because the Business and Information Technology department is comprised of several program areas, the individual cost of the Business programs is difficult to break out from overall department expenses; therefore, the information available may reflect some overlap with other department expenditures. We would like to request that the financial data be more accurately coded to reflect actual program expenses. This will facilitate more relevant and accurate reporting for all program areas.
<b>Financial Support Plan</b>	
<b>Faculty Qualifications and Availability</b>	Most courses in the program require a Masters Degree in Business Administration. Faculty are spread through day, afternoon, evening, and online courses based on availability.

## **Compliance**

---

<b>Based on model curriculum (if applicable)</b>	n/a
<b>Licensing or Accreditation Standards</b>	n/a
<b>Student Selection and Fees</b>	n/a

## **Conditions of Enrollment**



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 01/16/2012
--

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	10976	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		050500
<b>C</b>	Local Title	Business	Business
<b>D</b>	Units for Degree Major or Area of Emphasis	28 to 28	25 to 25
	Total Units for Degree		60 to 60
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.S. DEGREE
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- Required signature page
- For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.
- Course Outline of Record for Each Course

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>03/14/2012</u>		<u>Dr. Corey Marvin, V.P.</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

Academic Affairs

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Business** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Business AS Degree Program

BUSINESS ASSOCIATE OF SCIENCE DEGREE 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 [www.assist.org](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.

The graduate of the AS Degree Program program in CC Business will:

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.** Demonstrate a general understanding of the nature of business.

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.** Apply critical thinking skills (analysis, synthesis, evaluation) to technical issues in a business environment.

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.** Make legal and ethical decisions in a business context

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.** Analyze the issues involved in operating a business in complex, diverse, and international environments

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.** Demonstrate an understanding of financial management

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 see a counselor for more information about Prerequisite Challenge.

**Complete all of the following courses.**

BSAD C100	Introduction to Business	3
BSAD C101	Financial Accounting	4
BSAD C110	Intro to Personal Finance	3
BSAD C131	Business Law	3
BSAD C141	Human Relations in Business	3
BSAD C152	Managing Diversity-Workplace	3
BSAD C251	Principles of Management & Org	3
CSCI C101	Intro to Computer Info Systems	3

---

**Total Units**

**25**

PID 552

## Program Learning Outcomes

**A .** Demonstrate a general understanding of the nature of business.

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**B . Apply critical thinking skills (analysis, synthesis, evaluation) to technical issues in a business environment.**

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**C . Make legal and ethical decisions in a business context**

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**D . Analyze the issues involved in operating a business in complex, diverse, and international environments**

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**E . Demonstrate an understanding of financial management**

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

## Program Matrix

Courses	Program Learning Outcomes				
	A	B	C	D	E
BSAD C100					
BSAD C101					
BSAD C110					
BSAD C131					
BSAD C141					
BSAD C152					
BSAD C251					
CSCI C101					

## Planning Summary

### Program Cover

---

<b>Recommended T.O.P. Code</b>	050100
<b>Units for Degree Major or Area of Emphasis</b>	25
<b>Total Units for Degree</b>	60
<b>Required Units-Certificate</b>	25
<b>Projected Annual Completers</b>	10
<b>Projected Net Annual Labor Demand (CTE)</b>	unknown
<b>Estimated FTE Faculty Workload</b>	13.2 in Business Programs
<b>Number of New Faculty Positions</b>	1 in Business Programs
<b>Est. Cost, New Equipment</b>	3,000
<b>Cost of New/Remodeled Facility</b>	0
<b>Est. Cost, Library Acquisitions</b>	300
<b>When will this program undergo review as part of college's Program Evaluation Plan?</b>	30 = Spring 2016



## Need

---

<b>Enrollment and Completer Projections</b>	Sections Enrollment Students / Section 2005-2006 26 680 26.15 2006-2007 71 1697 23.90 2007-2008 73 1605 21.99 2008-2009 56 1342 23.96 226 5324 23.56 Business Programs Awards, Certificates 2006-2009 2006 2007 2008 2009 Total Percentage 050100 Business 7 16 8 5 36 21% Business Admin 13 17 11 12 53 31% 050200 Accounting 1 1 1% 050600 Bus Management 23 18 20 12 73 43% Bus Mgmt/Small Bus 4 1 5 3% 050640 Small Bus Mgmt/Entr 1 1 2 1% Total 49 51 40 30 170
<b>Place of Program in Curriculum/Similar Programs</b>	The business programs serve students throughout the College's service area by providing degrees, certificates, and general interest courses. The programs are similar to others offered within the department (Business Office Technology, Computer Science, and Computer Information Systems) and share several courses in common. Each, however, serves a specific niche for work and for transfer to other institutions.
<b>'Similar Programs at other colleges in service area</b>	The program is similar to programs at BC, PC, and AVC.
<b>Labor Market Information &amp; Analysis (CTE only)</b>	Representatives of key employers sit on advisory committees.
<b>Employer Survey (CTE only)</b>	Not known at this time.
<b>Explanation of Employer Relationship (CTE Only)</b>	Representatives of key employers sit on advisory committees.
<b>List of Members and Advisory Committee (CTE Only)</b>	On file with Dean's Office.
<b>Recommendations of Advisory Committee (CTE Only)</b>	The various business programs and courses have been updated for currency and appropriateness for workforce training within the College service area. Employer input has been gathered at Advisory Committee meetings over the years. The department is currently working toward creation of small Advisory Committees at the Colleges delivery sites.

## Adequate Resources

---

<b>Library and/or Learning Resources Plan</b>	n/a
<b>Facilities and Equipment Plan</b>	Overall, except for the use of interactive television room, the Business programs do not have unusual demands for resources. All full time faculty have offices and access to computers and adequate classrooms for instruction. Computers, projection equipment, and interactive television equipment are in need of updating for currency.
<b>Financial Support Plan</b>	Because the Business and Information Technology department is comprised of several program areas, the individual cost of the Business programs is difficult to break out from overall department expenses; therefore, the information available may reflect some overlap with other department expenditures. We would like to request that the financial data be more accurately coded to reflect actual program expenses. This will facilitate more relevant and accurate reporting for all program areas.
<b>Faculty Qualifications and Availability</b>	Most courses in the program require a Masters Degree in Business Administration. Faculty are spread through day, afternoon, evening, and online courses based on availability.

## Compliance

---

<b>Based on model curriculum (if applicable)</b>	n/a
<b>Licensing or Accreditation Standards</b>	n/a
<b>Student Selection and Fees</b>	n/a

## Conditions of Enrollment



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 01/16/2012
--

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	18952	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		050500
<b>C</b>	Local Title	Business	Business
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	28 to 28	25 to 25
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>3/14/2012</u>		<u>Dr. Corey Marvin, V.P.</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

Academic Affairs

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Business** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Business Certificate of Achievement

BUSINESS CERTIFICATE OF ACHIEVEMENT 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.

The graduate of the Certificate of Achievement program in CC Business will:

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Demonstrate a general understanding of the nature of business.

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Apply critical thinking skills (analysis, synthesis, evaluation) to technical issues in a business environment.

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Make legal and ethical decisions in a business context

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Analyze the issues involved in operating a business in complex, diverse, and international environments.

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Demonstrate an understanding of financial management.

Note: Some courses within the certificate 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 see a counselor for more information about Prerequisite Challenge.

**Complete all of the following courses.**

BSAD C100	Introduction to Business	3
BSAD C101	Financial Accounting	4
BSAD C110	Intro to Personal Finance	3
BSAD C131	Business Law	3
BSAD C141	Human Relations in Business	3
BSAD C152	Managing Diversity-Workplace	3
BSAD C251	Principles of Management & Org	3
CSCI C101	Intro to Computer Info Systems	3

---

**Total Units**

**25**

PID 553

## Program Learning Outcomes

**A .** Demonstrate a general understanding of the nature of business.

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**B .** Apply critical thinking skills (analysis, synthesis, evaluation) to technical issues in a business environment.

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**C . Make legal and ethical decisions in a business context**

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**D . Analyze the issues involved in operating a business in complex, diverse, and international environments.**

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**E . Demonstrate an understanding of financial management.**

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

## Program Matrix

Courses	Program Learning Outcomes				
	A	B	C	D	E
BSAD C100					
BSAD C101					
BSAD C110					
BSAD C131					
BSAD C141					
BSAD C152					
BSAD C251					
CSCI C101					

## Planning Summary

### Program Cover

---

<b>Recommended T.O.P. Code</b>	050100
<b>Units for Degree Major or Area of Emphasis</b>	25
<b>Total Units for Degree</b>	60
<b>Required Units-Certificate</b>	25
<b>Projected Annual Completers</b>	5
<b>Projected Net Annual Labor Demand (CTE)</b>	unknown
<b>Estimated FTE Faculty Workload</b>	13.2 in Business Programs
<b>Number of New Faculty Positions</b>	1 in Business Programs
<b>Est. Cost, New Equipment</b>	3,000
<b>Cost of New/Remodeled Facility</b>	0
<b>Est. Cost, Library Acquisitions</b>	300
<b>When will this program undergo review as part of college's Program Evaluation Plan?</b>	30 = Spring 2016

### Need

---

<b>Enrollment and Completer Projections</b>	Sections Enrollment Students / Section 2005-2006 26 680 26.15 2006-2007 71 1697 23.90 2007-2008 73 1605 21.99 2008-2009 56 1342 23.96 226 5324 23.56 Business Programs Awards, Certificates 2006-2009 2006 2007 2008 2009 Total Percentage 050100 Business 7 16 8 5 36 21% Business Admin 13 17 11 12 53 31% 050200 Accounting 1 1 1% 050600 Bus Management 23 18 20 12 73 43% Bus Mgmt/Small Bus 4 1 5 3% 050640 Small Bus Mgmt/Entr 1 1 2 1% Total 49 51 40 30 170
<b>Place of Program in Curriculum/Similar Programs</b>	The business programs serve students throughout the College's service area by providing degrees, certificates, and general interest courses. The programs are similar to others offered within the department (Business Office Technology, Computer Science, and Computer Information Systems) and share several courses in common. Each, however, serves a specific niche for work and for transfer to other institutions.
<b>'Similar Programs at other colleges in service area</b>	The program is similar to programs at BC, PC, and AVC.
<b>Labor Market Information &amp; Analysis (CTE only)</b>	See attached 2 Year Program Review.
<b>Employer Survey (CTE only)</b>	n/a
<b>Explanation of Employer Relationship (CTE Only)</b>	Representatives of key employers sit on advisory committees.
<b>List of Members and Advisory Committee (CTE Only)</b>	On file with Dean's Office.
<b>Recommendations of Advisory Committee (CTE Only)</b>	The various business programs and courses have been updated for currency and appropriateness for workforce training within the College service area. Employer input has been gathered at Advisory Committee meetings over the years. The department is currently working toward creation of small Advisory Committees at the Colleges delivery sites.

## **Adequate Resources**

---

<b>Library and/or Learning Resources Plan</b>	n/a
<b>Facilities and Equipment Plan</b>	Overall, except for the use of interactive television room, the Business programs do not have unusual demands for resources. All full time faculty have offices and access to computers and adequate classrooms for instruction. Computers, projection equipment, and interactive television equipment are in need of updating for currency.  Because the Business and Information Technology department is comprised of several program areas, the individual cost of the Business programs is difficult to break out from overall department expenses; therefore, the information available may reflect some overlap with other department expenditures. We would like to request that the financial data be more accurately coded to reflect actual program expenses. This will facilitate more relevant and accurate reporting for all program areas.
<b>Financial Support Plan</b>	
<b>Faculty Qualifications and Availability</b>	Most courses in the program require a Masters Degree in Business Administration. Faculty are spread through day, afternoon, evening, and online courses based on availability.

## **Compliance**

---

<b>Based on model curriculum (if applicable)</b>	n/a
<b>Licensing or Accreditation Standards</b>	n/a
<b>Student Selection and Fees</b>	n/a

## **Conditions of Enrollment**



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO Contact Person Margaret Mauldin  
 District KERN Phone # (760) 384-6257  
 Date Form Submitted June 26, 2012 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
Spring 2012

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	1933	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		051400
<b>C</b>	Local Title	Business Office Technology	Business Office Technology
<b>D</b>	Units for Degree Major or Area of Emphasis	30 to 30	30 to 30
	Total Units for Degree		60 to 60
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.S. DEGREE
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*



### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>6/26/2012</u>		<u>Dr. Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME
	Vice President of Academic Affairs	

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

# PROGRAM OF STUDY

## CC Business Office Technology AS Degree Program

**BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE** is designed for students preparing for challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, and bookkeeping in order to meet the needs of the technologically dynamic office.

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.

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 the documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.

### This program prepares students for careers in Business Office Technology

office assistant, receptionist, data entry clerk, mail room clerk, sales clerk, filing clerk, inventory clerk, counter clerk, clerk I, clerk II, bookkeeper, accounts receivable clerk, accounts payable clerk, payroll clerk, office manager entry level

#### Complete all of the following courses (26 units):

BSOT C100	Introduction to Business Office Technology	3
BSAD C070	Business Mathematics	3
BSAD C072	Introduction to Accounting	3
BSAD C145	Business Communication	3
BSOT C133	Advanced 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 C161	Advanced Word	1
CSCI C123	Beginning Excel	1
CSCI C153	Intermediate Excel	1
CSCI C125	Beginning Access	1
CSCI C155	Intermediate Access	1
BSOT C127	MS PowerPoint	1
BSOT C132	Inter Computer Keyboarding	1

Total: 26

#### Select 4 units from the following 1-unit courses:

		Units
CSCI C129	Microsoft Outlook	1
CSCI C135	Beginning Adobe Acrobat	1
CSCI C163	Advanced Excel	1
CSCI C165	Advanced Access	1
CSCI C171	Introduction to the Internet and the World Wide Web	1

Total: 5

Complete general education requirements and electives for a minimum of 60 total units.

Units

Total: 30

---

**Total Units**

**60**

## Program Learning Outcomes

**A** . 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.

*Assessment: n/a*

**B** . Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports appropriate for the intended viewing audience.

*Assessment: n/a*

**C** . Select, apply, and adapt computer software tools such as word processing, spreadsheet, database, accounting, presentation, and desktop publishing, to business related tasks and assess the logic of the results.

*Assessment: n/a*

**D** . Analyze and record a variety of business financial transactions including but not limited to petty cash, accounts receivable, accounts payable, payroll, and process through the accounting cycle from journalizing to financial statements.

*Assessment: n/a*

**E** . Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve both hard copy and electronic files.

*Assessment: n/a*

**F** . Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

*Assessment: n/a*

## Program Matrix

Courses	Program Learning Outcomes					
	A	B	C	D	E	F
BSAD C070				X		
BSAD C072				X		
BSAD C145	X	X				X
BSOT C100	X	X				
BSOT C127			X			
BSOT C132			X			
BSOT C133			X			
BSOT C154	X	X	X		X	X
CSCI C070			X			
CSCI C121			X		X	
CSCI C123			X		X	
CSCI C125			X		X	
CSCI C129			X		X	
CSCI C135			X		X	
CSCI C151			X		X	
CSCI C153			X		X	
CSCI C155			X		X	
CSCI C161			X		X	
CSCI C163			X		X	
CSCI C165			X		X	
CSCI C171			X		X	

# Planning Summary

## Program Cover

<b>Recommended T.O.P. Code</b>	0514.00
<b>Units for Degree Major or Area of Emphasis</b>	30
<b>Total Units for Degree</b>	60
<b>Required Units-Certificate</b>	30
<b>Projected Annual Completers</b>	10
<b>Projected Net Annual Labor Demand (CTE)</b>	28
<b>Estimated FTE Faculty Workload</b>	2.0
<b>Number of New Faculty Positions</b>	0
<b>Est. Cost, New Equipment</b>	0
<b>Cost of New/Remodeled Facility</b>	0
<b>Est. Cost, Library Acquisitions</b>	0
<b>When will this program undergo review as part of college's Program Evaluation Plan?</b>	70 = Fall      2011

## Need

<b>Enrollment and Completer Projections</b>	Approximately 65 students declared Business Office Technology as a major in 2010. Of these, some will find this certificate to be an attainable goal for those who are upgrading job skills while working and those who are re-entering the workforce with some experience. Additionally, The Owen's Valley Career Development Center in Bishop specifically targets and supports BSOT certificates for tribal members who are pursuing post-secondary education for the first time.
<b>Place of Program in Curriculum/Similar Programs</b>	This degree is a next step up for completers of the Office Clerk Certificate of Achievement and the Office Clerk Certificate of Achievement.
<b>'Similar Programs at other colleges in service area</b>	The program does not represent unnecessary duplication of training programs and other regional colleges offering a similar program are too far away to impact employer's needs in our service area.
<b>Labor Market Information &amp; Analysis (CTE only)</b>	<p>According to the 2-Year Occupational Review for Business Office Technology, completed in Fall 2010, the number of jobs in our region in the fields of Executive secretaries and administrative assistants and Secretaries (except legal, medical and executive) totals 876 in 2010 and is projected to 952 in 2015 indicating a 9% increase. The projected number of new openings is 28.</p> <p>Business Office Technology is expanding to meet the documented labor market demand for degree and certificate completers. The actual number of people completing the degree or a certificate in the past five years is 14, plus three individuals completed a lower unit certificate and a degree. In the Cerro Coso service area there are many known jobs that are not documented because employer's corporate offices are out of state. For example, office positions required by aerospace contractors, the naval air warfare center at China Lake, and even our own Cerro Coso Community College classified office positions are not captured in reporting systems because the corporate offices are located outside our service area. We are expecting to increase completers to fill these and other known service area needs as the program is gaining momentum in both certificate and Business Office Technology Associate of Science Degree completers.</p>
<b>Employer Survey (CTE only)</b>	The program area faculty meet with advisory committee members on a semester basis and as opportunity permits between scheduled meetings.
<b>Explanation of Employer Relationship (CTE Only)</b>	Owens Valley Career Development Center, Bishop: Gina Jones, Director Owens Valley Career Development Center, Bishop: Joanie Hansen Milcorp: Frankie Kleinback Alta One Federal Credit Union: Heather Sharey or replacement Jacobs Industries: Lorna Hall Toss Employment Agency: Scherrie Coffland Adjuncts currently with related industry: Margaret Porter, Heather Freeman, Matt Hightower (Business programs full-time faculty) Valerie Karnes (Dean of Career Technical Education) Jennifer Schwerin (Job development specialist).
<b>List of Members and Advisory Committee (CTE Only)</b>	

**Recommendations of Advisory Committee (CTE Only)** This program is being updated with the approval and recommendation including that of the advisory committee.

## **Adequate Resources**

---

**Library and/or Learning Resources Plan** n/a

**Facilities and Equipment Plan** The labs where this program is taught on campus are part of a five-year plan for updating of computer equipment.

**Financial Support Plan** n/a

**Faculty Qualifications and Availability** This program has one full time faculty member and approximately ten adjuncts who teach Business Office Technology classes throughout the region at IWV, Bishop, KRV, and online.

## **Compliance**

---

**Based on model curriculum (if applicable)** n/a

**Licensing or Accreditation Standards** n/a

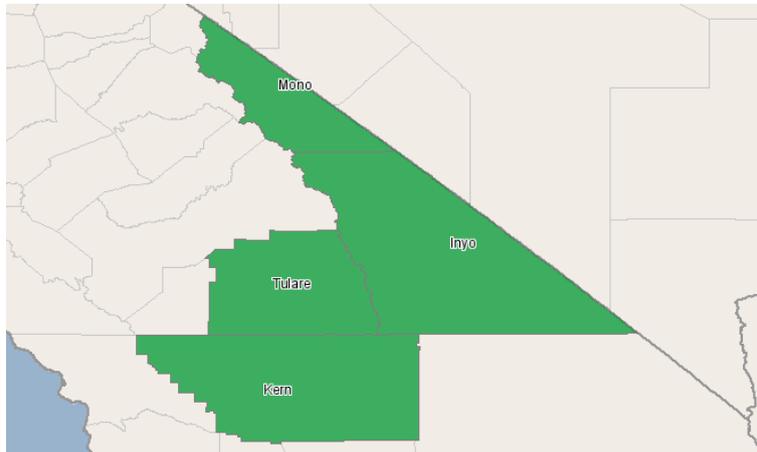
**Student Selection and Fees** n/a

## **Conditions of Enrollment**

# Kern Community College District

2100 Chester Avenue  
Bakesfield, California 93301  
661.336.5108

## Program Report



## Region Info

### Region: Four County

Description: Includes Inyo, Mono, Kern, and Tulare Counties.

County Areas: Inyo, California (6027), Kern, California (6029), Mono, California (6051), Tulare, California (6107)

## Selected Program(s)

Programs
Office Technology/Office Computer Applications (TOP 0514.00)

## Filter

Condition	Value
Education Level	Short-term on-the-job training
	Moderate-term on-the-job training
	Long-term on-the-job training
	Work experience in a related field
	Postsecondary vocational award
	Associate's degree

## Executive Summary

Program Occupations
Executive secretaries and administrative assistants (SOC 43-6011)
Secretaries, except legal, medical, and executive (SOC 43-6014)

Summary	
2010 Occupational Jobs	7,694
2015 Occupational Jobs	8,334
Total Change	641
Total % Change	8%
Current Median Hourly Earnings	\$16.51
Annual Openings	232

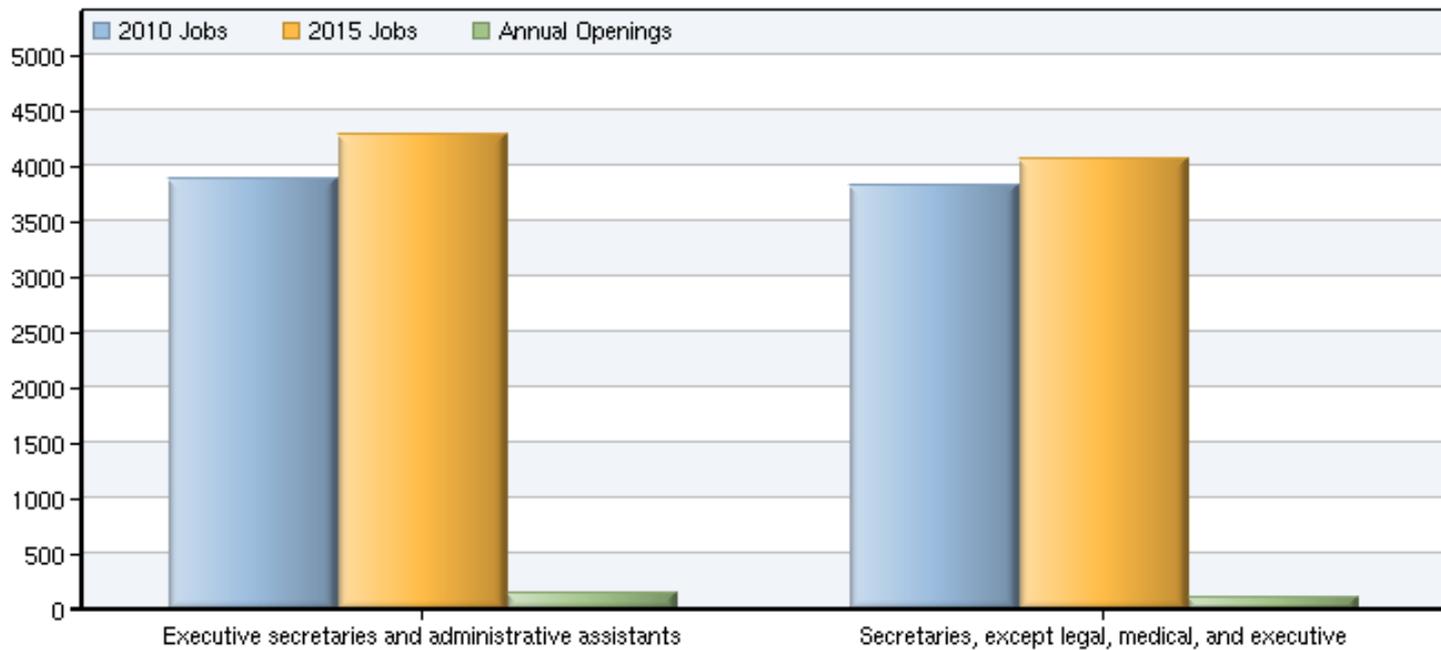
Source: EMSI Complete Employment - 2nd Quarter 2010

## Completers Breakdown

TOP Code	Title	2009 Completers, Base Institution	2009 Total Completers, Region
0514.00	Office Technology/Office Computer Applications	0	21

Source: EMSI Complete Employment - 2nd Quarter 2010

## Occupational Breakdown

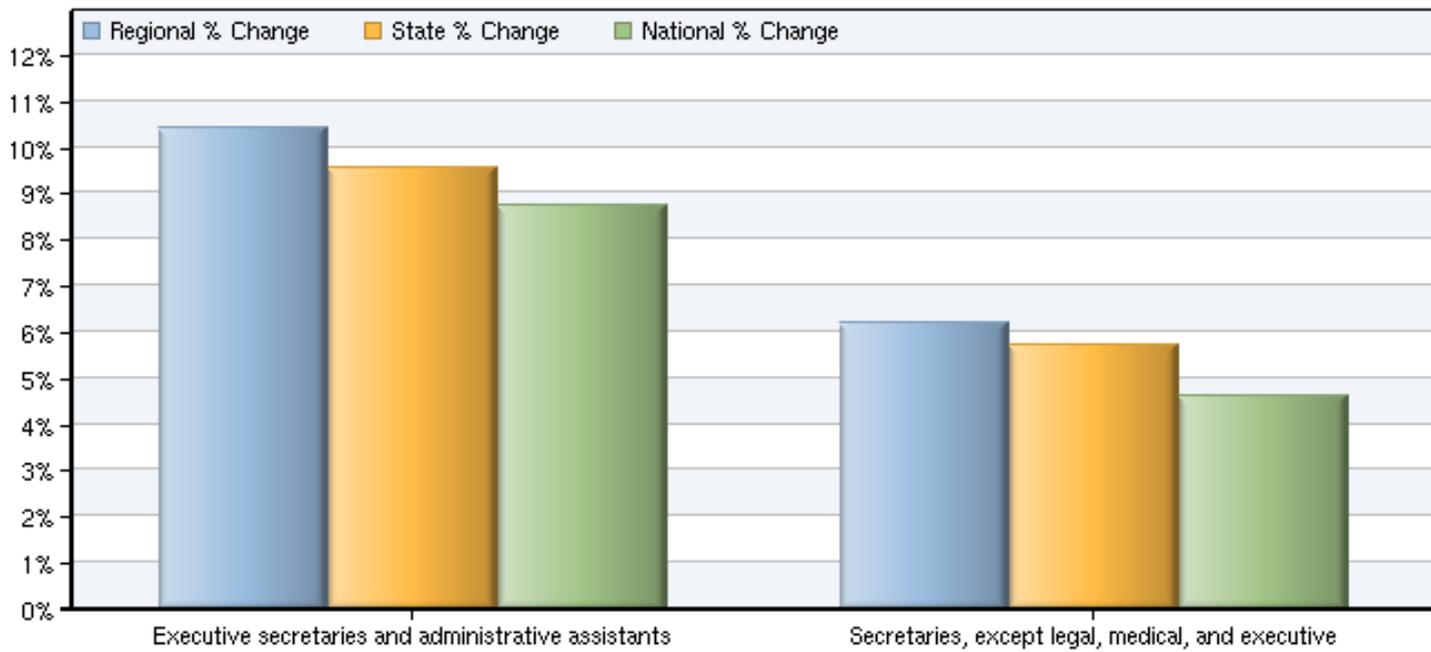


SOC Code	Description	2010 Jobs	2015 Jobs	Annual Openings	Current Hourly Earnings	Education Level
43-6011	Executive secretaries and administrative assistants	3,871	4,275	133	\$18.28	Moderate-term on-the-job training
43-6014	Secretaries, except legal, medical, and executive	3,822	4,059	99	\$14.72	Moderate-term on-the-job training
	<b>Total</b>	<b>7,694</b>	<b>8,334</b>	<b>232</b>	<b>\$16.51</b>	

Source: EMSI Complete Employment - 2nd Quarter 2010



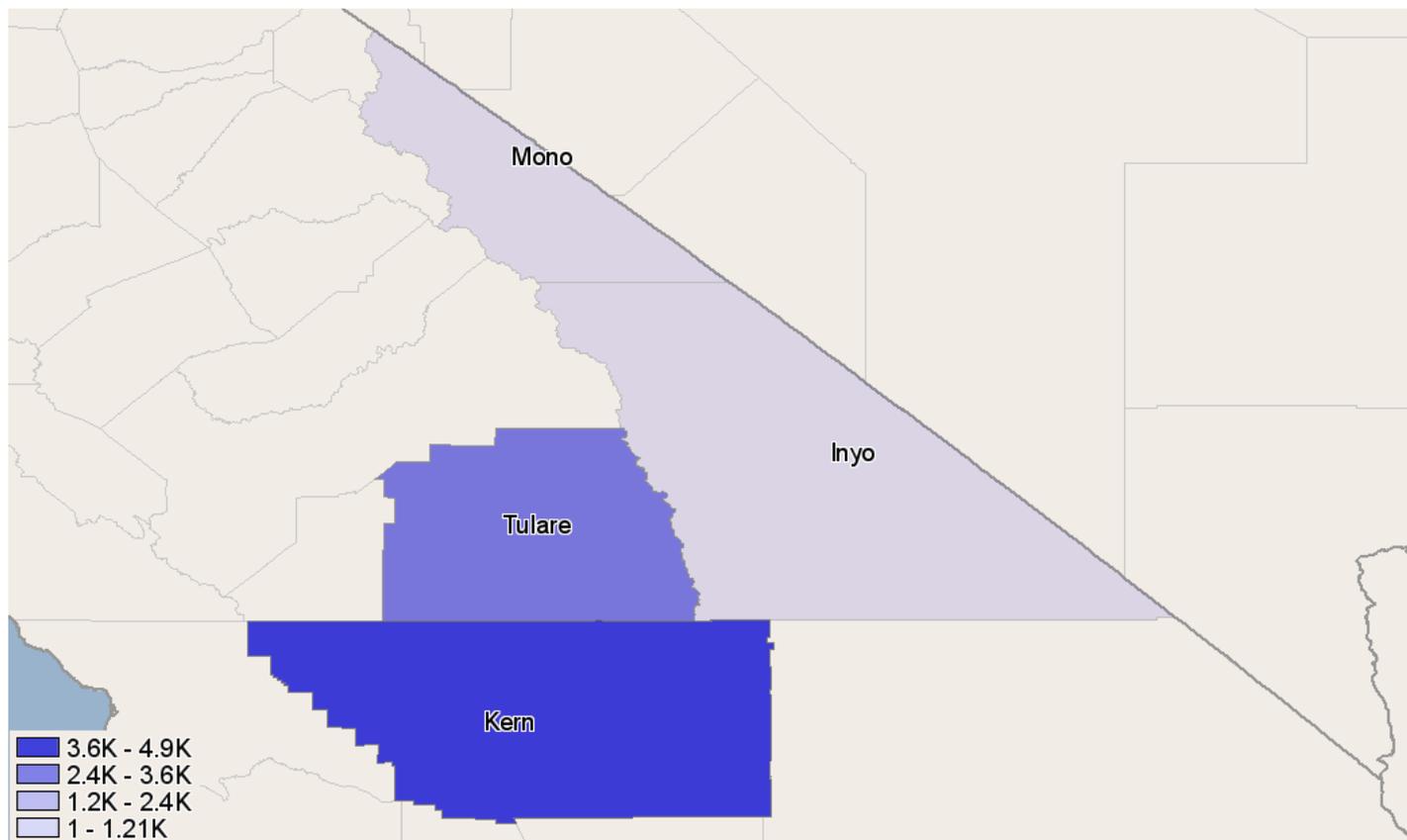
## Occupational Change



SOC Code	Description	Regional Change	Regional % Change	State % Change	National % Change
43-6011	Executive secretaries and administrative assistants	404	10%	10%	9%
43-6014	Secretaries, except legal, medical, and executive	237	6%	6%	5%

Source: EMSI Complete Employment - 2nd Quarter 2010

## Occupation Distribution



County	2010 Jobs
Kern, CA (6029)	4,841
Tulare, CA (6107)	2,436
Inyo, CA (6027)	218
Mono, CA (6051)	199

Source: EMSI Complete Employment - 2nd Quarter 2010

## Completers By Award Level

CIP Code	Title	Award Level	2009 Completers, Base Institution	2009 Total Completers, Region
0514.00	Office Technology/Office Computer Applications	Associate's degree	0	9
0514.00	Office Technology/Office Computer Applications	Award of at least 1 but less than 2 academic years	0	8
0514.00	Office Technology/Office Computer Applications	Award of less than 1 academic year	Program not in institution	4

Source: National Center for Education Statistics

# Data Sources and Calculations

## Occupation Data

Organizing regional employment information by occupation provides a workforce-oriented view of the regional economy. EMSI's occupation data are based on EMSI's industry data and regional staffing patterns taken from the Occupational Employment Statistics program (U.S. Bureau of Labor Statistics). Wage information is partially derived from the American Community Survey. The occupation-to-program (SOC-to-CIP) crosswalk is based on one from the U.S. Department of Education, with customizations by EMSI.

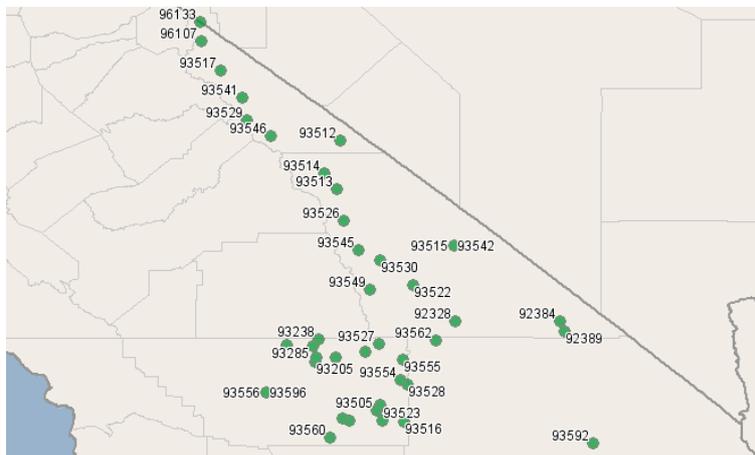
## State Data Sources

This report uses state data from the following agencies: California Labor Market Information Department.

# Kern Community College District

2100 Chester Avenue  
Bakesfield, California 93301  
661.336.5108

## Program Report



## Region Info

### Region: Cerro Coso LABOR MKT

Description: CC Labor Market includes all of Inyo & Mono Counties, and the eastern kern county cities by zip code.

ZIP Areas: 93205 (in Kern county, California), 93226 (in Kern county, California), 93238 (in Kern county, California), 93240 (in Kern county, California), 93255 (in Kern county, California), 93283 (in Kern county, California), 93285 (in Kern county, California), 93501 (in Kern county, California), 93502 (in Kern county, California), 93504 (in Kern county, California), 93505 (in Kern county, California), 93516 (in Kern county, California), 93523 (in Kern county, California), 93524 (in Kern county, California), 93527 (in Kern county, California), 93528 (in Kern county, California), 93554 (in Kern county, California), 93555 (in Kern county, California), 93556 (in Kern county, California), 93560 (in Kern county, California), 93562 (in San Bernardino county, California), 93592 (in San Bernardino county, California), 93596 (in Kern county, California)

County Areas: Inyo, California (6027), Mono, California (6051)

## Selected Program(s)

Programs
Office Technology/Office Computer Applications (TOP 0514.00)

## Filter

Condition	Value
Education Level	Short-term on-the-job training
	Moderate-term on-the-job training
	Long-term on-the-job training
	Work experience in a related field
	Postsecondary vocational award
	Associate's degree

## Executive Summary

Program Occupations
Executive secretaries and administrative assistants (SOC 43-6011)
Secretaries, except legal, medical, and executive (SOC 43-6014)

Summary	
2010 Occupational Jobs	876
2015 Occupational Jobs	958
Total Change	82
Total % Change	9%
Current Median Hourly Earnings	\$16.43
Annual Openings	28

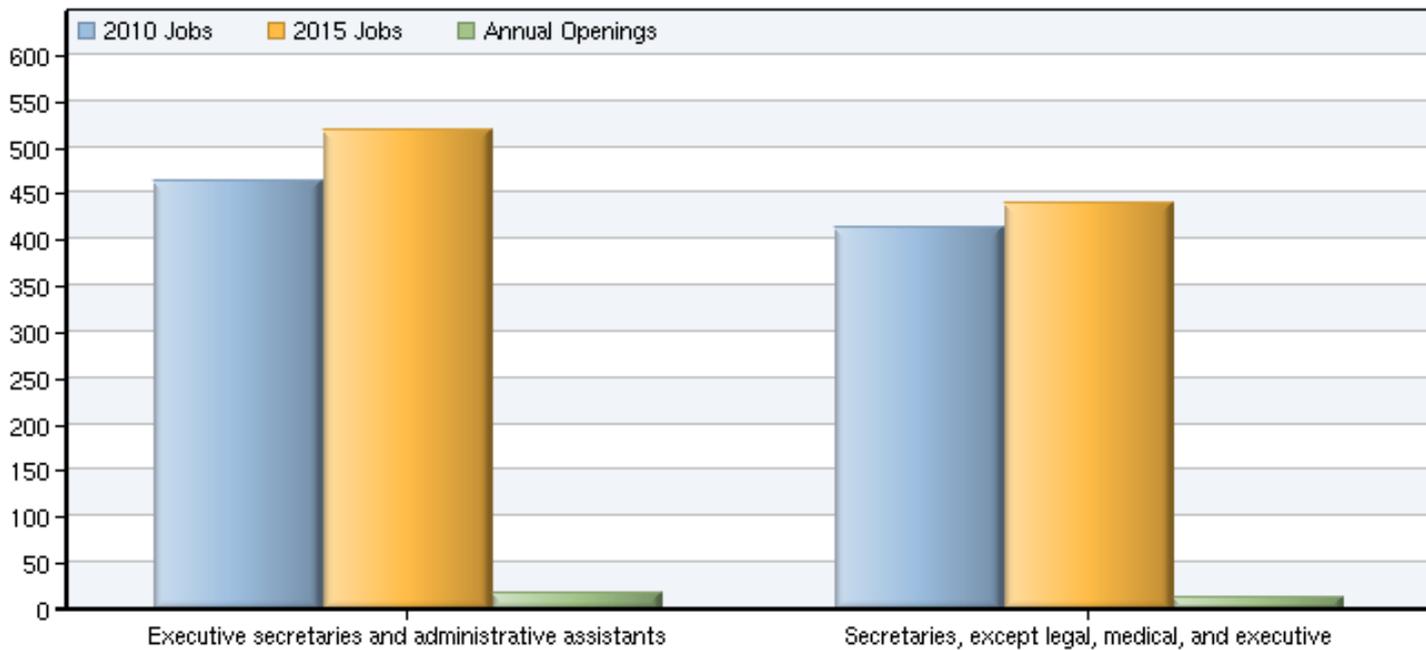
Source: EMSI Complete Employment - 2nd Quarter 2010

## Completers Breakdown

TOP Code	Title	2009 Completers, Base Institution	2009 Total Completers, Region
0514.00	Office Technology/Office Computer Applications	0	0

Source: EMSI Complete Employment - 2nd Quarter 2010

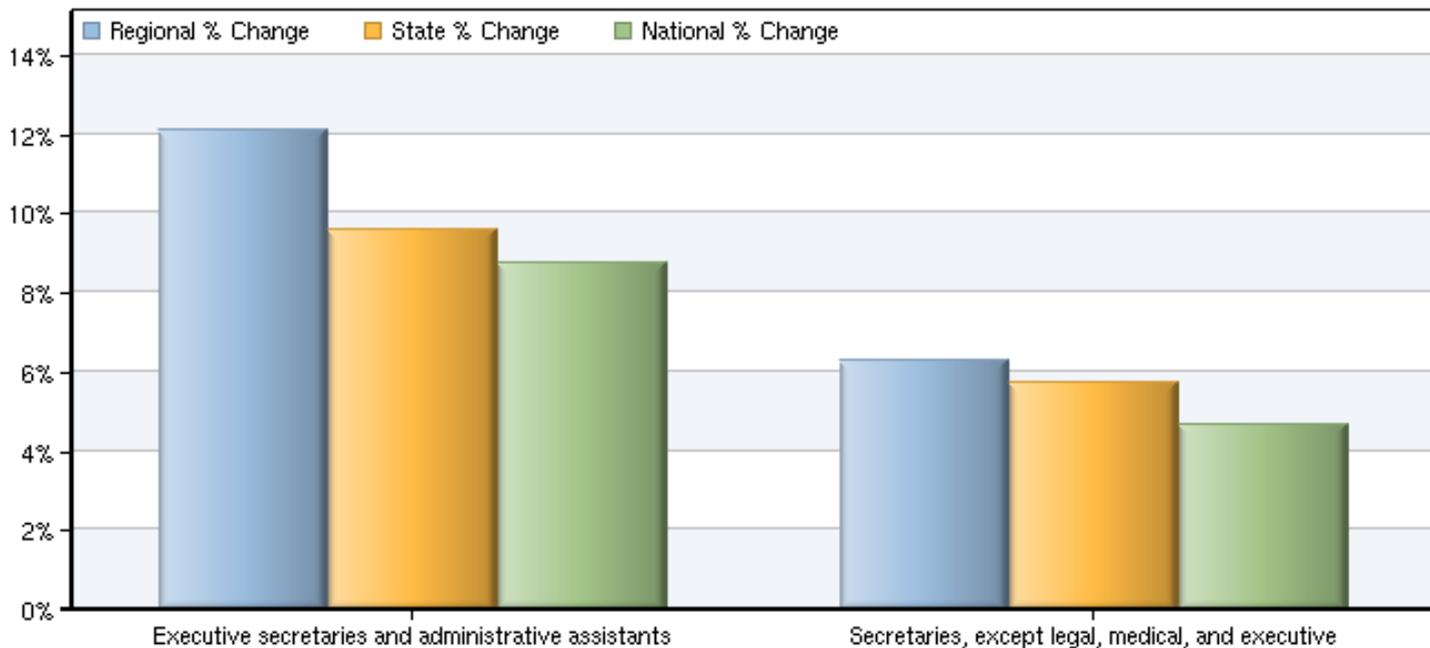
## Occupational Breakdown



SOC Code	Description	2010 Jobs	2015 Jobs	Annual Openings	Current Hourly Earnings	Education Level
43-6011	Executive secretaries and administrative assistants	463	519	17	\$18.43	Moderate-term on-the-job training
43-6014	Secretaries, except legal, medical, and executive	413	439	11	\$14.18	Moderate-term on-the-job training
	<b>Total</b>	<b>876</b>	<b>958</b>	<b>28</b>	<b>\$16.43</b>	

Source: EMSI Complete Employment - 2nd Quarter 2010

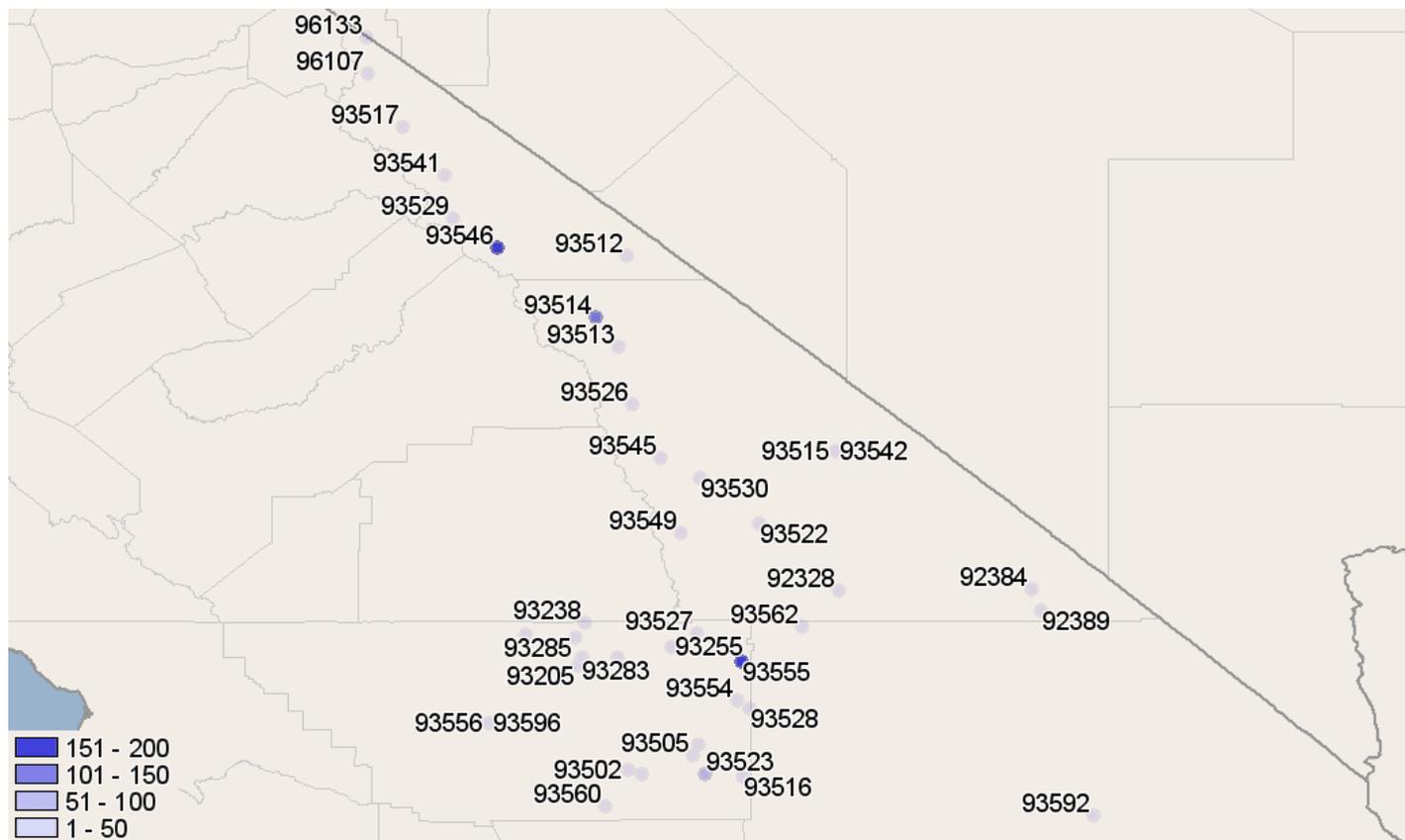
## Occupational Change



SOC Code	Description	Regional Change	Regional % Change	State % Change	National % Change
43-6011	Executive secretaries and administrative assistants	56	12%	10%	9%
43-6014	Secretaries, except legal, medical, and executive	26	6%	6%	5%

Source: EMSI Complete Employment - 2nd Quarter 2010

## Occupation Distribution



ZIP Code	2010 Jobs
93555 Ridgecrest (in Kern county, CA)	179
93546 Mammoth Lakes (in Mono county, CA)	155
93514 Bishop (in Inyo county, CA)	128
93523 Edwards (in Kern county, CA)	62
93560 Rosamond (in Kern county, CA)	35
93501 Mojave (in Kern county, CA)	34
93545 Lone Pine (in Inyo county, CA)	31
93517 Bridgeport (in Mono county, CA)	30
93526 Independence (in Inyo county, CA)	29
93240 Lake Isabella (in Kern county, CA)	28
93524 Edwards (in Kern county, CA)	26
93505 California City (in Kern county, CA)	26
93504 California City (in Kern county, CA)	17
93516 Boron (in Kern county, CA)	13
93562 Trona (in San Bernardino county, CA)	11
92328 Death Valley (in Inyo county, CA)	<10
93238 Kernville (in Kern county, CA)	<10
93529 June Lake (in Mono county, CA)	<10
93513 Big Pine (in Inyo county, CA)	<10
93515 Bishop (in Inyo county, CA)	<10
92384 Shoshone (in Inyo county, CA)	<10
93285 Wofford Heights (in Kern county, CA)	<10
93527 Inyokern (in Kern county, CA)	<10
93283 Weldon (in Kern county, CA)	<10
93541 Lee Vining (in Mono county, CA)	<10
93556 Ridgecrest (in Kern county, CA)	<10



93502 Mojave (in Kern county, CA)	<10
96107 Coleville (in Mono county, CA)	<10
93512 Benton (in Mono county, CA)	<10
93549 Olancha (in Inyo county, CA)	<10
96133 Topaz (in Mono county, CA)	<10
93592 Trona (in San Bernardino county, CA)	<10
93205 Bodfish (in Kern county, CA)	<10
93226 Glennville (in Kern county, CA)	<10
93554 Randsburg (in Kern county, CA)	<10
92389 Tecopa (in Inyo county, CA)	<10
93255 Onyx (in Kern county, CA)	<10
93522 Darwin (in Inyo county, CA)	<10
93596 Boron (in Kern county, CA)	0
93530 Keeler (in Inyo county, CA)	0
93542 Little Lake (in Inyo county, CA)	0
93528 Johannesburg (in Kern county, CA)	0

Source: EMSI Complete Employment - 2nd Quarter 2010

# Data Sources and Calculations

## Occupation Data

Organizing regional employment information by occupation provides a workforce-oriented view of the regional economy. EMSI's occupation data are based on EMSI's industry data and regional staffing patterns taken from the Occupational Employment Statistics program (U.S. Bureau of Labor Statistics). Wage information is partially derived from the American Community Survey. The occupation-to-program (SOC-to-CIP) crosswalk is based on one from the U.S. Department of Education, with customizations by EMSI.

## State Data Sources

This report uses state data from the following agencies: California Labor Market Information Department.



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted June 26, 2012

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
05/11/2012

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	20629	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		051400
<b>C</b>	Local Title	Business Office Technology	Business Office Technology-
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	30 to 30	30 to 30
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO

District KERN

SIGNATURES

6/26/2012  
DATE

  
SIGNATURE, CHIEF INSTRUCTIONAL OFFICER  
Vice President of Academic Affairs

Dr. Corey J. Marvin  
TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

# PROGRAM OF STUDY

## CC Business Office Technology- Certificate of Achievement

**BUSINESS OFFICE TECHNOLOGY CERTIFICATE** is designed to prepare learners for employment in challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, office procedures, and bookkeeping in order to meet the needs of the technologically dynamic office. Complete each course to be applied toward the certificate with a "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

### This program prepares students for careers in Business Office Technology

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

**Complete all the following courses (twenty-six (26) units):**

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

Total: 26

**Select at least four (4) units from the following courses:**

		<b>Units</b>
CSCI C129	Microsoft Outlook	1
CSCI C135	Beginning Adobe Acrobat	1
CSCI C163	Advanced Excel	1
CSCI C165	Advanced Access	1
CSCI C171	Introduction to the Internet and the World Wide Web	1

Total: 5

---

**Total Units**

**31**

PID 575

### Program Learning Outcomes

**A** . 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.  
*Assessment:* This will be assessed by final exams in all courses in the program.

**B .** Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports appropriate for the intended audience.

*Assessment:* This will be assessed by final exams in all courses in the program.

**C .** 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.

*Assessment:* This will be assessed by final exams in all courses in the program.

**D .** Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable.

*Assessment:* This will be assessed by final comprehensive project.

**E .** Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.

*Assessment:* This will be assessed by final exams in all courses in the program.

**F .** Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

*Assessment:* This will be assessed by assignments in all courses in the program.

## Program Matrix

Courses	Program Learning Outcomes					
	A	B	C	D	E	F
BSAD C070	X		X			
BSAD C072				X		
BSAD C145	X	X				X
BSOT C100	X	X				X
BSOT C127		X	X		X	
BSOT C132						
BSOT C133			X			
BSOT C154	X	X			X	X
CSCI C070			X			X
CSCI C121		X	X		X	
CSCI C123			X	X	X	
CSCI C125			X			X
CSCI C129	X	X	X		X	
CSCI C135	X	X	X		X	
CSCI C151		X	X		X	
CSCI C153			X	X	X	
CSCI C155			X			X
CSCI C161		X	X		X	
CSCI C163			X	X	X	
CSCI C165			X			X
CSCI C171	X	X	X			

## Planning Summary

### Program Cover

Recommended T.O.P. Code	0514.00
Units for Degree Major or Area of Emphasis	n/a
Total Units for Degree	n/a

Required Units-Certificate	30
Projected Annual Completers	15
Projected Net Annual Labor Demand (CTE)	20
Estimated FTE Faculty Workload	2.0
Number of New Faculty Positions	n/a
Est. Cost, New Equipment	n/a
Cost of New/Remodeled Facility	n/a
Est. Cost, Library Acquisitions	n/a
When will this program undergo review as part of college's Program Evaluation Plan?	70 = Fall

## **Need**

---

Enrollment and Completer Projections  
 Place of Program in Curriculum/Similar Programs  
 'Similar Programs at other colleges in service area  
 Labor Market Information & Analysis (CTE only)  
 Employer Survey (CTE only)  
 Explanation of Employer Relationship (CTE Only)  
 List of Members and Advisory Committee (CTE Only)  
 Recommendations of Advisory Committee (CTE Only)

## **Adequate Resources**

---

Library and/or Learning Resources Plan  
 Facilities and Equipment Plan  
 Financial Support Plan  
 Faculty Qualifications and Availability

## **Compliance**

---

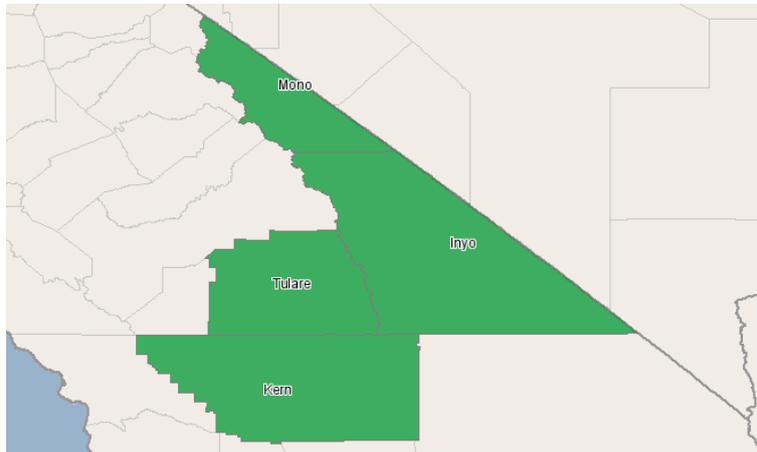
Based on model curriculum (if applicable)  
 Licensing or Accreditation Standards  
 Student Selection and Fees

## Conditions of Enrollment

# Kern Community College District

2100 Chester Avenue  
Bakesfield, California 93301  
661.336.5108

## Program Report





## Region Info

### Region: Four County

Description: Includes Inyo, Mono, Kern, and Tulare Counties.

County Areas: Inyo, California (6027), Kern, California (6029), Mono, California (6051), Tulare, California (6107)

## Selected Program(s)

Programs
Office Technology/Office Computer Applications (TOP 0514.00)

## Filter

Condition	Value
Education Level	Short-term on-the-job training
	Moderate-term on-the-job training
	Long-term on-the-job training
	Work experience in a related field
	Postsecondary vocational award
	Associate's degree

## Executive Summary

Program Occupations
Executive secretaries and administrative assistants (SOC 43-6011)
Secretaries, except legal, medical, and executive (SOC 43-6014)

Summary	
2010 Occupational Jobs	7,694
2015 Occupational Jobs	8,334
Total Change	641
Total % Change	8%
Current Median Hourly Earnings	\$16.51
Annual Openings	232

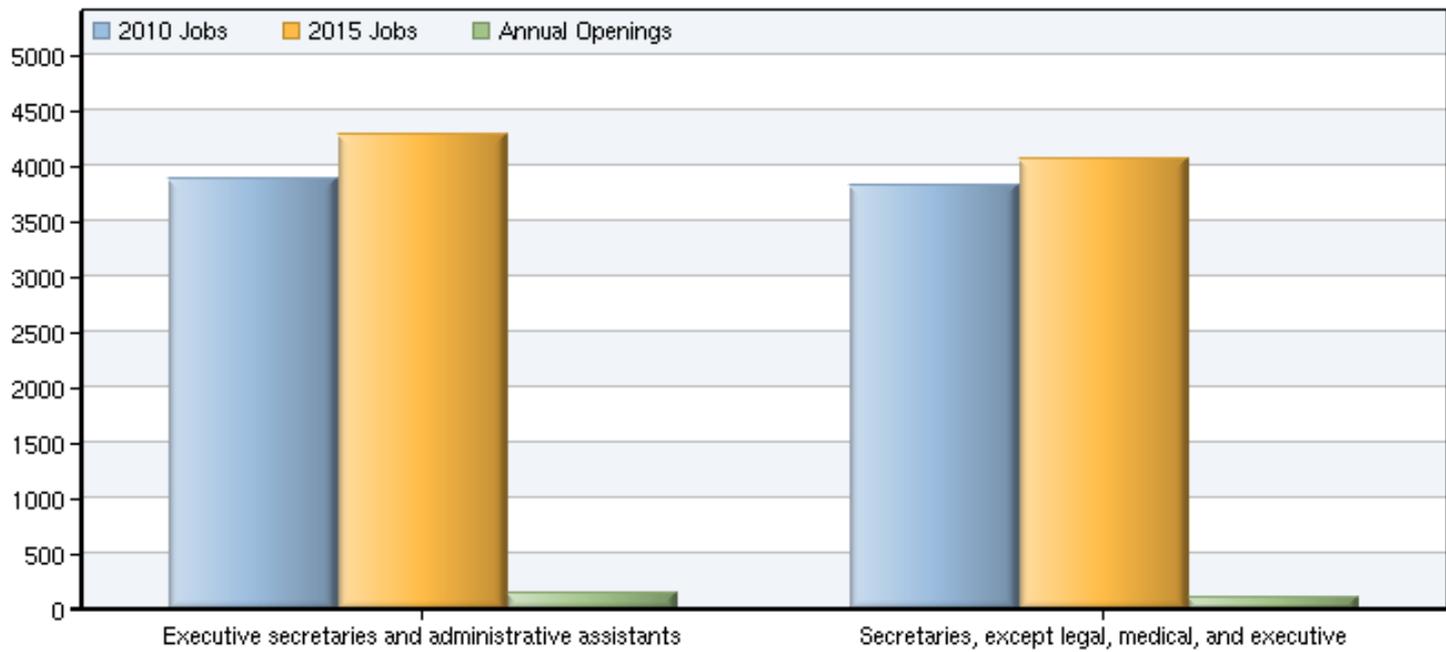
Source: EMSI Complete Employment - 2nd Quarter 2010

## Completers Breakdown

TOP Code	Title	2009 Completers, Base Institution	2009 Total Completers, Region
0514.00	Office Technology/Office Computer Applications	0	21

Source: EMSI Complete Employment - 2nd Quarter 2010

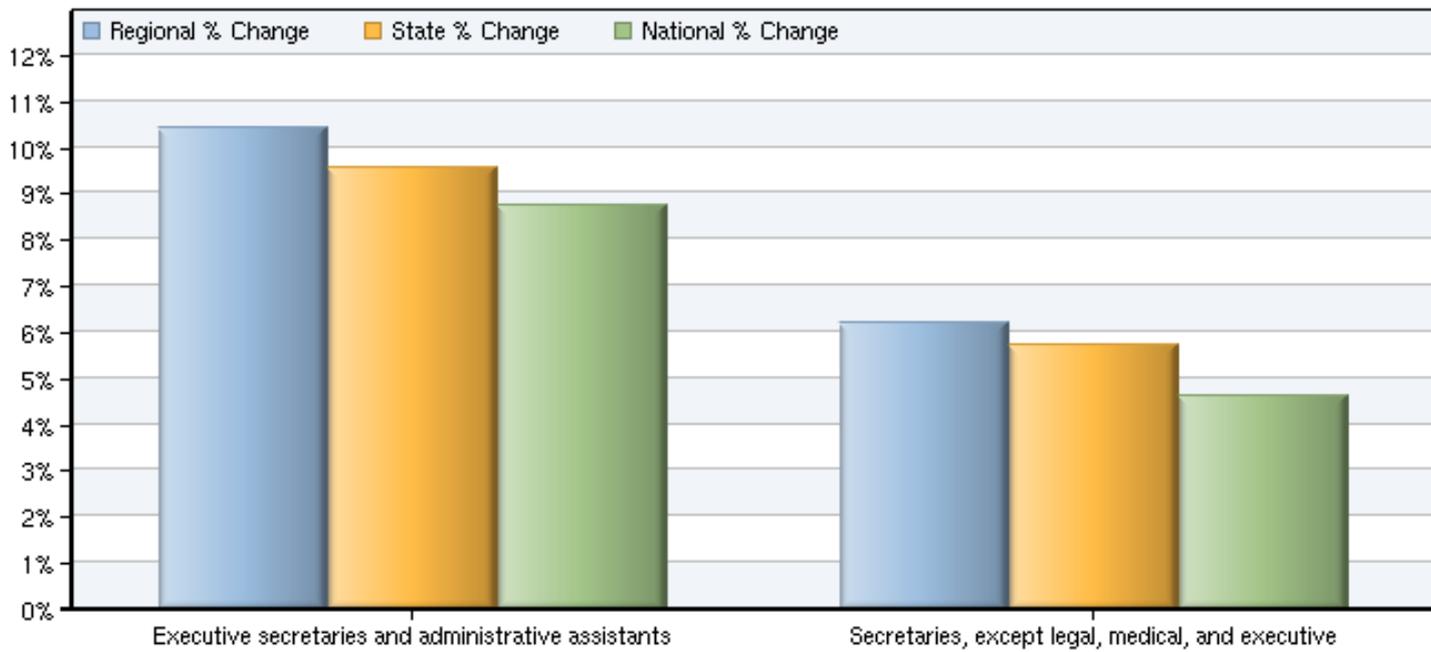
## Occupational Breakdown



SOC Code	Description	2010 Jobs	2015 Jobs	Annual Openings	Current Hourly Earnings	Education Level
43-6011	Executive secretaries and administrative assistants	3,871	4,275	133	\$18.28	Moderate-term on-the-job training
43-6014	Secretaries, except legal, medical, and executive	3,822	4,059	99	\$14.72	Moderate-term on-the-job training
	<b>Total</b>	<b>7,694</b>	<b>8,334</b>	<b>232</b>	<b>\$16.51</b>	

Source: EMSI Complete Employment - 2nd Quarter 2010

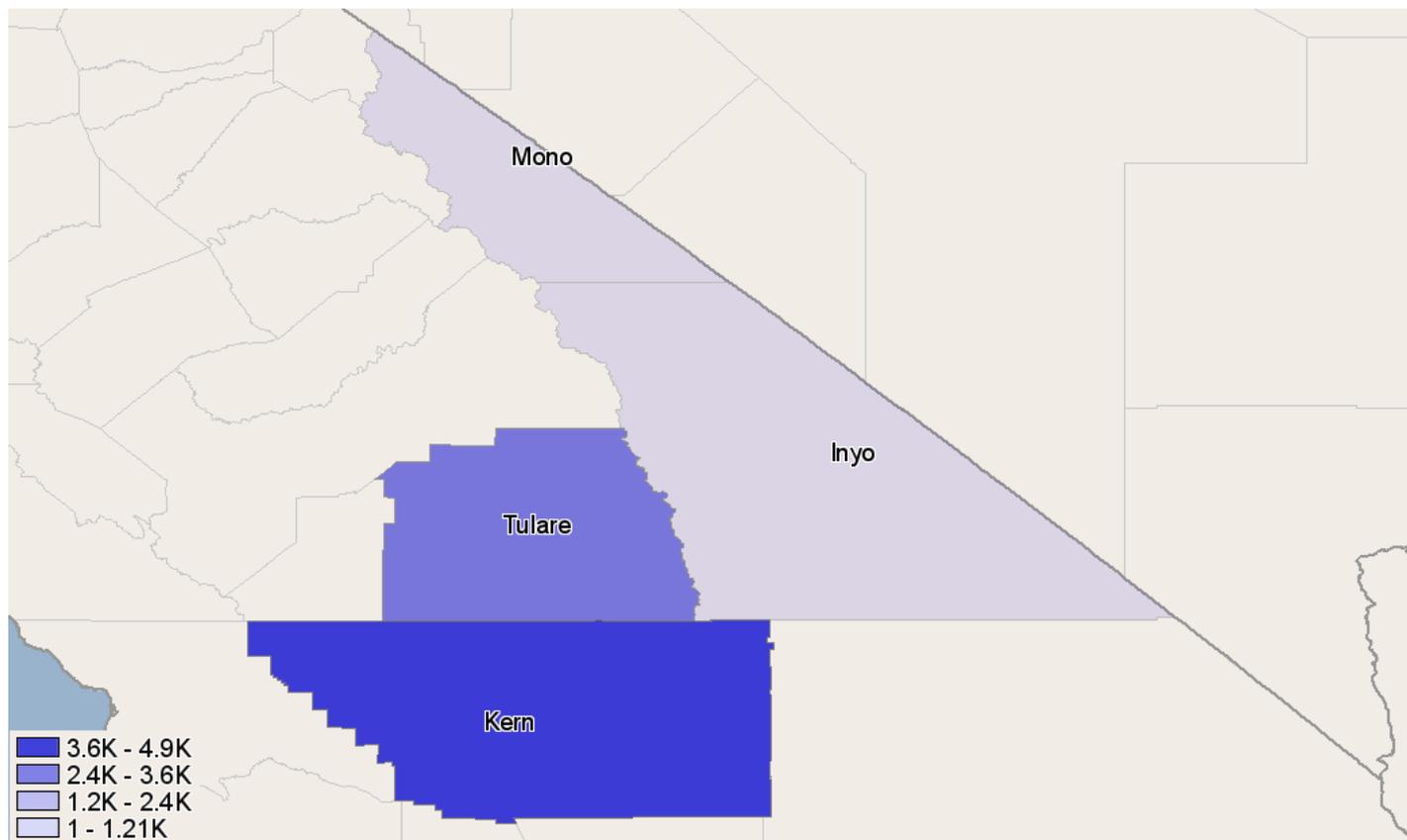
## Occupational Change



SOC Code	Description	Regional Change	Regional % Change	State % Change	National % Change
43-6011	Executive secretaries and administrative assistants	404	10%	10%	9%
43-6014	Secretaries, except legal, medical, and executive	237	6%	6%	5%

Source: EMSI Complete Employment - 2nd Quarter 2010

## Occupation Distribution



County	2010 Jobs
Kern, CA (6029)	4,841
Tulare, CA (6107)	2,436
Inyo, CA (6027)	218
Mono, CA (6051)	199

Source: EMSI Complete Employment - 2nd Quarter 2010

## Completers By Award Level

CIP Code	Title	Award Level	2009 Completers, Base Institution	2009 Total Completers, Region
0514.00	Office Technology/Office Computer Applications	Associate's degree	0	9
0514.00	Office Technology/Office Computer Applications	Award of at least 1 but less than 2 academic years	0	8
0514.00	Office Technology/Office Computer Applications	Award of less than 1 academic year	Program not in institution	4

Source: National Center for Education Statistics

# Data Sources and Calculations

## Occupation Data

Organizing regional employment information by occupation provides a workforce-oriented view of the regional economy. EMSI's occupation data are based on EMSI's industry data and regional staffing patterns taken from the Occupational Employment Statistics program (U.S. Bureau of Labor Statistics). Wage information is partially derived from the American Community Survey. The occupation-to-program (SOC-to-CIP) crosswalk is based on one from the U.S. Department of Education, with customizations by EMSI.

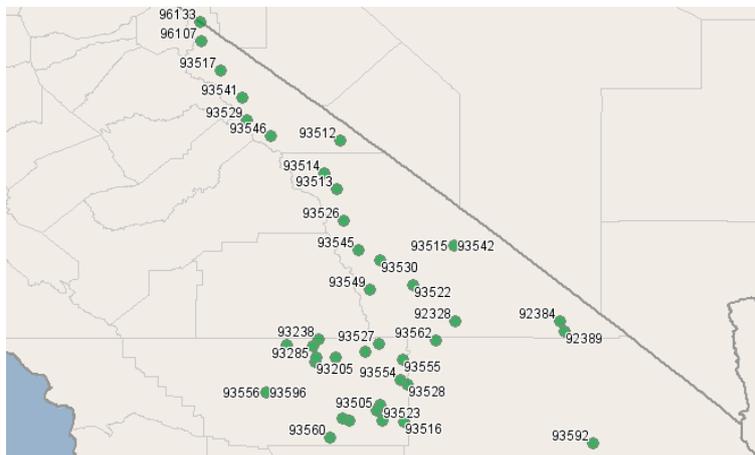
## State Data Sources

This report uses state data from the following agencies: California Labor Market Information Department.

# Kern Community College District

2100 Chester Avenue  
Bakesfield, California 93301  
661.336.5108

## Program Report



## Region Info

### Region: Cerro Coso LABOR MKT

Description: CC Labor Market includes all of Inyo & Mono Counties, and the eastern kern county cities by zip code.

ZIP Areas: 93205 (in Kern county, California), 93226 (in Kern county, California), 93238 (in Kern county, California), 93240 (in Kern county, California), 93255 (in Kern county, California), 93283 (in Kern county, California), 93285 (in Kern county, California), 93501 (in Kern county, California), 93502 (in Kern county, California), 93504 (in Kern county, California), 93505 (in Kern county, California), 93516 (in Kern county, California), 93523 (in Kern county, California), 93524 (in Kern county, California), 93527 (in Kern county, California), 93528 (in Kern county, California), 93554 (in Kern county, California), 93555 (in Kern county, California), 93556 (in Kern county, California), 93560 (in Kern county, California), 93562 (in San Bernardino county, California), 93592 (in San Bernardino county, California), 93596 (in Kern county, California)

County Areas: Inyo, California (6027), Mono, California (6051)

## Selected Program(s)

Programs
Office Technology/Office Computer Applications (TOP 0514.00)

## Filter

Condition	Value
Education Level	Short-term on-the-job training
	Moderate-term on-the-job training
	Long-term on-the-job training
	Work experience in a related field
	Postsecondary vocational award
	Associate's degree

## Executive Summary

Program Occupations
Executive secretaries and administrative assistants (SOC 43-6011)
Secretaries, except legal, medical, and executive (SOC 43-6014)

Summary	
2010 Occupational Jobs	876
2015 Occupational Jobs	958
Total Change	82
Total % Change	9%
Current Median Hourly Earnings	\$16.43
Annual Openings	28

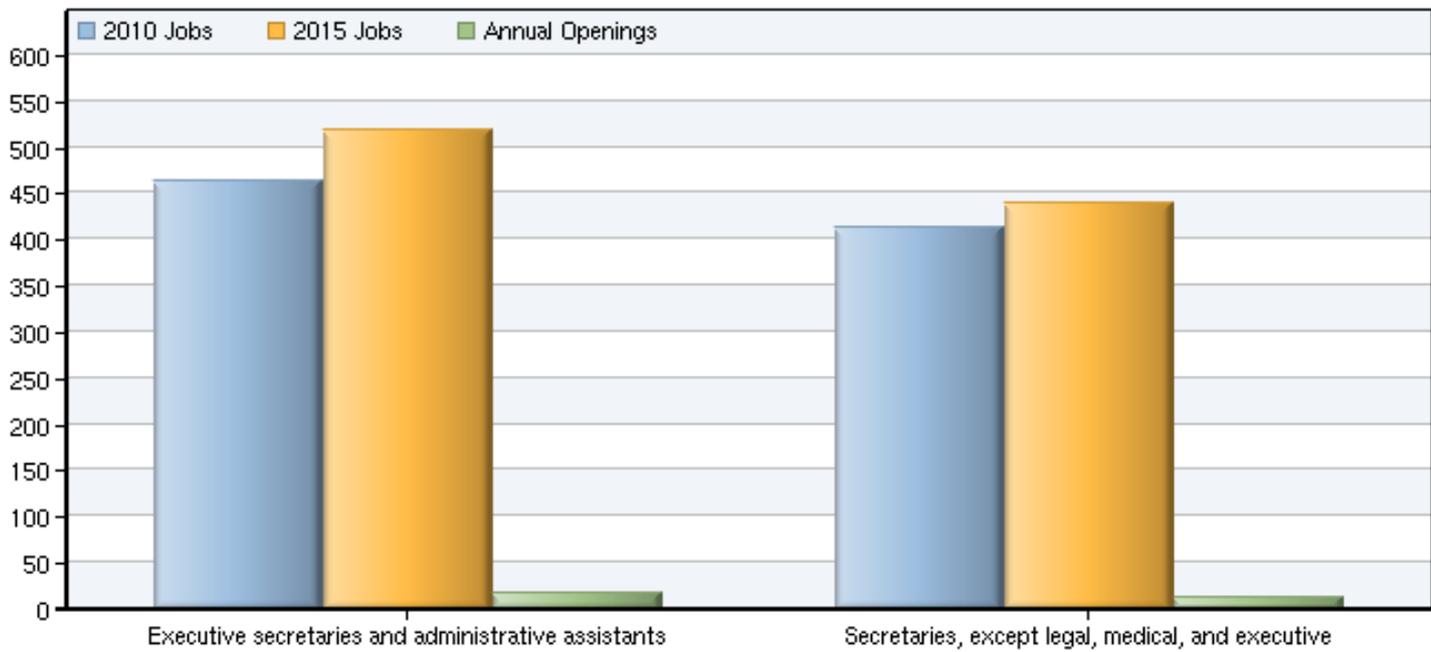
Source: EMSI Complete Employment - 2nd Quarter 2010

## Completers Breakdown

TOP Code	Title	2009 Completers, Base Institution	2009 Total Completers, Region
0514.00	Office Technology/Office Computer Applications	0	0

Source: EMSI Complete Employment - 2nd Quarter 2010

## Occupational Breakdown

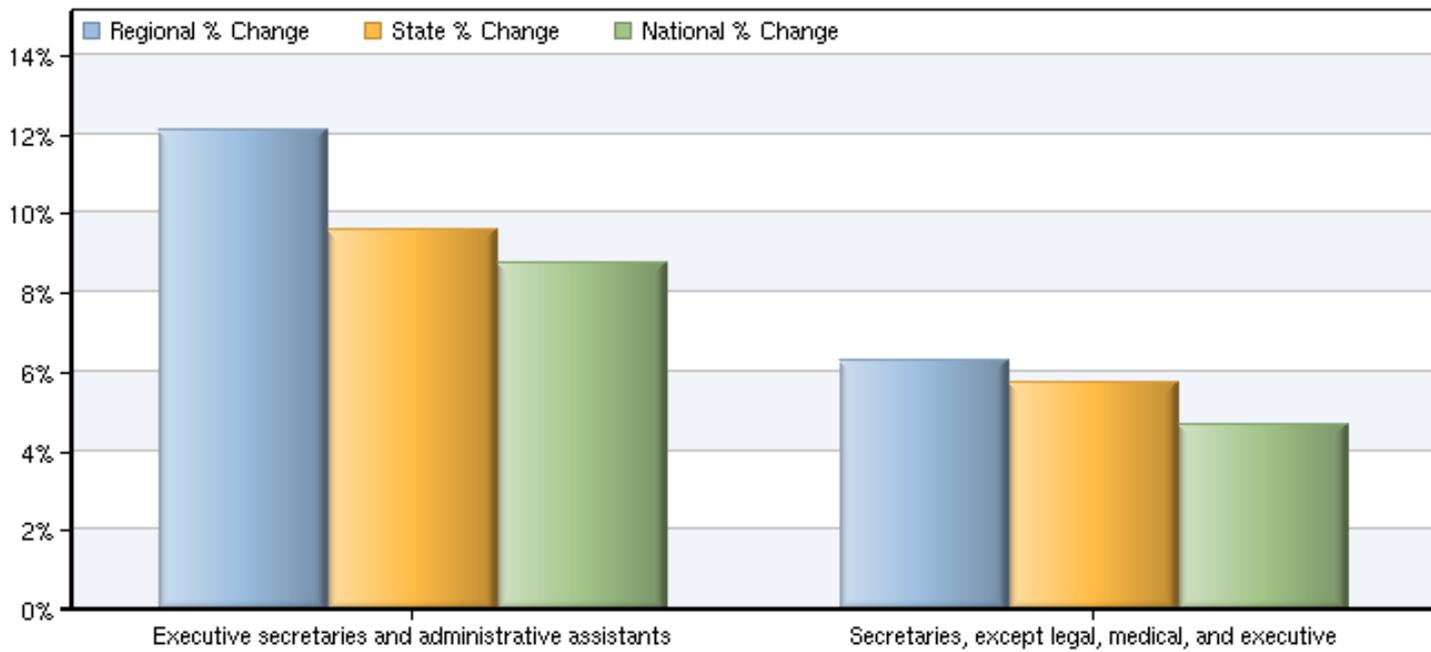


SOC Code	Description	2010 Jobs	2015 Jobs	Annual Openings	Current Hourly Earnings	Education Level
43-6011	Executive secretaries and administrative assistants	463	519	17	\$18.43	Moderate-term on-the-job training
43-6014	Secretaries, except legal, medical, and executive	413	439	11	\$14.18	Moderate-term on-the-job training
	<b>Total</b>	<b>876</b>	<b>958</b>	<b>28</b>	<b>\$16.43</b>	

Source: EMSI Complete Employment - 2nd Quarter 2010



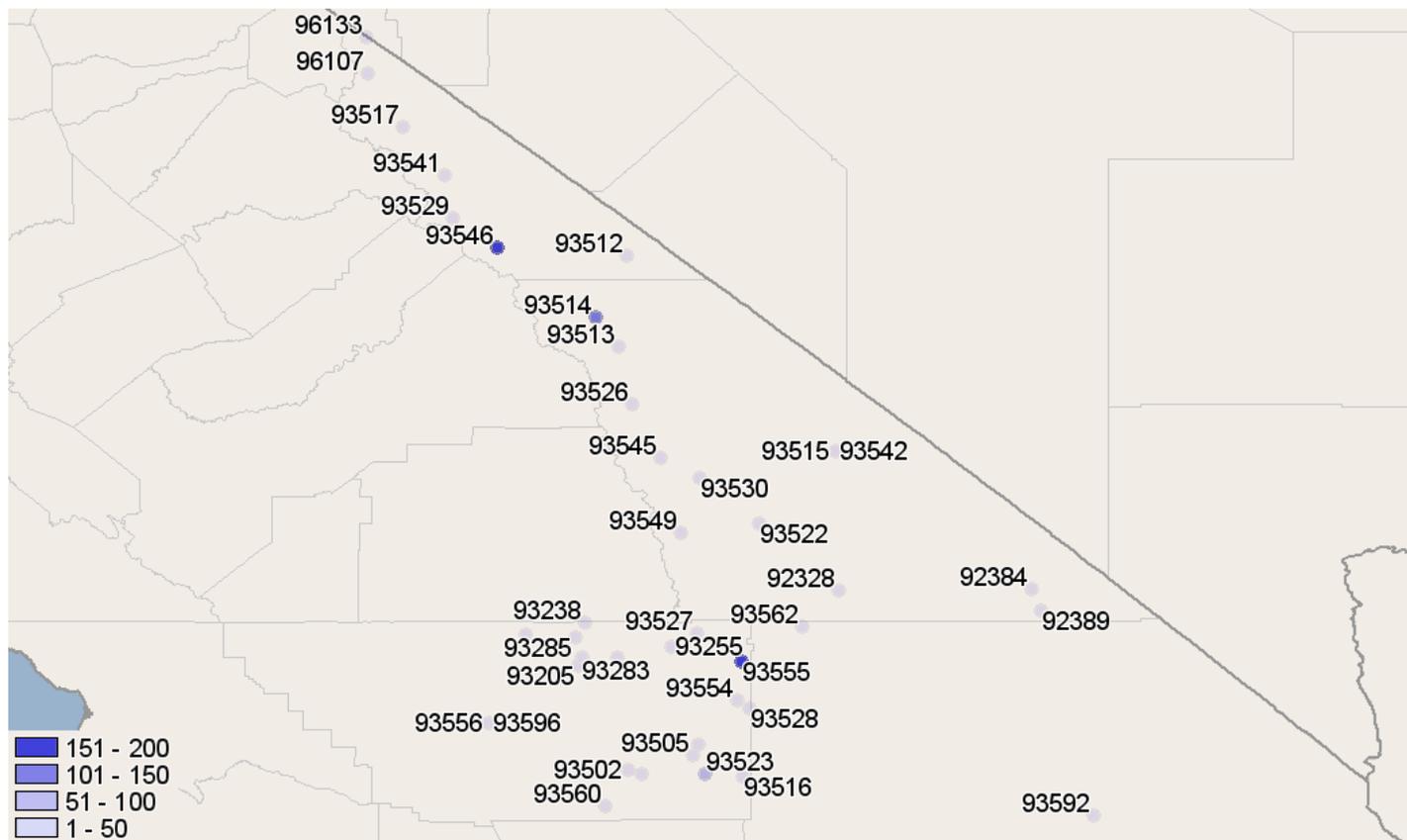
## Occupational Change



SOC Code	Description	Regional Change	Regional % Change	State % Change	National % Change
43-6011	Executive secretaries and administrative assistants	56	12%	10%	9%
43-6014	Secretaries, except legal, medical, and executive	26	6%	6%	5%

Source: EMSI Complete Employment - 2nd Quarter 2010

# Occupation Distribution



ZIP Code	2010 Jobs
93555 Ridgecrest (in Kern county, CA)	179
93546 Mammoth Lakes (in Mono county, CA)	155
93514 Bishop (in Inyo county, CA)	128
93523 Edwards (in Kern county, CA)	62
93560 Rosamond (in Kern county, CA)	35
93501 Mojave (in Kern county, CA)	34
93545 Lone Pine (in Inyo county, CA)	31
93517 Bridgeport (in Mono county, CA)	30
93526 Independence (in Inyo county, CA)	29
93240 Lake Isabella (in Kern county, CA)	28
93524 Edwards (in Kern county, CA)	26
93505 California City (in Kern county, CA)	26
93504 California City (in Kern county, CA)	17
93516 Boron (in Kern county, CA)	13
93562 Trona (in San Bernardino county, CA)	11
92328 Death Valley (in Inyo county, CA)	<10
93238 Kernville (in Kern county, CA)	<10
93529 June Lake (in Mono county, CA)	<10
93513 Big Pine (in Inyo county, CA)	<10
93515 Bishop (in Inyo county, CA)	<10
92384 Shoshone (in Inyo county, CA)	<10
93285 Wofford Heights (in Kern county, CA)	<10
93527 Inyokern (in Kern county, CA)	<10
93283 Weldon (in Kern county, CA)	<10
93541 Lee Vining (in Mono county, CA)	<10
93556 Ridgecrest (in Kern county, CA)	<10

93502 Mojave (in Kern county, CA)	<10
96107 Coleville (in Mono county, CA)	<10
93512 Benton (in Mono county, CA)	<10
93549 Olancha (in Inyo county, CA)	<10
96133 Topaz (in Mono county, CA)	<10
93592 Trona (in San Bernardino county, CA)	<10
93205 Bodfish (in Kern county, CA)	<10
93226 Glennville (in Kern county, CA)	<10
93554 Randsburg (in Kern county, CA)	<10
92389 Tecopa (in Inyo county, CA)	<10
93255 Onyx (in Kern county, CA)	<10
93522 Darwin (in Inyo county, CA)	<10
93596 Boron (in Kern county, CA)	0
93530 Keeler (in Inyo county, CA)	0
93542 Little Lake (in Inyo county, CA)	0
93528 Johannesburg (in Kern county, CA)	0

Source: EMSI Complete Employment - 2nd Quarter 2010

# Data Sources and Calculations

## Occupation Data

Organizing regional employment information by occupation provides a workforce-oriented view of the regional economy. EMSI's occupation data are based on EMSI's industry data and regional staffing patterns taken from the Occupational Employment Statistics program (U.S. Bureau of Labor Statistics). Wage information is partially derived from the American Community Survey. The occupation-to-program (SOC-to-CIP) crosswalk is based on one from the U.S. Department of Education, with customizations by EMSI.

## State Data Sources

This report uses state data from the following agencies: California Labor Market Information Department.

# PROGRAM OF STUDY

## CC Child Development AA Degree Program

**CHILD DEVELOPMENT ASSOCIATE OF ARTS DEGREE** is designed for students interested in infant, toddler, preschool or school-age education. Students may earn an A.A. 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 A.A. 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 [www.assist.org](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 [www.assist.org](http://www.assist.org) to determine any limitations on Pass/No pass grading in major preparation courses.

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

## Career Opportunities in Child Development

Transfer preparation for such fields as child development, elementary education, education.

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 & Practices of Teac	3
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, & Nutrition	3
CHDV C125	Diversity in Education	3
CHDV C200	Observation and Assessment	3
CHDV C203	Practicum - Field Experience	3

Total: 27

### Select 3 units from the following courses:

CHDV C145	Language and Literature	3
-----------	-------------------------	---

Total: 3,3 - 0,0

**Total Units****30**

PID 483

## Program Learning Outcomes

**A .** Understand, observe, analyze development from a theoretical perspective: including the realms of physical, socio-emotional, and cognitive development; from conception through adolescence.

*Assessment:* Target level of performance is that 70% of students achieve the outcome. This will be assessed with a portfolio, scored by a rubric. Data will be collected through portfolio projects in CHDV C203. Faculty will rate outcome achievement individually. Results will be aggregated.

**B .** 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.

*Assessment:* Target level of performance is that 70% of students achieve the outcome. This will be assessed with a portfolio, scored by a rubric. Data will be collected through portfolio projects in CHDV C203. Faculty will rate outcome achievement individually. Results will be aggregated.

**C .** Demonstrate classroom management skills; working with both small and large groups of children

*Assessment:* Target level of performance is that 70% of students achieve the outcome. This will be assessed with a portfolio, scored by a rubric. Data will be collected through portfolio projects in CHDV C203. Faculty will rate outcome achievement individually. Results will be aggregated.

**D .** Demonstrate an understanding of the health, safety, and nutrition requirements of programs and children from infancy through school-age.

*Assessment:* Assessment: Target level of performance is that 70% of students achieve the outcome. This will be assessed with a portfolio, scored by a rubric. Data will be collected through portfolio projects in CHDV C203.

**E .** E. Analyze assessment techniques commonly used in the field of Child Development

*Assessment:* Target level of performance is that 70% of students achieve the outcome. This will be assessed with a portfolio, scored by a rubric. Data will be collected through portfolio projects in CHDV C203.

**F .** Assess and practice a variety of program models

*Assessment:* Target level of performance is that 70% of students achieve the outcome. This will be assessed with a portfolio, scored by a rubric. Data will be collected through portfolio projects in CHDV C203. Faculty will rate outcome achievement individually. Results will be aggregated.

**G .** Address diversity issues, including special needs, with children, families, and programs in a constructive way

*Assessment:* Target level of performance is that 70% of students achieve the outcome. This will be assessed with a portfolio, scored by a rubric. Data will be collected through portfolio projects in CHDV C203. Faculty will rate outcome achievement individually. Results will be aggregated.

**H .** Take a leadership role in both the profession of Child Development and the in the community through an understanding of advocacy

*Assessment:* Target level of performance is that 70% of students achieve the outcome. This will be assessed with a portfolio, scored by a rubric. Data will be collected through portfolio projects in CHDV C203. Faculty will rate outcome achievement individually. Results will be aggregated.

## Program Matrix

Courses

Program Learning Outcomes

**Sources**

	A	B	C	D	E	F	G	H
--	---	---	---	---	---	---	---	---

CHDV C100  
 CHDV C102  
 CHDV C104  
 CHDV C106  
 CHDV C111  
 CHDV C121  
 CHDV C125  
 CHDV C145  
 CHDV C149  
 CHDV C200  
 CHDV C203

## Planning Summary

### Program Cover

---

Recommended T.O.P. Code	1305.00	
Units for Degree Major or Area of Emphasis	30	
Total Units for Degree	60	
Required Units-Certificate		
Projected Annual Completers		
Projected Net Annual Labor Demand (CTE)		
Estimated FTE Faculty Workload		
Number of New Faculty Positions		
Est. Cost, New Equipment		
Cost of New/Remodeled Facility		
Est. Cost, Library Acquisitions		
When will this program undergo review as part of college's Program Evaluation Plan?	30 = Spring	2012

### Need

---

Enrollment and Completer Projections  
 Place of Program in Curriculum/Similar Programs  
 Similar Programs at other colleges in service area  
 Labor Market Information & Analysis (CTE only)  
 Employer Survey (CTE only)  
 Explanation of Employer Relationship (CTE Only)  
 List of Members and Advisory Committee (CTE Only)  
 Recommendations of Advisory Committee (CTE Only)

### Adequate Resources

---

Library and/or Learning Resources Plan  
 Facilities and Equipment Plan  
 Financial Support Plan  
 Faculty Qualifications and Availability

### Compliance

---

Based on model curriculum (if applicable)	State of California Child Development/Early Childhood Education Curriculum Alignment Project (CAP) State of California Commission on Teacher Credentialing Child Development Permit
Licensing or Accreditation Standards	National Association for the Education of Young Children (NAEYC) Associate Degree Program Standards

## Student Selection and Fees

# Conditions of Enrollment

### Advisory

#### LEVEL 1 Reading & Writing Advisories:

Students are expected to read a college level textbook, research 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.

#### 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.





**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 01/16/2012
--

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	17950	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		130500
<b>C</b>	Local Title	Child Development	Child Development
<b>D</b>	Units for Degree Major or Area of Emphasis	30 to 30	30 to 30.00
	Total Units for Degree		60 to 60.00
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.A. DEGREE
<b>G</b>	Year Approved	1998	1998
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

**REQUIRED SIGNATURES**

College CERRO COSO District KERN

SIGNATURES		
<u>03/14/2012</u>		<u>Dr. Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Child Development** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Child Development Associate Teacher** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 01/16/2012
--

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	11577	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		130500
<b>C</b>	Local Title	Child Development	Child Development Associate Teacher
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	18 to 18	12 to 12.00
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1998	1998
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

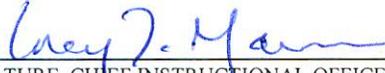
## REQUIRED SIGNATURES

College CERRO COSO District KERN

## SIGNATURES

03/14/2012

DATE



SIGNATURE, CHIEF INSTRUCTIONAL OFFICER

**Vice President of Academic Affairs**Dr. Corey J. Marvin

TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

# PROGRAM OF STUDY

## CC Child Development Associate Teacher- Certificate of Achievement

**CHILD DEVELOPMENT ASSOCIATE TEACHER CERTIFICATE OF PROFICIENCY** 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.

Each course for this certificate must be completed with a grade of "C" or better, or with a grade of "P" if the course is taken on a pass/no pass basis."

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

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

## Career Opportunities in Child Development Associate Teacher

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

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

Total: 12

---

**Total Units**

**12**

PID 580

## Program Learning Outcomes

**A .** Understand, observe, analyze development from a theoretical perspective: including the realms of physical, socio-emotional, and cognitive development; from conception through adolescence.

*Assessment:* TBD

**B .** 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.

*Assessment:* TBD

**C .** Demonstrate classroom management skills; working with both small and large groups of children.

*Assessment:* TBD

**D .** Assess and practice a variety of program models.

*Assessment:* TBD

E . Address diversity issues, including special needs, with children, families, and programs in a constructive way  
*Assessment:* TBD

F . Take a leadership role in both the profession of Child Development and the in the community through an understanding of advocacy  
*Assessment:* TBD

## Program Matrix

Courses	Program Learning Outcomes					
	A	B	C	D	E	F
CHDV C100	X				X	
CHDV C102						
CHDV C104	X			X	X	X
CHDV C106						

## Planning Summary

### Program Cover

---

Recommended T.O.P. Code	1305.00
Units for Degree Major or Area of Emphasis	
Total Units for Degree	
Required Units-Certificate	12
Projected Annual Completers	
Projected Net Annual Labor Demand (CTE)	
Estimated FTE Faculty Workload	
Number of New Faculty Positions	
Est. Cost, New Equipment	
Cost of New/Remodeled Facility	
Est. Cost, Library Acquisitions	
When will this program undergo review as part of college's Program Evaluation Plan?	30 = Spring 2012

### Need

---

Enrollment and Completer Projections
Place of Program in Curriculum/Similar Programs
'Similar Programs at other colleges in service area
Labor Market Information & Analysis (CTE only)
Employer Survey (CTE only)
Explanation of Employer Relationship (CTE Only)
List of Members and Advisory Committee (CTE Only)
Recommendations of Advisory Committee (CTE Only)

### Adequate Resources

---

Library and/or Learning Resources Plan
Facilities and Equipment Plan
Financial Support Plan
Faculty Qualifications and Availability



## Compliance

---

<b>Based on model curriculum (if applicable)</b>	State of California Child Development/Early Childhood Education Curriculum Alignment Project State of California Commission on Teacher Credentialing Child Development Permit
<b>Licensing or Accreditation Standards</b>	National Association for the Education of Young Children (NAEYC) Associate Degree Program Standards
<b>Student Selection and Fees</b>	

## Conditions of Enrollment

### Advisory

LEVEL 1 Reading & Writing Advisories:

Students are expected to read a college level textbook, research 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.

Observation:

Students are 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.

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Child Development Master Teacher** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 01/16/2012
--

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	11579	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		130500
<b>C</b>	Local Title	Master Teacher Permit	Child Development Master Teacher
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	32 to 32	33 to 33.00
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES	
<u>03/14/2012</u> DATE	 SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>
	<u>Dr. Corey J. Marvin</u> TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

# PROGRAM OF STUDY

## CC Child Development Master Teacher- Certificate of Achievement

**CHILD DEVELOPMENT MASTER TEACHER CERTIFICATE OF ACHIEVEMENT 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.

Each course for this certificate must be completed with a grade of "C" or better, or with a grade of "P" if the course is taken on a pass/no pass basis."

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

**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.

## Career Opportunities in Child Development Master Teacher

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

<b>Complete all units laid out in the Child Development Teacher Certificate of Achievement (24 units).</b>	<b>Units</b>
	24
	<b>Total: 24</b>
<b>IN ADDITION: Complete the following course:</b>	<b>Units</b>
CHDV C281                      Adult Supervision	3
	<b>Total: 3</b>
<b>AND: Complete 6 units in one of the following specializations:</b>	<b>Units</b>
<b>Infant Care Specialization</b>	
CHDV C105                      Introduction to Infant Development	3
CHDV C205                      Infant & Toddler Curriculum	3
	<b>Total: 6</b>
<b>School Age Care Specialization</b>	<b>Units</b>
CHDV C107                      School Age Development	3
CHDV C207                      School Age Curriculum	3
	<b>Total: 6</b>
<b>Diversity Specialization</b>	<b>Units</b>
CHDV C125                      Diversity in Education	3

Total: 6

**Children with Exceptional Needs Specialization****Units**

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

Total: 6

*Other specializations can be developed. Please contact the faculty chair.*

**Total Units****33**

PID 584

**Program Learning Outcomes**

**A .** Understand, observe, analyze development from a theoretical perspective: including the realms of physical, socio-emotional, and cognitive development; from conception through adolescence.

*Assessment:* TBD

**B .** 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.

*Assessment:* TBD

**C .** Demonstrate classroom management skills; working with both small and large groups of children.

*Assessment:* TBD

**D .** Demonstrate an understanding of the health, safety, and nutrition requirements of programs and children from infancy through school-age.

*Assessment:* TBD

**E .** Analyze assessment techniques commonly used in the field of Child Development.

*Assessment:* TBD

**F .** Assess and practice a variety of program models

*Assessment:* TBD

**G .** Address diversity issues, including special needs, with children, families, and programs in a constructive way

*Assessment:* TBD

**H .** Take a leadership role in both the profession of Child Development and the in the community through an understanding of advocacy

*Assessment:* TBD

**Program Matrix**

Courses	Program Learning Outcomes							
	A	B	C	D	E	F	G	H
CHDV C105								
CHDV C107	X		X			X	X	X

CHDV C125	X	X	X	X	X
CHDV C205					
CHDV C207	X	X	X	X	X
CHDV C241	X		X	X	X
CHDV C281					
HMSV C102	X	X	X	X	X

## Planning Summary

### Program Cover

---

Recommended T.O.P. Code	1305.00		
Units for Degree Major or Area of Emphasis			
Total Units for Degree			
Required Units-Certificate	49		
Projected Annual Completers			
Projected Net Annual Labor Demand (CTE)			
Estimated FTE Faculty Workload			
Number of New Faculty Positions			
Est. Cost, New Equipment			
Cost of New/Remodeled Facility			
Est. Cost, Library Acquisitions			
When will this program undergo review as part of college's Program Evaluation Plan?	30 = Spring	2012	

### Need

---

Enrollment and Completer Projections
Place of Program in Curriculum/Similar Programs
'Similar Programs at other colleges in service area
Labor Market Information & Analysis (CTE only)
Employer Survey (CTE only)
Explanation of Employer Relationship (CTE Only)
List of Members and Advisory Committee (CTE Only)
Recommendations of Advisory Committee (CTE Only)

### Adequate Resources

---

Library and/or Learning Resources Plan
Facilities and Equipment Plan
Financial Support Plan
Faculty Qualifications and Availability

### Compliance

---

Based on model curriculum (if applicable)	State of California Child Development/Early Childhood Education Curriculum Alignment Project (CAP) State of California Commission on Teacher Credentialing Child Development Permit
Licensing or Accreditation Standards	National Association for the Education of Young Children (NAEYC) Associate Degree Program Standards
Student Selection and Fees	

## Conditions of Enrollment

**Advisory****LEVEL 1 Reading & Writing Advisories:**

Students are expected to read a college level textbook, research 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.

**Observation:**

Students are 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.



**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Child Development Site Supervisor** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO Contact Person Margaret Mauldin  
 District KERN Phone # (760) 384-6257  
 Date Form Submitted \_\_\_\_\_ E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
01/16/2012

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	11580	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		130580
<b>C</b>	Local Title	Site Supervisor Permit	Child Development Site Supervisor
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	32 to 32	33 to 33.00
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1998	1998
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- Required signature page
- For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.
- Course Outline of Record for Each Course

### REQUIRED SIGNATURES

College CERRO COSO

District KERN

SIGNATURES

3/15/2012  
DATE

  
SIGNATURE, CHIEF INSTRUCTIONAL OFFICER  
**Vice President of Academic Affairs**

Dr. Corey J. Marvin  
TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

# PROGRAM OF STUDY

## CC Child Development Site Supervisor- Certificate of Achievement

**CHILD DEVELOPMENT SITE SUPERVISOR CERTIFICATE OF ACHIEVEMENT** 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.

Each course for this certificate must be completed with a grade of "C" or better, or with a grade of "P" if the course is taken on a pass/no pass basis."

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

**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.

### Career Opportunities in Child Development Site Supervisor

Employment preparation for such jobs as Child Development Assistant, Associate Teacher, Teacher, Site Supervisor (administration specialist) or other educational paraprofessional working in infant, toddler, preschool or school-age care.

<b>Complete all units laid out in the Child Development Teacher Certificate of Achievement (24 units).</b>	<b>Units</b> 24
--	--------------------

Total: 24

<b>IN ADDITION: Complete the following courses:</b>		<b>Units</b>
CHDV C251	Administration of Child Development Programs I	3
CHDV C252	Administration of Child Development Programs II	3
CHDV C281	Adult Supervision	3

Total: 9

---

<b>Total Units</b>	<b>33</b>
--------------------	-----------

PID 585

### Program Learning Outcomes

**A .** Understand, observe, analyze development from a theoretical perspective: including the realms of physical, socio-emotional, and cognitive development; from conception through adolescence.

*Assessment:* TBD

**B .** 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.

*Assessment:* TBD

**C** . Demonstrate classroom management skills; working with both small and large groups of children.  
*Assessment:* TBD

**D** . Demonstrate an understanding of the health, safety, and nutrition requirements of programs and children from infancy through school-age.  
*Assessment:* TBD

**E** . Analyze assessment techniques commonly used in the field of Child Development.  
*Assessment:* TBD

**F** . Assess and practice a variety of program models  
*Assessment:* TBD

**G** . Address diversity issues, including special needs, with children, families, and programs in a constructive way  
*Assessment:* TBD

**H** . Take a leadership role in both the profession of Child Development and the in the community through an understanding of advocacy  
*Assessment:* TBD

## Program Matrix

Courses	Program Learning Outcomes							
	A	B	C	D	E	F	G	H
CHDV C251								
CHDV C252								
CHDV C281				X	X	X	X	X

## Planning Summary

### Program Cover

---

<b>Recommended T.O.P. Code</b>	1305.00
<b>Units for Degree Major or Area of Emphasis</b>	
<b>Total Units for Degree</b>	
<b>Required Units-Certificate</b>	49
<b>Projected Annual Completers</b>	
<b>Projected Net Annual Labor Demand (CTE)</b>	
<b>Estimated FTE Faculty Workload</b>	
<b>Number of New Faculty Positions</b>	
<b>Est. Cost, New Equipment</b>	
<b>Cost of New/Remodeled Facility</b>	
<b>Est. Cost, Library Acquisitions</b>	
<b>When will this program undergo review as part of college's Program Evaluation Plan?</b>	30 = Spring 2012

### Need

---

**Enrollment and Completer Projections**  
**Place of Program in Curriculum/Similar Programs**  
**'Similar Programs at other colleges in service area**

**Labor Market Information & Analysis (CTE only)**  
**Employer Survey (CTE only)**  
**Explanation of Employer Relationship (CTE Only)**  
**List of Members and Advisory Committee (CTE Only)**  
**Recommendations of Advisory Committee (CTE Only)**

## **Adequate Resources**

---

**Library and/or Learning Resources Plan**  
**Facilities and Equipment Plan**  
**Financial Support Plan**  
**Faculty Qualifications and Availability**

## **Compliance**

---

<b>Based on model curriculum (if applicable)</b>	State of California Child Development/Early Childhood Education Curriculum Alignment Project (CAP) State of California Commission on Teacher Credentialing Child Development Permit
<b>Licensing or Accreditation Standards</b>	National Association for the Education of Young Children (NAEYC) Associate Degree Program Standards
<b>Student Selection and Fees</b>	

## **Conditions of Enrollment**

### **Advisory**

LEVEL 1 Reading & Writing Advisories:

Students are expected to read a college level textbook, research 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.

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.

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Child Development Teacher** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 01/16/2012
--

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	11578	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		130500
<b>C</b>	Local Title	Child Development Teacher	Child Development Teacher
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	24 to 24	24 to 24.00
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1998	1998
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

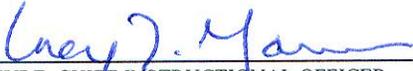
*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*



### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>3/15/2012</u> DATE	 SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	<u>Dr. Corey Marvin</u> TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

# PROGRAM OF STUDY

## CC Child Development Teacher- Certificate of Achievement

CHILD DEVELOPMENT TEACHER CERTIFICATE OF ACHIEVEMENT 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.

Each course for this certificate must be completed with a grade of "C" or better, or with a grade of "P" if the course is taken on a pass/no pass basis."

**STATE OF CALIFORNIA CHILD DEVELOPMENT PERMIT:** The California Commission on Teacher Credentialing grants permits in accordance with the Child Development Permit Matrix. Applications are separate from Cerro Coso Community College and must be submitted to California Commission on Teacher Credentialing. Contact any Child Development faculty member or visit the California Commission on Teacher Credentialing website at <http://www.ctc.ca.gov> for more information regarding the Permit Matrix and Professional Growth Advisors. For all Permits, all course work must be completed with a grade of "C" or better. **Teacher Permit Requirements:** Teacher Certificate requirements *plus* experience of 175 days of 3+ hours per day within 4 years *plus* 16 general education units in English/Language Arts, Math/Science, Social Sciences, and Humanities/Fine Arts.

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.**

## Career Opportunities in Child Development Teacher

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

### Core units as laid out in the Child Development Associate Teacher Certificate of Achievement (12 units).

Units

12

Total: 12

### IN ADDITION: Complete all of the following courses:

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

Total: 9

### Select 3 units from the following:

Units

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

Total: 6

---

**Total Units**

**24**

PID 583

# Program Learning Outcomes

**A .** Understand, observe, analyze development from a theoretical perspective: including the realms of physical, socio-emotional, and cognitive development; from conception through adolescence.

*Assessment:* TBD

**B .** 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.

*Assessment:* TBD

**C .** Demonstrate classroom management skills; working with both small and large groups of children.

*Assessment:* TBD

**D .** Demonstrate an understanding of the health, safety, and nutrition requirements of programs and children from infancy through school-age.

*Assessment:* TBD

**E .** Analyze assessment techniques commonly used in the field of Child Development.

*Assessment:* TBD

**F .** Assess and practice a variety of program models

*Assessment:* TBD

**G .** Address diversity issues, including special needs, with children, families, and programs in a constructive way

*Assessment:* TBD

**H .** Take a leadership role in both the profession of Child Development and the in the community through an understanding of advocacy

*Assessment:* TBD

## Program Matrix

Courses	Program Learning Outcomes							
	A	B	C	D	E	F	G	H
CHDV C111								
CHDV C121								
CHDV C125								
CHDV C200								
CHDV C203								

## Planning Summary

### Program Cover

---

**Recommended T.O.P. Code** 1305.00

**Units for Degree Major or Area of Emphasis**

**Total Units for Degree**

**Required Units-Certificate** 40

**Projected Annual Completers**

**Projected Net Annual Labor Demand (CTE)**

**Estimated FTE Faculty Workload**

**Number of New Faculty Positions**

**Est. Cost, New Equipment**

**Cost of New/Remodeled Facility**

**Est. Cost, Library Acquisitions**

**When will this program undergo review as part of college's Program Evaluation Plan?** 30 = Spring 2012

**Need**

---

**Enrollment and Completer Projections**

**Place of Program in Curriculum/Similar Programs**

**'Similar Programs at other colleges in service area**

**Labor Market Information & Analysis (CTE only)**

**Employer Survey (CTE only)**

**Explanation of Employer Relationship (CTE Only)**

**List of Members and Advisory Committee (CTE Only)**

**Recommendations of Advisory Committee (CTE Only)**

**Adequate Resources**

---

**Library and/or Learning Resources Plan**

**Facilities and Equipment Plan**

**Financial Support Plan**

**Faculty Qualifications and Availability**

**Compliance**

---

**Based on model curriculum (if applicable)** State of California Child Development/Early Childhood Education Curriculum Alignment Project (CAP) State of California Commission on Teacher Credentialing Child Development Permit

**Licensing or Accreditation Standards** National Association for the Education of Young Children (NAEYC) Associate Degree Program Standards

**Student Selection and Fees**

**Conditions of Enrollment**

**Advisory**

LEVEL 1 Reading & Writing Advisories:

Students are expected to read a college level textbook, research 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.

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.



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
01/16/2012

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	10977	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		070200
<b>C</b>	Local Title	Computer Information Systems	Computer Information Systems
<b>D</b>	Units for Degree Major or Area of Emphasis	22 to 22	28 to 28
	Total Units for Degree		60 to 60
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.S. DEGREE
<b>G</b>	Year Approved	1996	1996
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

## REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>3/15/2012</u> DATE	 SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	<u>Corey J. Marvin</u> TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Computer Information Systems** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Computer Information Systems AS Degree Program

COMPUTER INFORMATION SYSTEMS (CIS) ASSOCIATE OF SCIENCE DEGREE 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 [www.assist.org](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 [www.assist.org](http://www.assist.org) to determine any limitations on Pass/No pass grading in major preparation courses.

## Career Opportunities in Computer Information Systems

Computer Programmer Computer Repair (A+ Certified) Computer Operator Computer Support Specialist Network Technician Help Desk Technician

### Complete all of the following courses:

		Units
BSAD C100	Introduction to Business	3
CSCI C101	Intro to Computer Info Systems	3
CSCI C241	Intro to Telecommunications	3
CSCI C251	Intro Visual Basic Programming	3
CSCI C270	Intro to Database Design/Mgmt	3
MATH C130	Finite Mathematics	4
	<b>or</b>	
MATH C131	Business Calculus	4
	<b>or</b>	
MATH C121	Elem. Probability & Statistics	4

Total: 19,19

### Select 9 units from the following courses:

		Units
CSCI C140	A+ Essential Skills for Comput	2
CSCI C141	A+ Standard Skills for IT Tech	2
CSCI C143	Network+Fundamentals of Networ	3
CSCI C146	Security+Fundamentals of Netwo	3
CSCI C265	Introductory C++ Programming	3
CSCI C267	Introduction to JAVA Programmi	3
CSCI C280	Web Development with PHP and MySQL	3

Total: 19

---

**Total Units**

**28**

PID 531

## Program Learning Outcomes



**A** . 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.

*Assessment:* This will be measured by projects and scored with a rubric.

**B** . 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.

*Assessment:* This will be assessed by project or exam and scored with a rubric.

**C** . 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.

*Assessment:* This will be assessed using a rubric.

**D** . Demonstrate a basic understanding of relational databases and concepts, including design, creation, and data manipulation.

*Assessment:* To be added when the system supports assessment module.

## Program Matrix

Courses	Program Learning Outcomes			
	A	B	C	D
BSAD C100	X	X		X
CSCI C101	X	X		
CSCI C140			X	
CSCI C141			X	
CSCI C143			X	
CSCI C146			X	
CSCI C241	X			
CSCI C251			X	
CSCI C265			X	
CSCI C267			X	
CSCI C270	X			X
CSCI C280			X	
MATH C121	X			
MATH C130	X			
MATH C131	X			

## Planning Summary

### Program Cover

---

<b>Recommended T.O.P. Code</b>	0702.00
<b>Units for Degree Major or Area of Emphasis</b>	28
<b>Total Units for Degree</b>	60
<b>Required Units-Certificate</b>	28
<b>Projected Annual Completers</b>	8
<b>Projected Net Annual Labor Demand (CTE)</b>	6% increase

<b>Estimated FTE Faculty Workload</b>	4
<b>Number of New Faculty Positions</b>	Existing CS hire in progress.
<b>Est. Cost, New Equipment</b>	Rotating upgrades
<b>Cost of New/Remodeled Facility</b>	no change
<b>Est. Cost, Library Acquisitions</b>	no change
<b>When will this program undergo review as part of college's Program Evaluation Plan?</b>	70 = Fall

## Need

<b>Enrollment and Completer Projections</b>	In recession years, displaced workers return to the community college to update and increase their vocational skills to increase their marketability. Computer Information Systems is a popular choice because of the immediate applicability to the workplace and the long-term prognosis for career advancement in CIS related fields. Additional sources of students might be a significant increase in employees at China Lake NAWS through the BRAC process and an increase in employees at Searles Valley Minerals. Both of these are large employers in the Cerro Coso service area (source: Dean of Career and Technical Education - Program_Review_Supplemental_Employer_Information.docx). The Associates of Science in Computer Information Systems is specifically designed to accommodate students that wish to transfer to an institution offering baccalaureate degrees in computer information systems or management information systems, as well as students who desire to enter the workforce upon graduation from the college. All of the courses offered in the CIS degree are accepted for transfer within the UC and CSU systems (source: assist.org) as well as other universities throughout the US.
<b>Place of Program in Curriculum/Similar Programs</b>	The program shares one course with the Business programs, BSAD C100 Introduction to Business.
<b>'Similar Programs at other colleges in service area</b>	There are no other colleges in our service area and the program does not represent unnecessary duplication. The program does not represent unnecessary duplication of training programs and other regional colleges offering a similar program are too far away to impact employer's needs in our service area.
<b>Labor Market Information &amp; Analysis (CTE only)</b>	The Computer Information Systems program completions are within the documented labor market demand for degree and certificate completers. In the Cerro Coso service area there are many known jobs that are not documented because employer's corporate offices are out of state. For example, positions appropriate for CIS grads such as those required by aerospace contractors, the naval air warfare center at China Lake, and even our own Cerro Coso Community College classified IT staff are not captured in this reporting system because the corporate offices are located outside our service area.
<b>Employer Survey (CTE only)</b>	Specific CSCI courses have been developed and delivered to meet the short-term and long-term needs of local employers. The department is responsive to requests for specific training programs and attempts to develop appropriate coursework as needed, dependent on staffing and budgetary constraints.
<b>Explanation of Employer Relationship (CTE Only)</b>	Specific CSCI courses have been developed and delivered to meet the short-term and long-term needs of local employers. The department is responsive to requests for specific training programs and attempts to develop appropriate coursework as needed, dependent on staffing and budgetary constraints.
<b>List of Members and Advisory Committee (CTE Only)</b>	Debby Kurti faculty CIS Matt Hightower faculty BSAD/CIS (by phone) Joey Blakemore - UCSB Chris Harper - AltaOne John Bradford - NAWCWD Steven Burns - NAWCWD Alex Huthmacher - L3 Rafeale Hill - Booz Allen Warren Sappelsa - CC Business Management student Margaret Porter – NAWCWD Karen O'Connor faculty BSOT/BSAD/CIS and chair (This list is subject to change from year to year.)
<b>Recommendations of Advisory Committee (CTE Only)</b>	Updated yearly, this includes bringing the program into alignment with what is listed in the state inventory.

## Adequate Resources

<b>Library and/or Learning Resources Plan</b>	Existing resources are adequate.
---	----------------------------------

Most on-site CIS courses at the IWV campus are taught in the Learning Resource Center. There are three computer lab classrooms. Two classrooms are equipped with 30 student stations and the third is equipped with 29 student stations. All rooms have an instructor station, an overhead projector, and whiteboards. Although iTV rooms are available to allow multiple campuses to participate in a single course, the rooms are not equipped with computer stations, limiting their usefulness for CSCI courses that require hands-on access to technology to achieve the student learning objectives. Increasingly, other disciplines (English, math, engineering, science) are requesting to use the computer classrooms for their own courses. It is expected that as the college continues to develop technical, engineering, and science programs, and as the use of computer technology is infused across the curriculum, the demand on these rooms will increase and additional facilities will be required. The classroom computers are rotated based on a set replacement schedule developed by the Technology Resource Team, and implemented by the IT staff. Specialized software is installed upon request, if supplied by the department. Because of the quickly changing nature of the computer industry, faculty, classroom, and lab computers should be kept current and replaced on a regular cycle as determined by the campus Technology Resource Team. Current hardware and software is necessary to be able to train students to be competitive in the workplace and for transfer to other programs. Classrooms must have computers, speakers, a projector, and the ability to play CDs and DVDs. Headsets are also needed.

**Facilities and Equipment Plan**

**Financial Support Plan**

existing budget

**Faculty Qualifications and Availability**

Current department staffing includes three full-time faculty split between several disciplines (BSAD, BSOT, CSCI) and a large number of part-time faculty. Two full time faculty are assigned to the Indian Wells Valley (IWV) campus and the other is assigned to the Bishop and Mammoth campuses, leaving Kern River Valley and South Kern without full time faculty representation and support. We currently have an opening for a full-time instructor qualified to teach computer science courses. There is a desire to build up programs in all college areas, but the ability to do so is limited by the availability of full time staffing in some areas.

**Compliance**

---

**Based on model curriculum (if applicable)**

not applicable

**Licensing or Accreditation Standards**

not applicable

**Student Selection and Fees**

not applicable

**Conditions of Enrollment**



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO Contact Person Margaret Mauldin  
 District KERN Phone # (760) 384-6257  
 Date Form Submitted \_\_\_\_\_ E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
01/16/2012

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	20632	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		070200
<b>C</b>	Local Title	Computer Information Systems	Computer Information Systems
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	31 to 31	28 to 28
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1996	1996
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>3/15/2012</u>		<u>Dr. Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Computer Information Systems** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Computer Information Systems- Certificate of Achievement

COMPUTER INFORMATION SYSTEMS CERTIFICATE OF ACHIEVEMENT 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.

### Career Opportunities in Computer Information Systems

Computer Programmer Computer Repair (A+ Certified) Computer Operator Computer Support Specialist Network Technician Help Desk Technician

#### Complete all of the following courses (19 units):

BSAD C100	Introduction to Business	3
CSCI C101	Intro to Computer Info Systems	3
CSCI C241	Intro to Telecommunications	3
CSCI C270	Intro to Database Design/Mgmt	3
CSCI C251	Into Visual Basic Programming	3
MATH C130	Finite Mathematics	4
	<b>or</b>	
MATH C131	Business Calculus	4
	<b>or</b>	
MATH C121	Elem. Probability & Statistics	4

Total: 19,19

#### Select a minimum of 9 units from the following courses:

		Units
CSCI C140	A+ Essential Skills for Comput	2
CSCI C141	A+ Standard Skills for IT Tech	2
CSCI C143	Network+Fundamentals of Networ	3
CSCI C146	Security+Fundamentals of Netwo	3
CSCI C265	Introductory C++ Programming	3
CSCI C267	Introduction to JAVA Programmi	3
CSCI C280	Web Development with PHP and MySQL	3

Total: 19

---

**Total Units**

**28**

PID 551

### Program Learning Outcomes

**A** . 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.

*Assessment:* Assessment: This will be measured by projects and scored with a rubric.

**B** . 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.

*Assessment:* Assessment: This will be assessed by project or exam and scored with a rubric.

**C .** 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.

*Assessment:* Assessment: This will be assessed using a rubric.

**D .** Demonstrate a basic understanding of relational databases and concepts, including design, creation, and data manipulation.

*Assessment:* Assessment: To be added when the system supports assessment module.

## Program Matrix

Courses	Program Learning Outcomes			
	A	B	C	D
BSAD C100	X	X		X
CSCI C101	X	X		
CSCI C140			X	
CSCI C141			X	
CSCI C143			X	
CSCI C146			X	
CSCI C241	X			
CSCI C251			X	
CSCI C265			X	
CSCI C267			X	
CSCI C270	X			X
CSCI C280			X	
MATH C121	X			
MATH C130	X			
MATH C131	X			

## Planning Summary

### Program Cover

---

Recommended T.O.P. Code	0702.00
Units for Degree Major or Area of Emphasis	n/a
Total Units for Degree	n/a
Required Units-Certificate	28
Projected Annual Completers	8
Projected Net Annual Labor Demand (CTE)	6% increase
Estimated FTE Faculty Workload	2
Number of New Faculty Positions	1
Est. Cost, New Equipment	na
Cost of New/Remodeled Facility	na
Est. Cost, Library Acquisitions	na



When will this program undergo review as part of college's Program Evaluation Plan?

70 = Fall

## Need

---

**Enrollment and Completer Projections**

In recession years, displaced workers return to the community college to update and increase their vocational skills to increase their marketability. Computer Information Systems is a popular choice because of the immediate applicability to the workplace and the long-term prognosis for career advancement in CIS related fields. Additional sources of students might be a significant increase in employees at China Lake NAWS through the BRAC process and an increase in employees at Searles Valley Minerals. Both of these are large employers in the Cerro Coso service area (source: Dean of Career and Technical Education - Program\_Review\_Supplemental\_Employer\_Information.docx). The Associates of Science in Computer Information Systems is specifically designed to accommodate students that wish to transfer to an institution offering baccalaureate degrees in computer information systems or management information systems, as well as students who desire to enter the workforce upon graduation from the college. All of the courses offered in the CIS degree are accepted for transfer within the UC and CSU systems (source: assist.org) as well as other universities throughout the US.

**Place of Program in Curriculum/Similar Programs**

The program shares one course with the Business programs, BSAD C100 Introduction to Business. The certificate, plus the general education requirements qualifies for the degree.

**'Similar Programs at other colleges in service area**

There are no other colleges in our service area and the program does not represent unnecessary duplication. The program does not represent unnecessary duplication of training programs and other regional colleges offering a similar program are too far away to impact employer's needs in our service area.

**Labor Market Information & Analysis (CTE only)**

The Computer Information Systems program completions are within the documented labor market demand for degree and certificate completers. In the Cerro Coso service area there are many known jobs that are not documented because employer's corporate offices are out of state. For example, positions appropriate for CIS grads such as those required by aerospace contractors, the naval air warfare center at China Lake, and even our own Cerro Coso Community College classified IT staff are not captured in this reporting system because the corporate offices are located outside our service area.

**Employer Survey (CTE only)**

Specific CSCI courses have been developed and delivered to meet the short-term and long-term needs of local employers. The department is responsive to requests for specific training programs and attempts to develop appropriate coursework as needed, dependent on staffing and budgetary constraints.

**Explanation of Employer Relationship (CTE Only)**

Specific CSCI courses have been developed and delivered to meet the short-term and long-term needs of local employers. The department is responsive to requests for specific training programs and attempts to develop appropriate coursework as needed, dependent on staffing and budgetary constraints.

**List of Members and Advisory Committee (CTE Only)**

Debby Kurti faculty CIS Matt Hightower faculty BSAD/CIS (by phone) Joey Blakemore - UCSB Chris Harper - AltaOne John Bradford - NAWCWD Steven Burns - NAWCWD Alex Huthmacher - L3 Rafeale Hill - Booz Allen Warren Sappelsa - CC Business Management student Margaret Porter - NAWCWD Karen O'Connor faculty BSOT/BSAD/CIS and chair (This list is subject to change from year to year.)

**Recommendations of Advisory Committee (CTE Only)**

Updated yearly, this includes bringing the program into alignment with what is listed in the state inventory.

## Adequate Resources

---

**Library and/or Learning Resources Plan**

Current resources adequate.

**Facilities and Equipment Plan**

Most on-site CIS courses at the IWV campus are taught in the Learning Resource Center. There are three computer lab classrooms. Two classrooms are equipped with 30 student stations and the third is equipped with 29 student stations. All rooms have an instructor station, an overhead projector, and whiteboards. Although iTV rooms are available to allow multiple campuses to participate in a single course, the rooms are not equipped with computer stations, limiting their usefulness for CSCI courses that require hands-on access to technology to achieve the student learning objectives. Increasingly, other disciplines (English, math, engineering, science) are requesting to use the computer classrooms for their own courses. It is expected that as the college continues to develop technical, engineering, and science programs, and as the use of computer technology is infused across the curriculum, the demand on these rooms will increase and additional facilities will be required. The classroom computers are rotated based on a set replacement schedule developed by the Technology Resource Team, and implemented by the IT staff. Specialized software is installed upon request, if supplied by the department. Because of the quickly changing nature of the computer industry, faculty, classroom, and lab computers should be kept current and replaced on a regular cycle as determined by the campus Technology Resource Team. Current hardware and software is necessary to be able to train students to be competitive in the workplace and for transfer to other programs. Classrooms must have computers, speakers, a projector, and the ability to play CDs and DVDs. Headsets are also needed.

**Financial Support Plan**

current budget

**Faculty Qualifications and Availability**

Current department staffing includes three full-time faculty split between several disciplines (BSAD, BSOT, CSCI) and a large number of part-time faculty. Two full time faculty are assigned to the Indian Wells Valley (IWW) campus and the other is assigned to the Bishop and Mammoth campuses, leaving Kern River Valley and South Kern without full time faculty representation and support. We currently have an opening for a full-time instructor qualified to teach computer science courses. There is a desire to build up programs in all college areas, but the ability to do so is limited by the availability of full time staffing in some areas.

**Compliance**

---

**Based on model curriculum (if applicable)**

n/a

**Licensing or Accreditation Standards**

n/a

**Student Selection and Fees**

n/a

**Conditions of Enrollment**



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 01/16/2012
--

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	1935	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		070600
<b>C</b>	Local Title	Computer Technology	Computer Science
<b>D</b>	Units for Degree Major or Area of Emphasis	38 to 38	31 to 31
	Total Units for Degree		60 to 60
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.S. DEGREE
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>3/12/2012</u>		<u>Dr. Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Computer Science** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Computer Science AS Degree Program

**COMPUTER SCIENCE ASSOCIATE OF SCIENCE DEGREE** 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 [www.assist.org](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 [www.assist.org](http://www.assist.org) to determine any limitations on Pass/No pass grading in major preparation courses.

## Career Opportunities in Computer Science

Prepares students for transfer to 4 year institutions including CSUs and UCs.

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

### Complete all of the following courses:

CSCI C252	Intro to Computer Science	3
CSCI C265	Introductory C++ Programming	3
<b>or</b>		
CSCI C267	Introduction to JAVA Programmi	3
MATH C151	Analy Geometry & Calculus I	5
MATH C152	Analytical Geometry & Calc II	5
MATH C251	Analy Geometry & Calculus III	5
PHYS C111	Mechanics	5
PHYS C113	Electricity and Magnetism	5

---

Total: 31,31

**Total Units**

**31**

PID 529

## Program Learning Outcomes

**A .** Demonstrate an understanding of the fundamental mathematical, statistical, and scientific principles underlying computing and information processing.

*Assessment:* This will be assessed through course examinations and scored with a rubric.

**B .** Apply knowledge of the principles of computer science to a variety of problems.

*Assessment:* This will be assessed through course examinations and scored with a rubric.

**C .** Understand the fundamentals of computer organization, architecture and data structures.  
*Assessment:* This will be assessed through course examinations and scored with a rubric.

**D .** Discuss social computing issues.  
*Assessment:* This will be assessed by examination and scored with a rubric.

## Program Matrix

Courses	Program Learning Outcomes			
	A	B	C	D
CSCI C252		X	X	X
CSCI C265		X	X	
CSCI C267		X	X	
MATH C151	X			
MATH C152	X			
MATH C251	X			
PHYS C111	X			
PHYS C113	X			

## Planning Summary

### Program Cover

Recommended T.O.P. Code	0702
Units for Degree Major or Area of Emphasis	31
Total Units for Degree	60
Required Units-Certificate	31
Projected Annual Completers	Pending Program Review
Projected Net Annual Labor Demand (CTE)	Unknown
Estimated FTE Faculty Workload	Pending Program Review
Number of New Faculty Positions	1 in progress
Est. Cost, New Equipment	3,000
Cost of New/Remodeled Facility	0
Est. Cost, Library Acquisitions	300
When will this program undergo review as part of college's Program Evaluation Plan?	30 = Spring 2012

### Need

Enrollment and Completer Projections	Pending Program Review
Place of Program in Curriculum/Similar Programs	Pending Program Review
'Similar Programs at other colleges in service area	Pending Program Review
Labor Market Information & Analysis (CTE only)	Pending Program Review
Employer Survey (CTE only)	Pending Program Review
Explanation of Employer Relationship (CTE Only)	Pending Program Review
List of Members and Advisory Committee (CTE Only)	Pending Program Review
Recommendations of Advisory Committee (CTE Only)	Pending Program Review

### Adequate Resources

Library and/or Learning Resources Plan	Pending Program Review
Facilities and Equipment Plan	Pending Program Review
Financial Support Plan	Pending Program Review
Faculty Qualifications and Availability	Pending Program Review

### Compliance

Based on model curriculum (if applicable)	n/a
---	-----

**Licensing or Accreditation Standards**  
**Student Selection and Fees**

n/a  
n/a

Conditions of Enrollment





**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
01/16/2012

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	20633	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		070600
<b>C</b>	Local Title	Computer Technology	Computer Technology
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	38 to 38	
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO

District KERN

**SIGNATURES**

3/27/2012

DATE



SIGNATURE, CHIEF INSTRUCTIONAL OFFICER  
**Vice President of Academic Affairs**

Corey J. Marvin

TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Computer Technology** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Computer Technology- Certificate of Achievement

**COMPUTER TECHNOLOGY CERTIFICATE** (31 units): Any student completing the courses required for a major qualifies for a certificate in Computer Technology.

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

### This program prepares students for careers in Computer Science

Scientific Computer Programmer Software Engineer

**Complete all of the following courses (31 units):**

CSCI C252	Intro to Computer Science	3
CSCI C265	Introductory C++ Programming	3
<b>or</b>		
CSCI C267	Introduction to JAVA Programmi	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

Total: 31

---

### Total Units

**31**

PID 544

### Program Learning Outcomes

**A** . Demonstrate an understanding of the fundamental mathematical, statistical, and scientific principles underlying computing and information processing.

*Assessment:* This will be assessed through course examinations and scored with a rubric.

**B** . Apply knowledge of the principles of computer science to a variety of problems.

*Assessment:* This will be assessed through course examinations and scored with a rubric.

**C** . Understand the fundamentals of computer organization, architecture and data structures.

*Assessment:* This will be assessed through course examinations and scored with a rubric.

**D** . Discuss social computing issues.

*Assessment:* This will be assessed by examination and scored with a rubric.

### Program Matrix

Courses	Program Learning Outcomes			
	A	B	C	D
CSCI C252		X	X	X
CSCI C265		X	X	
CSCI C267		X	X	

MATH C151	X
MATH C152	X
MATH C251	X
PHYS C111	X
PHYS C113	X

## Planning Summary

### Program Cover

---

Recommended T.O.P. Code	0702
Units for Degree Major or Area of Emphasis	31
Total Units for Degree	60
Required Units-Certificate	31
Projected Annual Completers	Pending Program Review
Projected Net Annual Labor Demand (CTE)	Unknown
Estimated FTE Faculty Workload	Pending Program Review
Number of New Faculty Positions	1 in progress
Est. Cost, New Equipment	3,000
Cost of New/Remodeled Facility	0
Est. Cost, Library Acquisitions	300
When will this program undergo review as part of college's Program Evaluation Plan?	30 = Spring 2012

### Need

---

Enrollment and Completer Projections	Pending Program Review
Place of Program in Curriculum/Similar Programs	Pending Program Review
'Similar Programs at other colleges in service area	Pending Program Review
Labor Market Information & Analysis (CTE only)	Pending Program Review
Employer Survey (CTE only)	Pending Program Review
Explanation of Employer Relationship (CTE Only)	Pending Program Review
List of Members and Advisory Committee (CTE Only)	Pending Program Review
Recommendations of Advisory Committee (CTE Only)	Pending Program Review

### Adequate Resources

---

Library and/or Learning Resources Plan	Pending Program Review
Facilities and Equipment Plan	Pending Program Review
Financial Support Plan	Pending Program Review
Faculty Qualifications and Availability	Pending Program Review

### Compliance

---

Based on model curriculum (if applicable)	n/a
Licensing or Accreditation Standards	n/a
Student Selection and Fees	n/a

## Conditions of Enrollment



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted 7/12/2012

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
08/15/2008

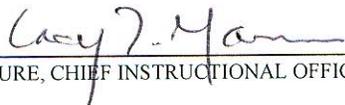
	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	20631	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		061440
<b>C</b>	Local Title	Digital Animation	Digital Animation
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	36 to 36	
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	2002	2002
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>7/12/2012</u> DATE	 SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Dr. Corey J. Marvin</u> TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CERRO COSO COMMUNITY COLLEGE  
PROGRAM, DEGREE, CERTIFICATE, OR AWARD FORM**

1. PROGRAM NAME: Digital Animation
2. PROGRAM DESCRIPTION: The program in digital animation is designed to offer students the opportunity to develop necessary foundation skills, master tools and processes, and nurture their artistry and creative vision. Students will work alongside experienced professionals and undergo standard production experiences in the classroom that reflect industry needs and current industry trends.

The program is designed to provide students with a comprehensive educational approach to the field of digital animation and will teach students to become flexible professionals who can adapt to a variety of design projects and roles in a constantly changing field. The program curriculum is structured so as to afford students a balance between aesthetic and practical design application, where the development of storytelling is given equal importance to the acquisition of technical skills. Upon completion of this curriculum, the student will be qualified for entry level employment in digital animation.

Students earn the Certificate in Digital Animation by completing 36 units, including 18 units of core courses and at least 18 units among the specified electives. Students earn the Associate Degree in Digital Animation by completing the certificate, as well as Cerro Coso's general education requirements.

3. COURSES:

Complete all of the following courses:

Course Number	Course Name	Units
DMA C101	Career Planning and Portfolio Development	3
DMA C102	Digital Imaging with Photoshop	3
DMA C105	Media Production Art with Photoshop	3
ENGL C151	Technical Communication	3
DMA C121	Principles of Animation with 3DS Max	3
DMA C122	Environments with 3DS Max	3

Select 18 units from the following courses:

Course Number	Course Name	Units
DMA C111	XHTML and CSS	3
DMA C113	Accessibility and Usability	3
DMA C115	Interactivity and Interface Design with Flash	3
DMA C117	Web Design with Dreamweaver	3
DMA C119	WML and Design for Mobile Devices	3
DMA C123	Digital Character Animation with 3DS Max	3
DMA C127	Fundamentals of AutoCAD	3
DMA C129	Fundamentals of SolidWorks	3
DMA C131	Digital Video Production with Premiere	3
DMA C133	Motion Graphics with After Effects	3
DMA C135	Digital Cinematography	3
DMA C139	Media for Mobile Devices	3
DMA C141	Fundamentals of Game Design with VirTools	3
DMA C143	Game Prototyping with VirTools	3
DMA C211	Web Scripting with JavaScript	3
DMA C213	Web Development with PHP and MySQL	3



DMA C215	Advanced ActionScripting with Flash	3
DMA C217	PHP Site Management and Theme Design	3
DMA C219	Video Game Programming	3
DMA C281	Animation Production Management	3
DMA C282	Game Production and Workflow	3
ART C105	History of Western Art	3
ART C111	Basic Design	3
ART C121	Basic Drawing	3
ART C126	Life Figure Drawing	1.5
ART C131	Basic Painting	3
CSCI C265	C++ Programming Language I	3
CSCI C267	Java Programming	3
THEA C131	Technical Theatre	3
ENGL C190	The Art of Fiction	3
MUSC C183	Fundamentals of Sound Design for Media	3

---

36 Total Units

DIGITAL ANIMATION CERTIFICATE (36 UNITS): Any student completing the courses required for the major qualifies for a certificate in Web Design.

4. PROGRAM LEARNING OUTCOMES: Upon successful completion of the program, the student will be able to
- A. demonstrate the foundation, practical and aesthetic skills necessary for success as a Media Arts designer, accessing all aspects of the Media Arts industry job markets. This will be assessed with a project, scored by a rubric.
  - B. demonstrate productivity, efficiency, and creativity in the digital media field. This will be assessed with a project, scored by a rubric.
  - C. demonstrate the skills required to become an integral part of the profession dedicated to media design. This will be assessed with a project, scored by a rubric.
  - D. demonstrate that they are a lifelong learner with readiness to adapt to the rapid occupational changes that occur in the Media Arts industries. This will be assessed with a project, scored by a rubric.
  - E. demonstrate that they are prepared for one or more of the occupations specified in the program description for digital animation. This will be assessed with a project, scored by a rubric.

Courses	Program Learning Outcomes				
	A.	B.	C.	D.	E.
DMA C101	x		x	x	x
DMA C102	x	x	x	x	x
DMA C105	x	x	x	x	x
ENGL C151	x	x	x	x	x
DMA C121	x	x	x	x	x
DMA C122	x	x	x	x	x
Electives	x	x	x	x	x

**SIGNATURE PAGE**

PROGRAM NAME: Digital Animation

Your signature verifies that you have reviewed and evaluated the program description, student learning outcomes, and course lists with other members of the review committee, including advisory committee, if applicable, and are satisfied that this program serves the College's mission and meets the needs of students and the community.

This form must be signed by the proposing instructor and at least **two other** full-time faculty members of disciplines approved to teach courses in the program, as listed under Course Discipline List in the course outlines. If two other full-time faculty members do not exist, signatures may be obtained from an adjunct instructor in the discipline or a full-time faculty member in a closely related field.

Proposing Instructor:

<u>Suzanne Ama</u>	<u>/s/ Suzie Ama</u>	<u>2/28/08</u>
Print Name	Signature	Date

Review Committee:

<u>Lisa Darty</u>	<u>/s/ Lisa Darty</u>	<u>2/28/08</u>
Print Name	Signature	Date

<u>Cori Ratliff</u>	<u>/s/ Cori Ratliff</u>	<u>2/28/08</u>
Print Name	Signature	Date

CIC Chair:

<u>Dennis VanderWerff</u>	<u>/s/ Dennis I. VanderWerff</u>	<u>3/20/08</u>
Print Name:	Signature	Date

Vice President of Student Learning:

<u>Dr. James Fay</u>	<u>/s/ J. Fay</u>	<u>3/20/08</u>
Print Name:	Signature	Date

## PROGRAM OF STUDY

### Engineering AS Degree Program

ENGINEERING ASSOCIATE OF SCIENCE DEGREE: This course of study 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 [www.assist.org](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.

### Career Opportunities in Engineering

Transfer preparation for such majors as Mechanical and Electrical Engineering, as well as other majors with an Engineering emphasis.

**Complete all of the following courses:**

		<b>Units</b>
ENGR C110	Introduction to Engineering	4
MATH C151	Analy Geometry & Calculus I	5
MATH C152	Analytical Geometry & Calc II	5
PHYS C111	Mechanics	5
PHYS C113	Electricity and Magnetism	5

**Select 9 units from the following courses:**

		<b>Units</b>
CSCI C265	Introductory C++ Programming	3
CHEM C111	General Inorganic Chemistry I	5
DMA C129	3D solids Modeling w/SolidWks	3
MATH C251	Analy Geometry & Calculus III	5
MATH C255	Ordin. Differential Equations	4
PHYS C211	Waves, Optics and Modern Phys	5
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

---

**Complete general education requirements and electives for a minimum of 60 Total Units\***

**33 Units**

*\* Note: Engineering is a high unit major. While 60 units is generally the required minimum for an Associate degree, completion of this degree will require significantly more units than the 60 unit minimum. Please consult with a counselor for more information about this high unit major.*

---

**Total Units**

**60**

PID 401



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
05/13/2011

	<b>FIELDS</b>	<b>AS LISTED in CURRENT INVENTORY</b>	<b>AS REVISED (fill in updated fields only)</b>
<b>A</b>	Unique Code	1938	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		090100
<b>C</b>	Local Title	Engineering	Engineering
<b>D</b>	Units for Degree Major or Area of Emphasis	33 to 33	33 to 33
	Total Units for Degree	60 to 60	60 to 60
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.S. DEGREE
<b>G</b>	Year Approved	2009	2009
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>8/17/11</u> DATE	<u>Wayne Mann</u> SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Corey Marvin</u> TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



09/19/2011

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Engineering** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

**NAME:** \_\_\_\_\_ **STUDENT ID:@** \_\_\_\_\_ **MAJOR** \_\_\_\_\_

**Minimum Proficiency Requirement:**

**Writing:**

- \_\_\_\_\_ Minimum Standard Met
- \_\_\_\_\_ English C101, C151, MA C125
- \_\_\_\_\_ English C070
- \_\_\_\_\_ English C040\*\*
- \_\_\_\_\_ English C030\*\*
- \_\_\_\_\_ English C020\*\*
- \_\_\_\_\_ # Units Needed

**Reading:**

- \_\_\_\_\_ Minimum Standard Met
- \_\_\_\_\_ Reading C056
- \_\_\_\_\_ Reading C046\*\*
- \_\_\_\_\_ Reading C036\*\*
- \_\_\_\_\_ # Units Needed

**Math:**

- \_\_\_\_\_ Minimum Standard Met
- \_\_\_\_\_ Math C055,C056, C057, C101 or 2 yrs HS Algebra Or Geom. With a "B" or better-within last 2 yrs.
- \_\_\_\_\_ Math C050 or C051+ C052
- \_\_\_\_\_ Math C040\*\*
- \_\_\_\_\_ Math C020\*\*
- \_\_\_\_\_ # Units Needed

**\*\*Does not apply to graduation**

	COMPLETE	IN PROGRESS	AREA COMPLETE
<p><b>AREA 1: NATURAL SCIENCE</b> (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).</p> <p><b>Life Sciences:</b> AGRI C102; ANTH C121; BIOL C101, C102 (L), C105 (L), C111 (L), C112 (L), C115 (L), C121, C122 (L), C131, C133, C138, C141, C142 (L), C251 (L), C255 (L), C261 (L)</p> <p><b>Physical Sciences:</b> CHEM C100, C101 (L), C111 (L), C122 (L), C221 (L); GEOG C101, C102 (L), C111 (L); GEOL C111 (L), C121, C131; PHSC C101, C102 (L), C111, C112 (L), C121, C122 (L), C125 (L), C131, C132 (L), C141, C142 (L), C145 (L); PHYS C111 (L), C113 (L)</p> <p>Course from Other College: _____ AP: _____</p>			
<p><b>AREA 2: SOCIAL &amp; BEHAVIORAL SCIENCES</b>-Two courses/min. 6 units/each course from different subgroup.</p> <p><b>Social:</b> ANTH C111, C121, C131; CHDV C101, C104, C105, C106, C115; GEOG C121, C131; PSYC C071, C101, C102, C114, C211, C241, C251, C261, C271; SOSC C074; SOCI C101, C131 (D)</p> <p><b>Econ &amp; Political:</b> ECON C101, C102, C103; POLS C101, C102, C204</p> <p><b>Historical:</b> HIST C103, C103H, C104, 104H, C131, C132, C216, C218, C224</p> <p><b>Interdis. Studies:</b> FILM/SPAN C211; INST C111, C201 (D), C207; INST/SOCI C210 (D), C220 (D)</p> <p><b>Ethnic Studies:</b> ANTH C211 (D); HIST C209 (D), C226 (D); SOCI C121 (D)</p> <p>Course from Other College: _____ AP: _____</p>			
<p><b>AREA 3: HUMANITIES</b>-Two courses/min. 6 units/each course from different subgroup.</p> <p><b>Active Particip.:</b> ART C111, C115, C121, C125, C126, C131, C141, C151, C161, C165, C166, C231, C241, C242; MUSC 121,C122, C123, C124, C126, C127, C131, C132, C151, C152, C161, C162, C226, C261, C262; THEA C105, C111, C112, C118, C121, C126, C131, C140, C145, C211, C212, C230, C241; ENGL C141, C142, C144</p> <p><b>Arts:</b> ART C101 (D), C105, C106, C191; MUSC C101, C105, C106, C118, C173 (D), C181, C183, C281, C282; THEA C101, C103</p> <p><b>Literature:</b> ENGL C102, C102H, C111, C221, C221H, C222, C222H, C231, C232, C235, C241, C242, C245 (D), C249 (D); SPAN C282</p> <p><b>Philosophy:</b> PHIL C101, C141, C161, C162, C163, C201, C215; PHIL/INST C205</p> <p><b>Foreign Lang.:</b> ARAB C101, ASL C101, C102; FARS C101; FREN C101, C102, C201, C202; LATN C101, C102, C201, C202; RUSS C101,C102; SPAN C100,C101,C102,C110,C150,C154,C171,C180,C201,C202, C250, C252, C254, C281</p> <p><b>Interdis. Studies:</b> FILM/SPAN C211 (D); INST C111, C201 (D), C207, C220 (D); INST/SOCI C210 (D); SOCI C220 (D)</p> <p>Course from Other College: _____ AP: _____</p>			
<p><b>AREA 4: LANGUAGE &amp; RATIONALITY</b>-Two courses/min. 6 units/one course from each group-"C" or better.</p> <p><b>English Comp.:</b> ENGL C101, C151; MA C125</p> <p><b>Analytical Think.:</b> ENGL C102; MATH C055, C056, C057, C101, C121, C130, C131, C141, C142, C151, C257; PHIL/INST C205; PSYC C221</p> <p>Course from Other College: _____ AP: _____</p>			
<p><b>AREA 5: INFORMATION COMPETENCY</b>-One course/minimum 1 unit OR pass IC Proficiency Exam.</p> <p><b>Information Comp.:</b> LIT C075; IC C075 PROFICIENCY EXAM-DATE PASSED: _____</p> <p>Course from Other College: _____ AP: _____</p>			
<p><b>AREA 6: DIVERSITY</b>-One of the following courses or any diversity general education class (D).</p> <p><b>Diversity:</b> ART C101; BSAD C152, CHDV C125, C241; DMA C113 (MA C105); ENGL C245, C249; FILM/SPAN C211; HCRS C250; HIST C209, C226; HMSV C102; INST C201; INST/SOCI C210, C220; MUSC C173; SOCI C121, C131</p> <p>Course from Other College: _____ AP: _____</p>			
<p><b>AREA 7: HEALTH &amp; WELLNESS</b>-Choose from the following options:</p> <p>OPTION I: One course from the following: CHDV C121; EMTC C111; FACE C121; HCRS C121; HSCI C101; PSYC C231</p> <p>OPTION II: Completion of one of the following:</p> <p>a) PHED C102 and ONE 1-unit P.E. Activity Class _____</p> <p>b) THREE 1-unit P.E. Activity Classes _____</p> <p>Course from Other College: _____ AP: _____</p> <p>Verified Veteran Status _____ VN Certificate _____</p>			

School	Units Completed	School	Units Completed
<b>UNITS COMPLETED</b>			
<b>DATE REVISED/INITIALS</b>			



## 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 of 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 of 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.**

## 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.

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

## COUNSELING

The college counseling staff provides assistance to each student in planning an academic program of studies for graduation, for transfer, or for personal interest. 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, help in improving study skills, and career planning.

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

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/student-services/counseling>.

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

	<u>Regular Semester</u>	<u>Summer Session</u>
Full-time	12 units	Please see counselor
Three-fourths time	9-11 1/2 units	Please see counselor
One-half time	6-8 1/2 units	Please see counselor
*Less than half time	5 1/2 units or less	Please see counselor

*The Study Loads apply for full semester length classes only. For short-term classes, see a counselor.*



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 01/16/2012
--

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	1943	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		095300
<b>C</b>	Local Title	Engineering Drafting Technology	Engineering Drafting Technology
<b>D</b>	Units for Degree Major or Area of Emphasis	26 to 26	
	Total Units for Degree		
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO

District KERN

SIGNATURES

3/26/2012

DATE



SIGNATURE, CHIEF INSTRUCTIONAL OFFICER

**Vice President of Academic Affairs.**

Corey J. Marvin

TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Engineering Drafting Technology** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Engineering Drafting Technology AS AS Degree Program

**ENGINEERING DRAFTING ASSOCIATE OF SCIENCE DEGREE** (60 units total, 26 units in the major) is designed to provide the student with the skills and knowledge required to perform as an entry-level technician.

**Complete all of the following courses (26 units):**

CSCI C101	Intro to Computer Info Systems	3
DRFT C111	Engineering Drawing I	3
DRFT C112	Engineering Drawing II	3
DRFT C211	Engineering Drawing III	3
DRFT C212	Engineering Drawing IV	3
DRFT C151	Fundamentals of AutoCAD	3
DRFT C152	Advanced C.A.D. and Drafting	3
MATH C055	Intermediate Algebra	4
WEXP C101	Introduction to Work Exper.	1

**Recommended Electives:**

		<b>Units</b>
DRFT C161	Geometric Dimen. & Tolerancing	3
WEXP C102	Occup./Career Work Exp. I	1

---

**Total Units**

**26**

PID 568

## Program Learning Outcomes

### Program Matrix

**Courses**

CSCI C101  
 DRFT C111  
 DRFT C112  
 DRFT C151  
 DRFT C152  
 DRFT C161  
 DRFT C211  
 DRFT C212  
 MATH C055  
 WEXP C101  
 WEXP C102

**Program Learning Outcomes**

## Planning Summary

### Program Cover

---

**Recommended T.O.P. Code**  
**Units for Degree Major or Area of Emphasis**  
**Total Units for Degree**  
**Required Units-Certificate**  
**Projected Annual Completers**  
**Projected Net Annual Labor Demand (CTE)**  
**Estimated FTE Faculty Workload**

Number of New Faculty Positions

Est. Cost, New Equipment

Cost of New/Remodeled Facility

Est. Cost, Library Acquisitions

When will this program undergo review as part of college's Program Evaluation Plan?

70 = Fall

## **Need**

---

Enrollment and Completer Projections

Place of Program in Curriculum/Similar Programs

'Similar Programs at other colleges in service area

Labor Market Information & Analysis (CTE only)

Employer Survey (CTE only)

Explanation of Employer Relationship (CTE Only)

List of Members and Advisory Committee (CTE Only)

Recommendations of Advisory Committee (CTE Only)

## **Adequate Resources**

---

Library and/or Learning Resources Plan

Facilities and Equipment Plan

Financial Support Plan

Faculty Qualifications and Availability

## **Compliance**

---

Based on model curriculum (if applicable)

Licensing or Accreditation Standards

Student Selection and Fees

Conditions of Enrollment



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO Contact Person Margaret Mauldin  
 District KERN Phone # (760) 384-6257  
 Date Form Submitted \_\_\_\_\_ E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
01/16/2012

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	20637	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		095300
<b>C</b>	Local Title	Engineering Drafting Technology	Engineering Drafting Technology
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	27 to 27	
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>3/26/2012</u> DATE	 SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	<u>Corey J. Marvin</u> TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*



**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/04/2012

Margaret Mauldin  
Instruction Office Specialist  
Cerro Coso Community College  
3000 College Heights Blvd. Ridgecrest, CA 93555

Dear Margaret Mauldin:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Engineering Drafting Technology** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Engineering Drafting Technology Cert Certificate of Achievement

**ENGINEERING DRAFTING TECHNOLOGY CERTIFICATE** (27 units): Any student completing the courses required for the major qualifies for a certificate in Engineering Drafting Technology.

**Complete all of the following courses (26 units):**

CSCI C101	Intro to Computer Info Systems	3
DRFT C111	Engineering Drawing I	3
DRFT C112	Engineering Drawing II	3
DRFT C211	Engineering Drawing III	3
DRFT C212	Engineering Drawing IV	3
DRFT C151	Fundamentals of AutoCAD	3
DRFT C152	Advanced C.A.D. and Drafting	3
MATH C055	Intermediate Algebra	4
WEXP C101	Introduction to Work Exper.	1

**Recommended Electives:**

		<b>Units</b>
DRFT C161	Geometric Dimen. & Tolerancing	3
WEXP C102	Occup./Career Work Exp. I	1

---

**Total Units**

**26**

PID 569

## Program Learning Outcomes

### Program Matrix

**Courses**

CSCI C101  
DRFT C111  
DRFT C112  
DRFT C151  
DRFT C152  
DRFT C161  
DRFT C211  
DRFT C212  
MATH C055  
WEXP C101  
WEXP C102

**Program Learning Outcomes**

### Planning Summary

**Program Cover**

---

**Recommended T.O.P. Code**

**Units for Degree Major or Area of Emphasis**

**Total Units for Degree**

**Required Units-Certificate**

**Projected Annual Completers**

**Projected Net Annual Labor Demand (CTE)**

**Estimated FTE Faculty Workload**

Number of New Faculty Positions

Est. Cost, New Equipment

Cost of New/Remodeled Facility

Est. Cost, Library Acquisitions

When will this program undergo review as part of college's Program Evaluation Plan?

70 = Fall

## **Need**

---

Enrollment and Completer Projections

Place of Program in Curriculum/Similar Programs

'Similar Programs at other colleges in service area

Labor Market Information & Analysis (CTE only)

Employer Survey (CTE only)

Explanation of Employer Relationship (CTE Only)

List of Members and Advisory Committee (CTE Only)

Recommendations of Advisory Committee (CTE Only)

## **Adequate Resources**

---

Library and/or Learning Resources Plan

Facilities and Equipment Plan

Financial Support Plan

Faculty Qualifications and Availability

## **Compliance**

---

Based on model curriculum (if applicable)

Licensing or Accreditation Standards

Student Selection and Fees

Conditions of Enrollment



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO Contact Person Margaret Mauldin  
 District KERN Phone # (760) 384-6257  
 Date Form Submitted \_\_\_\_\_ E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
01/16/2012

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	10978	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		092400
<b>C</b>	Local Title	Engineering Technology	Engineering Technology
<b>D</b>	Units for Degree Major or Area of Emphasis	27 to 27	
	Total Units for Degree		
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1983	1983
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES

3/26/2012

DATE



SIGNATURE, CHIEF INSTRUCTIONAL OFFICER  
**Vice President of Academic Affairs**

Corey J. Marvin

TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Engineering Technology** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Engineering Technology AS AS Degree Program

**ENGINEERING TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE** (60 units total, 27 units in the major) prepares the student to enter the engineering field as an engineering aide.

**Complete all of the following courses (19 units):**

CSCI C101	Intro to Computer Info Systems	3
DRFT C151	Fundamentals of AutoCAD	3
DRFT C152	Advanced C.A.D. and Drafting	3
MATH C142	Trigonometry	4
MCTL C111	Beginning Machine Shop	3
WELD C101	Oxyacetylene Welding	3

**Select 8 units from the following courses:**

		<b>Units</b>
MCTL C112	Intermediate Machine Shop	3
MCTL C211	Advanced Machine Shop	3
MCTL C215	Intro to Comp. Num. Control	3
WEXP C101	Introduction to Work Exper.	1
WEXP C102	Occup./Career Work Exp. I	1

---

**Total Units**

**27**

PID 570

## Program Learning Outcomes

### Program Matrix

**Courses**

CSCI C101  
DRFT C151  
DRFT C152  
MATH C142  
MCTL C111  
MCTL C112  
MCTL C211  
MCTL C215  
WELD C101  
WEXP C101  
WEXP C102

**Program Learning Outcomes**

### Planning Summary

**Program Cover**

---

**Recommended T.O.P. Code**

**Units for Degree Major or Area of Emphasis**

**Total Units for Degree**

**Required Units-Certificate**

**Projected Annual Completers**

**Projected Net Annual Labor Demand (CTE)**

**Estimated FTE Faculty Workload**

Number of New Faculty Positions

Est. Cost, New Equipment

Cost of New/Remodeled Facility

Est. Cost, Library Acquisitions

When will this program undergo review as part of college's Program Evaluation Plan?

70 = Fall

## **Need**

---

Enrollment and Completer Projections

Place of Program in Curriculum/Similar Programs

'Similar Programs at other colleges in service area

Labor Market Information & Analysis (CTE only)

Employer Survey (CTE only)

Explanation of Employer Relationship (CTE Only)

List of Members and Advisory Committee (CTE Only)

Recommendations of Advisory Committee (CTE Only)

## **Adequate Resources**

---

Library and/or Learning Resources Plan

Facilities and Equipment Plan

Financial Support Plan

Faculty Qualifications and Availability

## **Compliance**

---

Based on model curriculum (if applicable)

Licensing or Accreditation Standards

Student Selection and Fees

Conditions of Enrollment





**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO Contact Person Margaret Mauldin  
 District KERN Phone # (760) 384-6257  
 Date Form Submitted \_\_\_\_\_ E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
01/16/2012

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	20634	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		092400
<b>C</b>	Local Title	Engineering Technology	Engineering Technology
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	27 to 27	
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1983	1983
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>3/26/2012</u>		<u>Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Engineering Technology** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Engineering Technology Cert Certificate of Achievement

**ENGINEERING TECHNOLOGY CERTIFICATE** (27 units): Any student completing the courses required for the major qualifies for a certificate in Engineering Technology.

**Complete all of the following courses (19 units):**

CSCI C101	Intro to Computer Info Systems	3
DRFT C151	Fundamentals of AutoCAD	3
DRFT C152	Advanced C.A.D. and Drafting	3
MATH C142	Trigonometry	4
MCTL C111	Beginning Machine Shop	3
WELD C101	Oxyacetylene Welding	3

**Select 8 units from the following courses:**

		<b>Units</b>
MCTL C112	Intermediate Machine Shop	3
MCTL C211	Advanced Machine Shop	3
MCTL C215	Intro to Comp. Num. Control	3
WEXP C101	Introduction to Work Exper.	1
WEXP C102	Occup./Career Work Exp. I	1

---

**Total Units**

**27**

PID 571

## Program Learning Outcomes

### Program Matrix

**Courses**

CSCI C101  
DRFT C151  
DRFT C152  
MATH C142  
MCTL C111  
MCTL C112  
MCTL C211  
MCTL C215  
WELD C101  
WEXP C101  
WEXP C102

**Program Learning Outcomes**

### Planning Summary

**Program Cover**

---

**Recommended T.O.P. Code**

**Units for Degree Major or Area of Emphasis**

**Total Units for Degree**

**Required Units-Certificate**

**Projected Annual Completers**

**Projected Net Annual Labor Demand (CTE)**

**Estimated FTE Faculty Workload**

Number of New Faculty Positions

Est. Cost, New Equipment

Cost of New/Remodeled Facility

Est. Cost, Library Acquisitions

When will this program undergo review as part of college's Program Evaluation Plan?

70 = Fall

## **Need**

---

Enrollment and Completer Projections

Place of Program in Curriculum/Similar Programs

'Similar Programs at other colleges in service area

Labor Market Information & Analysis (CTE only)

Employer Survey (CTE only)

Explanation of Employer Relationship (CTE Only)

List of Members and Advisory Committee (CTE Only)

Recommendations of Advisory Committee (CTE Only)

## **Adequate Resources**

---

Library and/or Learning Resources Plan

Facilities and Equipment Plan

Financial Support Plan

Faculty Qualifications and Availability

## **Compliance**

---

Based on model curriculum (if applicable)

Licensing or Accreditation Standards

Student Selection and Fees

Conditions of Enrollment



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted 7/12/2012

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
08/03/2012

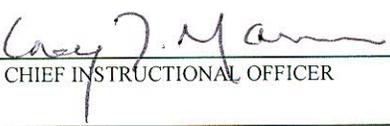
	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	1948	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		100100
<b>C</b>	Local Title	Fine Arts	Fine Arts
<b>D</b>	Units for Degree Major or Area of Emphasis	24 to 24	
	Total Units for Degree		
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>7/12/2012</u> DATE	<u></u> SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Dr. Corey J. Marvin</u> TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CERRO COSO COMMUNITY COLLEGE  
PROGRAM, DEGREE, CERTIFICATE, OR AWARD FORM**

1. PROGRAM NAME: Fine Arts Associate of Arts Degree
2. PROGRAM DESCRIPTION: **FINE ARTS ASSOCIATE OF ARTS DEGREE** (60 units total, 24 units in the major) is designed for students with a broad interest in the Arts, and can be completed by taking a combination of courses in the visual arts, music, theatre, and computer graphics.
3. COURSES:

**Select 9 units from the following courses, at least one course from Art, one course from Music and one course from Theatre:**

Course Number	Course Name	Units
---------------	-------------	-------

**ART**

ART C101	-----Introduction to Art-----	3 Units
ART C105	-----History of Western Art I-----	3
ART C106	-----History of Western Art II-----	3

**MUSIC**

MUSC C101	-----Music Appreciation-----	3 Units
MUSC C118	-----History of American Popular Music-----	3
MUSC C173	-----Jazz Appreciation-----	3

**THEATRE**

THEA C101	-----Introduction to Theatre-----	3 Units
THEA C103	-----Introduction to Play Reading-----	3

**Select 15 units from the following courses:**

**ART**

ART C111	-----2-Dimensional Design-----	3 Units
ART C115	-----3-Dimensional Design-----	3
ART C121	-----Drawing 1-----	3
ART C131	-----Painting I-----	3
ART C141	-----Ceramics I-----	3
ART C151	-----Sculpture I-----	3
ART C161	-----Photography I-----	3

**MUSIC**

MUSC C126	-----Guitar-----	2 Units
MUSC C121	-----Piano I-----	2
MUSC C122	-----Piano II-----	2
MUSC C221	-----Piano III-----	2
MUSC C222	-----Piano IV-----	2
MUSC C131	-----Orchestra I-----	2
MUSC C132	-----Orchestra II-----	2



MUSC C231-----Orchestra III-----	2
MUSC C232-----Orchestra IV-----	2
MUSC C141-----Community Band I-----	2
MUSC C142-----Community Band II-----	2
MUSC C241-----Community Band III-----	2
MUSC C242-----Community Band IV-----	2
MUSC C151-----Choir I-----	2
MUSC C152-----Choir II-----	2
MUSC C251-----Choir III-----	2
MUSC C252-----Choir IV-----	2
MUSC C181-----Music and Technology I-----	3
MUSC C183-----Fundamentals of sound Design for Media-----	3

**THEATRE**

THEA C105-----Performance Studies-----	2 Units
THEA C111-----Fundamentals of Acting-----	2
THEA C112-----Beginning Acting-----	2
THEA C118-----Improvisation-----	2
THEA C121-----Theatre Production-----	3
THEA C126-----Shakespeare Theatre Production-----	3
THEA C131-----Technical Theatre-----	3
THEA C140-----Movement for the Actor-----	2
THEA C145-----Voice for the Actor-----	2
THEA C211-----Intermediate Acting-----	2
THEA C212-----Advanced Acting-----	2
THEA C230-----Directing-----	2
THEA C241-----Creative Drama-----	2

**DIGITAL MEDIA ARTS**

DMA C102-----Digital Imaging with Photoshop-----	3
DMA C107-----Illustration and Design with Illustrator-----	3
DMA C109-----Desktop Publishing with InDesign-----	3
DMA C111/CSCI C181---XHTML and CSS-----	3 Units

**Complete general education requirements and electives for a minimum of 60 total units.**

4. PROGRAM LEARNING OUTCOMES: Upon successful completion of the program, the student will be able to
- A. Use artistic terminology. This will be assessed by an essay, scored by a rubric.
  - B. Demonstrate an understanding of the social and historical significance of art. This will be assessed by an essay, scored by a rubric.
  - C. Evaluate artistic works. This will be assessed by an essay, scored by rubric.
  - D. Describe and demonstrate appropriate methods in the artistic process, including, but not limited to mastery of tools and techniques, collaboration, safety, and/or use of technology. This will be assessed by a project, scored by a rubric.

	A.	B.	C.	D.
ART C101, ART C105, ART C106	X	X	X	X
MUSC C101, MUSC C118, MUSC C173	X	X	X	
THEA C101, THEA C103	X	X	X	
Electives	X	X	X	X

**SIGNATURE PAGE**

PROGRAM NAME: Fine Arts Associate of Arts Degree

Your signature verifies that you have reviewed and evaluated the program description, student learning outcomes, and course lists with other members of the review committee, including advisory committee, if applicable, and are satisfied that this program serves the College's mission and meets the needs of students and the community.

This form must be signed by the proposing instructor and at least **two other** full-time faculty members of disciplines approved to teach courses in the program, as listed under Course Discipline List in the course outlines. If two other full-time faculty members do not exist, signatures may be obtained from an adjunct instructor in the discipline or a full-time faculty member in a closely related field.

Proposing Instructor:

<u>Melinda Fogle Oliver</u> Print Name	<u>/s/ Melinda Fogle Oliver</u> Signature	<u>10/22/08</u> Date
---	--	-------------------------

Review Committee:

<u>Dick Benson</u> Print Name	<u>/s/ Dick Benson</u> Signature	<u>10/22/08</u> Date
----------------------------------	-------------------------------------	-------------------------

<u>Loren Sandvik</u> Print Name	<u>/s/ Loren Sandvik</u> Signature	<u>10/23/08</u> Date
------------------------------------	---------------------------------------	-------------------------

CIC Chair:

<u>Dr. Dennis I. VanderWerff</u> Print Name:	<u>/s/ Dr. Dennis I. VanderWerff</u> Signature	<u>10/24/08</u> Date
---	---	-------------------------

Vice President of Academic Affairs:

<u>Dr. James Fay</u> Print Name:	<u>/s/ Dr. James Fay</u> Signature	<u>10/24/08</u> Date
-------------------------------------	---------------------------------------	-------------------------



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
01/16/2012

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	1980	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		490200
<b>C</b>	Local Title	General Sciences	General Sciences
<b>D</b>	Units for Degree Major or Area of Emphasis	18 to 18	20 to 25
	Total Units for Degree		60 to 60
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.A. DEGREE
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>3/15/2012</u> DATE	 _____ SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	<u>Corey J. Marvin</u> _____ TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **General Sciences** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC General Sciences AA Degree Program

GENERAL SCIENCES ASSOCIATE OF ARTS DEGREE 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 Science 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.

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 [www.assist.org](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 [www.assist.org](http://www.assist.org) to determine any limitations on Pass/No pass grading in major preparation courses.

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

The graduate of the AA Degree Program program in CC General Sciences will:

**Measured with an exam (standardized if possible) in the capstone class with 70% accuracy, and by follow-up survey (possibly informal).**: Demonstrate proficient preparation for upper division science courses at the appropriate transfer institution in the chosen emphasis: biology, chemistry, or physical science.

**Measured by direct observation during laboratory work using a checklist based upon guidelines published by the relevant professional societies with an 80% success.**: Perform hands-on laboratory and/or field experiments of all science classes safely.

**This will be assessed and scored by exams given in all science classes with 80% of students showing mastery.**: 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.

**This will be assessed by exam or report with an 80% mastery.**: Demonstrate an ability to communicate scientific results, including as appropriate graphically, verbally and in writing.

**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.**

Units

Complete all of the following courses.

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

**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.**

Units

Complete all of the following courses.

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

**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.

Units

Complete all of the following courses.

MATH C151	Analy Geometry & Calculus I	5
MATH C152	Analytical Geometry & Calc II	5
PHYS C111	Mechanics	5
PHYS C113	Electricity and Magnetism	5
PHYS C211	Waves, Optics and Modern Phys	5

---

**Total Units**

**20 - 25**

PID 400

## Program Learning Outcomes

**A .** Demonstrate proficient preparation for upper division science courses at the appropriate transfer institution in the chosen emphasis: biology, chemistry, or physical science.

*Assessment:* Measured with an exam (standardized if possible) in the capstone class with 70% accuracy, and by follow-up survey (possibly informal).

**B .** Perform hands-on laboratory and/or field experiments of all science classes safely.

*Assessment:* Measured by direct observation during laboratory work using a checklist based upon guidelines published by the relevant professional societies with an 80% success.

**C .** 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.

*Assessment:* This will be assessed and scored by exams given in all science classes with 80% of students showing mastery.

**D .** Demonstrate an ability to communicate scientific results, including as appropriate graphically, verbally and in writing.

*Assessment:* This will be assessed by exam or report with an 80% mastery.

## Program Matrix

Courses	Program Learning Outcomes			
	A	B	C	D
BIOL C111				
BIOL C112				
CHEM C111				
CHEM C113				
CHEM C221				
CHEM C223				
MATH C151				
MATH C152				
PHYS C111				
PHYS C113				
PHYS C211				

## Planning Summary

### Program Cover

---

Recommended T.O.P. Code

4902.00



Units for Degree Major or Area of Emphasis	20-25
Total Units for Degree	60
Required Units-Certificate	
Projected Annual Completers	10
Projected Net Annual Labor Demand (CTE)	
Estimated FTE Faculty Workload	7
Number of New Faculty Positions	0
Est. Cost, New Equipment	0
Cost of New/Remodeled Facility	0
Est. Cost, Library Acquisitions	0
When will this program undergo review as part of college's Program Evaluation Plan?	70 = Fall      2014

### Need

---

Enrollment and Completer Projections	FTEF- 7 Completers- 10
Place of Program in Curriculum/Similar Programs	Has minimal overlap with Liberal Arts: Math and Science and Engineering.
'Similar Programs at other colleges in service area	N/A
Labor Market Information & Analysis (CTE only)	
Employer Survey (CTE only)	
Explanation of Employer Relationship (CTE Only)	
List of Members and Advisory Committee (CTE Only)	
Recommendations of Advisory Committee (CTE Only)	

### Adequate Resources

---

Library and/or Learning Resources Plan	no new needed
Facilities and Equipment Plan	no new needed
Financial Support Plan	no new needed
Faculty Qualifications and Availability	no new needed

### Compliance

---

Based on model curriculum (if applicable)	no
Licensing or Accreditation Standards	none
Student Selection and Fees	none

## Conditions of Enrollment

August 14, 2008

COPY

Ms. Carole Bogue-Feinour, Vice Chancellor  
Academic Affairs  
California Community Colleges  
1102 "Q" Street  
Sacramento, CA 95811-6511

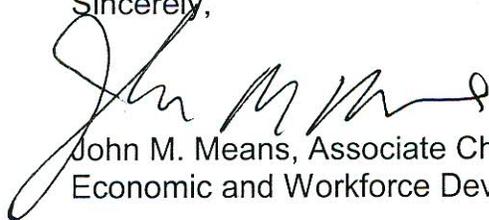
Dear Ms. Bogue-Feinour:

Attached is an application for approval of a new credit program, Human Services Program, Associate in Science Degree, TOP 2104.00, for Cerro Coso Community College.

The Kern Community College District Board of Trustees approved submission of this application at its August 8, 2008 meeting.

If you have any questions regarding this application, please contact Dr. James Fay, Vice President, Academic Affairs, Cerro Coso Community College, at 760-384-6201.

Sincerely,



John M. Means, Associate Chancellor  
Economic and Workforce Development

/se  
Enclosures

cc: Sandra Serrano, Chancellor, Kern Community College District  
(w/o enclosures)  
Mary Retterer, President, Cerro Coso Community College  
(w/o enclosures)  
James Fay, Vice President, Academic Affairs, Cerro Coso Community  
College (w/enclosures)



**CERRO COSO**  
COMMUNITY COLLEGE

**KERN COUNTY COMMUNITY COLLEGE DISTRICT**

**Program Proposal**

**HUMAN SERVICES**



**CERRO COSO**  
COMMUNITY COLLEGE

**KERN COUNTY COMMUNITY COLLEGE DISTRICT**

**Associate of Science Degree**

**HUMAN SERVICES**



California Community Colleges

Application Date

Human Services Program – Associate of Science Degree

PROPOSED PROGRAM TITLE

Cerro Coso Community College

COLLEGE

Kern County Community College District

DISTRICT

Fall 2009

PROJECTED PROGRAM START DATE

GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):

- CAREER TECHNICAL EDUCATION (CTE)       TRANSFER       OTHER

TYPE OF PROGRAM (CHECK ALL THAT APPLY):

- A.A. DEGREE       A.S. DEGREE      CERTIFICATE OF ACHIEVEMENT:       18+ semester (or 27+ quarter) units  
 12-18 semester (or 18-27 quarter) units

Debra Rundell

CONTACT PERSON

Coordinator/Faculty

TITLE

760-384-8264

PHONE NUMBER

drundell@cerrocoso.edu

E-MAIL ADDRESS

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

PLANNING SUMMARY

Recommended T.O.P. Code	210400	Estimated FTE Faculty Workload	1
Units for Degree Major or Area of Emphasis	26	Number of New Faculty Positions	0
Total Units for Degree	60	Est. Cost, New Equipment	\$ 0
Required Units-Certificate		Cost of New/Remodeled Facility	\$ 0
Projected Annual Completers	20	Est. Cost, Library Acquisitions	\$ 0
Projected Net Annual Labor Demand (CTE)	29	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester: <u>Fall</u> Year <u>2010</u>

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

**Criteria A. Appropriateness to Mission**

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

**Criteria B. Need**

5. Enrollment and Completer Projections
  6. Place of Program in Curriculum/Similar Programs
  7. Similar Programs at Other Colleges in Service Area
  8. Labor Market Information & Analysis (CTE only)
  9. Employer Survey (CTE only)
  10. Explanation of Employer Relationship (CTE only)
  11. List of Members of Advisory Committee
  12. Recommendations of Advisory Committee
- Attachment:** Labor / Job Market Data (CTE only)  
**Attachment:** Employer Survey (CTE only)  
**Attachment:** Minutes of Key Meetings

**Criteria C. Curriculum Standards**

13. Display of Proposed Sequence
  14. Transfer Applicability (if applicable)
- Attachment:** Outlines of Record for Required Courses  
**Attachment:** Transfer Documentation (if applicable)

**Criteria D. Adequate Resources**

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

**Criteria E. Compliance**

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

**REQUIRED SIGNATURES**

Program: Human Services College: Cerro Coso Community College

**LIBRARY AND LEARNING RESOURCES**

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

3-4-08 Dennis VanderWerff Dennis VanderWerff  
 DATE SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

3-19-08 Valerie Karnes Valerie Karnes  
 DATE SIGNATURE, ADMINISTRATOR OF CTE TYPED OR PRINTED NAME

3-19-08 Debra Rundell Debra Rundell  
 DATE SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on 3/24/08 (date).  
3/24/08 Ron Vito Ron Vito  
 DATE SIGNATURE, CHAIR, REGIONAL CONSORTIUM TYPED OR PRINTED NAME

**LOCAL CURRICULUM APPROVAL**

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

4-08 Dennis VanderWerff Dennis VanderWerff  
 DATE SIGNATURE, CHAIR, CURRICULUM COMMITTEE TYPED OR PRINTED NAME

3-19-08 Paula Suarez Paula Suarez  
 DATE SIGNATURE, ARTICULATION OFFICER TYPED OR PRINTED NAME

3-19-08 James Fay James Fay  
 DATE SIGNATURE, CHIEF INSTRUCTIONAL OFFICER TYPED OR PRINTED NAME

4/1/08 Lisa Fuller Lisa Fuller  
 DATE SIGNATURE, PRESIDENT, ACADEMIC SENATE TYPED OR PRINTED NAME

**COLLEGE PRESIDENT**

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

3/20/08 Mary E Retterer Mary Retterer  
 DATE SIGNATURE, PRESIDENT OF THE COLLEGE TYPED OR PRINTED NAME

**DISTRICT APPROVAL**

On August 8, 2008, the governing board of the Kern Community College District District approved the instructional program attached to this application.

Aug 14, 2008 Sandra V. Serrano SANDRA V. SERRANO  
 DATE SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT TYPED OR PRINTED NAME

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted 05/04/2011

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b>
----------------------------------

	<b>FIELDS</b>	<b>AS LISTED in CURRENT INVENTORY</b>	<b>AS REVISED (fill in updated fields only)</b>
<b>A</b>	Unique Code	18915	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		210400
<b>C</b>	Local Title	Human Services	Human Services
<b>D</b>	Units for Degree Major or Area of Emphasis	27 to 27	27 to 27
	Total Units for Degree		60 to 60
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.S. DEGREE
<b>G</b>	Year Approved	2009	2009
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>5-18-11</u>		<u>Richard Post, V.P. Academic Aff.</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*



**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



08/11/2011

Margaret Mauldin  
Instruction Office Specialist  
Cerro Coso Community College  
3000 College Heights Blvd. Ridgecrest, CA 93555

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **A.S. DEGREE** in **Human Services** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **210400** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **A.S. DEGREE** in **Human Services** with program control number **18915**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



February 26, 2009

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear Dr. Fay:

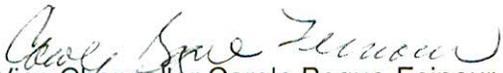
The Chancellor's Office hereby approves Cerro Coso Community College's Associate in Science degree and Certificate of Achievement in **Human Services**. These programs have been entered into the Inventory of Approved and Projected Programs under T.O.P. code 2104.00, with career technical education status, as follows:

- A.S. degree in **Human Services** with unique program code **18915**.
- Certificate of Achievement in **Human Services Worker** with unique program code **18917**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. These programs are not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with these new programs. If there are any questions about our action, please contact Stephanie Low, Specialist in Academic Planning, at (916) 322-6888, fax (916) 445-6268, or e-mail to [low@cccoco.edu](mailto:low@cccoco.edu).

Sincerely,

  
Vice Chancellor Carole Bogue-Feinour  
California Community Colleges, Chancellor's Office  
Academic Affairs Division

cc: Debra Rundell, Psychology/Human Services  
Stephanie Low

# PROGRAM OF STUDY

## CC Human Services AS AS Degree Program

HUMAN SERVICES ASSOCIATE OF SCIENCE DEGREE: 60 units total, 27 units in the major.

The Human Services program (A.S. and certificate) prepares students for employment in a broad range of human services settings. It consists of seven core courses and 2 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. The A.S. degree requires 60 units total, 27 in the major in addition to general education requirements and electives.

### Career Opportunities in Human Services

Employment preparation for such careers as Adult Case Manager, Recovery Specialist, Family Education Advocate, Juvenile Corrections Officer, Special Education Tutors, Child Case Manager

#### Complete all the following core courses:

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

#### Select 6 units from the following courses:

		Units
CHDV C106	Child Growth and Development	3
CHDV C241	The Exceptional Child: Nature and Nurture	3
HMSV C113	Intervention Skills in HMSV	3
PSYC C101	General Psychology	3
PSYC C112	Intro to Substance Abuse	3
PSYC C211	Lifespan Development	3
PSYC C241	Abnormal Psychology	3
SPCH C105	Interpersonal Communication	3

Complete general education requirements and electives for a minimum of 60 units.

Units

---

**Total Units**

**60**

PID 476

**NAME:** \_\_\_\_\_ **STUDENT ID:@** \_\_\_\_\_ **MAJOR** \_\_\_\_\_

**Minimum Proficiency Requirement:**

**Writing:**

- \_\_\_\_\_ Minimum Standard Met
- \_\_\_\_\_ English C101, C151, MA C125
- \_\_\_\_\_ English C070
- \_\_\_\_\_ English C040\*\*
- \_\_\_\_\_ English C030\*\*
- \_\_\_\_\_ English C020\*\*
- \_\_\_\_\_ # Units Needed

**Reading:**

- \_\_\_\_\_ Minimum Standard Met
- \_\_\_\_\_ Reading C056
- \_\_\_\_\_ Reading C046\*\*
- \_\_\_\_\_ Reading C036\*\*
- \_\_\_\_\_ # Units Needed

**Math:**

- \_\_\_\_\_ Minimum Standard Met
- \_\_\_\_\_ Math C055,C056, C057, C101 or 2 yrs HS Algebra Or Geom. With a "B" or better-within last 2 yrs.
- \_\_\_\_\_ Math C050 or C051+ C052
- \_\_\_\_\_ Math C040\*\*
- \_\_\_\_\_ Math C020\*\*
- \_\_\_\_\_ # Units Needed

**\*\*Does not apply to graduation**

	COMPLETE	IN PROGRESS	AREA COMPLETE
<b>AREA 1: NATURAL SCIENCE</b> (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).  <b>Life Sciences:</b> AGRI C102; ANTH C121; BIOL C101, C102 (L), C105 (L), C111 (L), C112 (L), C115 (L), C121, C122 (L), C131, C133, C138, C141, C142 (L), C251 (L), C255 (L), C261 (L) <b>Physical Sciences:</b> CHEM C100, C101 (L), C111 (L), C122 (L), C221 (L); GEOG C101, C102 (L), C111 (L); GEOL C111 (L), C121, C131; PHSC C101, C102 (L), C111, C112 (L), C121, C122 (L), C125 (L), C131, C132 (L), C141, C142 (L), C145 (L); PHYS C111 (L), C113 (L)  <b>Course from Other College:</b> _____ <b>AP:</b> _____			
<b>AREA 2: SOCIAL &amp; BEHAVIORAL SCIENCES</b> -Two courses/min. 6 units/each course from different subgroup.  <b>Social:</b> ANTH C111, C121, C131; CHDV C101, C104, C105, C106, C115; GEOG C121, C131; PSYC C071, C101, C102, C114, C211, C241, C251, C261, C271; SOSC C074; SOCI C101, C131 (D) <b>Econ &amp; Political:</b> ECON C101, C102, C103; POLS C101, C102, C204 <b>Historical:</b> HIST C103, C103H, C104, 104H, C131, C132, C216, C218, C224 <b>Interdis. Studies:</b> FILM/SPAN C211; INST C111, C201 (D), C207; INST/SOCI C210 (D), C220 (D) <b>Ethnic Studies:</b> ANTH C211 (D); HIST C209 (D), C226 (D); SOCI C121 (D)  <b>Course from Other College:</b> _____ <b>AP:</b> _____			
<b>AREA 3: HUMANITIES</b> -Two courses/min. 6 units/each course from different subgroup.  <b>Active Particip.:</b> ART C111, C115, C121, C125, C126, C131, C141, C151, C161, C165, C166, C231, C241, C242; MUSC 121,C122, C123, C124, C126, C127, C131, C132, C151, C152, C161, C162, C226, C261, C262; THEA C105, C111, C112, C118, C121, C126, C131, C140, C145, C211, C212, C230, C241; ENGL C141, C142, C144 <b>Arts:</b> ART C101 (D), C105, C106, C191; MUSC C101, C105, C106, C118, C173 (D), C181, C183, C281, C282; THEA C101, C103 <b>Literature:</b> ENGL C102, C102H, C111, C221, C221H, C222, C222H, C231, C232, C235, C241, C242, C245 (D), C249 (D); SPAN C282 <b>Philosophy:</b> PHIL C101, C141, C161, C162, C163, C201, C215; PHIL/INST C205 <b>Foreign Lang.:</b> ARAB C101, ASL C101, C102; FARS C101; FREN C101, C102, C201, C202; LATN C101, C102, C201, C202; RUSS C101,C102; SPAN C100,C101,C102,C110,C150,C154,C171,C180,C201,C202, C250, C252, C254, C281 <b>Interdis. Studies:</b> FILM/SPAN C211 (D); INST C111, C201 (D), C207, C220 (D); INST/SOCI C210 (D); SOCI C220 (D)  <b>Course from Other College:</b> _____ <b>AP:</b> _____			
<b>AREA 4: LANGUAGE &amp; RATIONALITY</b> -Two courses/min. 6 units/one course from each group-"C" or better.  <b>English Comp.:</b> ENGL C101, C151; MA C125 <b>Analytical Think.:</b> ENGL C102; MATH C055, C056, C057, C101, C121, C130, C131, C141, C142, C151, C257; PHIL/INST C205; PSYC C221  <b>Course from Other College:</b> _____ <b>AP:</b> _____			
<b>AREA 5: INFORMATION COMPETENCY</b> -One course/minimum 1 unit OR pass IC Proficiency Exam.  <b>Information Comp.:</b> LIT C075; IC C075 <b>PROFICIENCY EXAM-DATE PASSED:</b> _____  <b>Course from Other College:</b> _____ <b>AP:</b> _____			
<b>AREA 6: DIVERSITY</b> -One of the following courses or any diversity general education class (D).  <b>Diversity:</b> ART C101; BSAD C152, CHDV C125, C241; DMA C113 (MA C105); ENGL C245, C249; FILM/SPAN C211; HCRS C250; HIST C209, C226; HMSV C102; INST C201; INST/SOCI C210, C220; MUSC C173; SOCI C121, C131  <b>Course from Other College:</b> _____ <b>AP:</b> _____			
<b>AREA 7: HEALTH &amp; WELLNESS</b> -Choose from the following options:  OPTION I: One course from the following: CHDV C121; EMTC C111; FACE 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 _____  <b>Course from Other College:</b> _____ <b>AP:</b> _____  <b>Verified Veteran Status</b> _____ <b>VN Certificate</b> _____			

School	Units Completed	School	Units Completed
<b>UNITS COMPLETED</b>			
<b>DATE REVISED/INITIALS</b>			

## 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 of 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 of 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.**

## 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.

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

## COUNSELING

The college counseling staff provides assistance to each student in planning an academic program of studies for graduation, for transfer, or for personal interest. 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, help in improving study skills, and career planning.

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

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/student-services/counseling>.

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

	<u>Regular Semester</u>	<u>Summer Session</u>
Full-time	12 units	Please see counselor
Three-fourths time	9-11 1/2 units	Please see counselor
One-half time	6-8 1/2 units	Please see counselor
*Less than half time	5 1/2 units or less	Please see counselor

*The Study Loads apply for full semester length classes only. For short-term classes, see a counselor.*

# Cerro Coso Community College

## CIC PROGRAM APPROVAL REQUEST

**Program Title:** Psychology/Human Services Certificate\*

**Total Number of Units:** 24 units

**Course Catalog Description:** This program is intended to prepare students who wish to gain entry level employment in human services professions.

### Required Courses:

<u>Course Number:</u>	<u>Course Title</u>	<u>Units</u>
Psychology C23	Lifespan Development	3
Psychology C43	Introduction to Substance Abuse Issues	3
Psychology C41	Introduction to Human Services Professions	3
Psychology C44	Intervention Skills in Human Services	3
Psychology C45	Interpersonal and Group Skills	3
Psychology C46	Introduction to Fieldwork in Human Services	3
Psychology C47	Case Management	3
Psychology C48abcd	Internships in Human Services	3

\*Pending review and approval by the California Community College Chancellor's Office.

Submitted by: Anne Benvenuti

Date: December 1999

Application Date



California Community Colleges

Human Services Program – Associate of Science Degree

PROPOSED PROGRAM TITLE

Cerro Coso Community College

COLLEGE

Kern County Community College District

DISTRICT

Fall 2009

PROJECTED PROGRAM START DATE

GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):

- CAREER TECHNICAL EDUCATION (CTE)       TRANSFER       OTHER

TYPE OF PROGRAM (CHECK ALL THAT APPLY):

- A.A. DEGREE       A.S. DEGREE      CERTIFICATE OF ACHIEVEMENT:       18+ semester (or 27+ quarter) units  
 12-18 semester (or 18-27 quarter) units

Debra Rundell

CONTACT PERSON

Coordinator/Faculty

TITLE

760-384-8264

PHONE NUMBER

drundell@cerrocoso.edu

E-MAIL ADDRESS

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

PLANNING SUMMARY

Recommended T.O.P. Code	210400	Estimated FTE Faculty Workload	1
Units for Degree Major or Area of Emphasis	26	Number of New Faculty Positions	0
Total Units for Degree	60	Est. Cost, New Equipment	\$ 0
Required Units-Certificate		Cost of New/Remodeled Facility	\$ 0
Projected Annual Completers	20	Est. Cost, Library Acquisitions	\$ 0
Projected Net Annual Labor Demand (CTE)	29	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester: <u>Fall</u> Year <u>2010</u>

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

**Criteria A. Appropriateness to Mission**

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

**Criteria C. Curriculum Standards**

13. Display of Proposed Sequence
14. Transfer Applicability (if applicable)
- Attachment:** Outlines of Record for Required Courses
- Attachment:** Transfer Documentation (if applicable)

**Criteria B. Need**

5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs at Other Colleges in Service Area
8. Labor Market Information & Analysis (CTE only)
9. Employer Survey (CTE only)
10. Explanation of Employer Relationship (CTE only)
11. List of Members of Advisory Committee
12. Recommendations of Advisory Committee
- Attachment:** Labor / Job Market Data (CTE only)
- Attachment:** Employer Survey (CTE only)
- Attachment:** Minutes of Key Meetings

**Criteria D. Adequate Resources**

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

**Criteria E. Compliance**

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

**REQUIRED SIGNATURES**

Program: Human Services College: Cerro Coso Community College

**LIBRARY AND LEARNING RESOURCES**

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

3-4-08 Dennis VanderWerff Dennis VanderWerff  
 DATE SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

3-19-08 Valerie Karnes Valerie Karnes  
 DATE SIGNATURE, ADMINISTRATOR OF CTE TYPED OR PRINTED NAME

3-19-08 Debra Rundell Debra Rundell  
 DATE SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on 3/24/08 (date).

3/24/08 Ron Vito Ron Vito  
 DATE SIGNATURE, CHAIR, REGIONAL CONSORTIUM TYPED OR PRINTED NAME

**LOCAL CURRICULUM APPROVAL**

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

4-08 Dennis VanderWerff Dennis VanderWerff  
 DATE SIGNATURE, CHAIR, CURRICULUM COMMITTEE TYPED OR PRINTED NAME

3-19-08 Paula Suarez Paula Suarez  
 DATE SIGNATURE, ARTICULATION OFFICER TYPED OR PRINTED NAME

3-19-08 James Fay James Fay  
 DATE SIGNATURE, CHIEF INSTRUCTIONAL OFFICER TYPED OR PRINTED NAME

4/1/08 Lisa Fuller Lisa Fuller  
 DATE SIGNATURE, PRESIDENT, ACADEMIC SENATE TYPED OR PRINTED NAME

**COLLEGE PRESIDENT**

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

3/20/08 Mary E Retterer Mary Retterer  
 DATE SIGNATURE, PRESIDENT OF THE COLLEGE TYPED OR PRINTED NAME

**DISTRICT APPROVAL**

On August 8, 2008, the governing board of the Kern Community College District District approved the instructional program attached to this application.

Aug 14, 2008 Sandra V. Serrano SANDRA V. SERRANO  
 DATE SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT TYPED OR PRINTED NAME

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**



**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



08/11/2011

Margaret Mauldin  
Instruction Office Specialist  
Cerro Coso Community College  
3000 College Heights Blvd. Ridgecrest, CA 93555

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units in Human Services Worker** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **210400** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units in Human Services Worker** with program control number **18917**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin



California Community Colleges

Application Date

<b>Human Services Worker Certificate</b> <small>PROPOSED PROGRAM TITLE</small> <b>Cerro Coso Community College</b> <small>COLLEGE</small> <b>Kern County Community College District</b> <small>DISTRICT</small> <b>Fall 2008</b> <small>PROJECTED PROGRAM START DATE</small>	<b>Debra Rundell</b> <small>CONTACT PERSON</small> <b>Coordinator/Faculty</b> <small>TITLE</small> <b>760-384-8264</b> <small>PHONE NUMBER</small> <b>drundell@cerrocoso.edu</b> <small>E-MAIL ADDRESS</small>
<b>GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):</b> <input checked="" type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE) <input type="checkbox"/> TRANSFER <input type="checkbox"/> OTHER	
<b>TYPE OF PROGRAM (CHECK ALL THAT APPLY):</b> <input type="checkbox"/> A.A. DEGREE <input type="checkbox"/> A.S. DEGREE                      CERTIFICATE OF ACHIEVEMENT: <input type="checkbox"/> 18+ semester (or 27+ quarter) units <input checked="" type="checkbox"/> 12-18 semester (or 18-27 quarter) units	

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

PLANNING SUMMARY

Recommended T.O.P. Code	210400	Estimated FTE Faculty Workload	1
Units for Degree Major or Area of Emphasis		Number of New Faculty Positions	0
Total Units for Degree		Est. Cost, New Equipment	\$ 0
Required Units-Certificate	20	Cost of New/Remodeled Facility	\$ 0
Projected Annual Completers	20	Est. Cost, Library Acquisitions	\$ 0
Projected Net Annual Labor Demand (CTE)	29	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester: <u>Fall</u> Year <u>2010</u>

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

**Criteria A. Appropriateness to Mission**

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

**Criteria C. Curriculum Standards**

13. Display of Proposed Sequence
14. Transfer Applicability (if applicable)  
**Attachment:** Outlines of Record for Required Courses  
**Attachment:** Transfer Documentation (if applicable)

**Criteria B. Need**

5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs at Other Colleges in Service Area
8. Labor Market Information & Analysis (CTE only)
9. Employer Survey (CTE only)
10. Explanation of Employer Relationship (CTE only).
11. List of Members of Advisory Committee
12. Recommendations of Advisory Committee  
**Attachment:** Labor / Job Market Data (CTE only)  
**Attachment:** Employer Survey (CTE only)  
**Attachment:** Minutes of Key Meetings

**Criteria D. Adequate Resources**

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

**Criteria E. Compliance**

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**

**REQUIRED SIGNATURES**

Program: Human Services College: Cerro Coso Community College

**LIBRARY AND LEARNING RESOURCES**

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

3-4-08 DATE Dennis VanderWerff SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER Dennis VanderWerff TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

3-19-08 DATE Valerie Karnes SIGNATURE, ADMINISTRATOR OF CTE Valerie Karnes TYPED OR PRINTED NAME

3-19-08 DATE Debra Rundell SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE Debra Rundell TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on 3/24/08 (date).

3/24/08 DATE Ron Vito SIGNATURE, CHAIR, REGIONAL CONSORTIUM Ron Vito TYPED OR PRINTED NAME

**LOCAL CURRICULUM APPROVAL**

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

3-4-08 DATE Dennis VanderWerff SIGNATURE, CHAIR, CURRICULUM COMMITTEE Dennis VanderWerff TYPED OR PRINTED NAME

3-19-08 DATE Paula Suarez SIGNATURE, ARTICULATION OFFICER Paula Suarez TYPED OR PRINTED NAME

3-19-08 DATE James Fay SIGNATURE, CHIEF INSTRUCTIONAL OFFICER James Fay TYPED OR PRINTED NAME

4/1/08 DATE Lisa Fuller SIGNATURE, PRESIDENT, ACADEMIC SENATE Lisa Fuller TYPED OR PRINTED NAME

**COLLEGE PRESIDENT**

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

3/20/08 DATE Mary E Retterer SIGNATURE, PRESIDENT OF THE COLLEGE Mary Retterer TYPED OR PRINTED NAME

**DISTRICT APPROVAL**

On Sept 4, 2008, the governing board of the Kern Community College District District approved the instructional program attached to this application.

Sept 4, 2008 DATE Andra G. Serrano SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT Andra G. Serrano TYPED OR PRINTED NAME

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted 06/23/2011

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 05/13/2011
--

	<b>FIELDS</b>	<b>AS LISTED in CURRENT INVENTORY</b>	<b>AS REVISED (fill in updated fields only)</b>
<b>A</b>	Unique Code	18917	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		210400
<b>C</b>	Local Title	Human Services Worker	Human Services Worker
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	27 to 27	27 to 27
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	2009	2009
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>5-18-11</u>		<u>Richard Post, V.P. Academic Aff.</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



February 26, 2009

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear Dr. Fay:

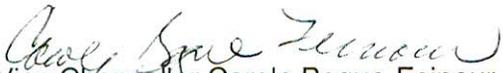
The Chancellor's Office hereby approves Cerro Coso Community College's Associate in Science degree and Certificate of Achievement in **Human Services**. These programs have been entered into the Inventory of Approved and Projected Programs under T.O.P. code 2104.00, with career technical education status, as follows:

- A.S. degree in **Human Services** with unique program code **18915**.
- Certificate of Achievement in **Human Services Worker** with unique program code **18917**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. These programs are not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with these new programs. If there are any questions about our action, please contact Stephanie Low, Specialist in Academic Planning, at (916) 322-6888, fax (916) 445-6268, or e-mail to [low@ccc.co.edu](mailto:low@ccc.co.edu).

Sincerely,

  
Vice Chancellor Carole Bogue-Feinour  
California Community Colleges, Chancellor's Office  
Academic Affairs Division

cc: Debra Rundell, Psychology/Human Services  
Stephanie Low

**REQUIRED SIGNATURES**

Program: Human Services College: Cerro Coso Community College

**LIBRARY AND LEARNING RESOURCES**

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

3-4-08 DATE Dennis VanderWerff SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER Dennis VanderWerff TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

3-19-08 DATE Valerie Karnes SIGNATURE, ADMINISTRATOR OF CTE Valerie Karnes TYPED OR PRINTED NAME

3-19-08 DATE Debra Rundell SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE Debra Rundell TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on 3/24/08 (date).

3/24/08 DATE Ron Vito SIGNATURE, CHAIR, REGIONAL CONSORTIUM Ron Vito TYPED OR PRINTED NAME

**LOCAL CURRICULUM APPROVAL**

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

3-4-08 DATE Dennis VanderWerff SIGNATURE, CHAIR, CURRICULUM COMMITTEE Dennis VanderWerff TYPED OR PRINTED NAME

3-19-08 DATE Paula Suarez SIGNATURE, ARTICULATION OFFICER Paula Suarez TYPED OR PRINTED NAME

3-19-08 DATE James Fay SIGNATURE, CHIEF INSTRUCTIONAL OFFICER James Fay TYPED OR PRINTED NAME

4/1/08 DATE Lisa Fuller SIGNATURE, PRESIDENT, ACADEMIC SENATE Lisa Fuller TYPED OR PRINTED NAME

**COLLEGE PRESIDENT**

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

3/20/08 DATE Mary E Retterer SIGNATURE, PRESIDENT OF THE COLLEGE Mary Retterer TYPED OR PRINTED NAME

**DISTRICT APPROVAL**

On Sept 4, 2008, the governing board of the Kern Community College District District approved the instructional program attached to this application.

Sept 4, 2008 DATE Andra G. Serrano SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT Andra G. Serrano TYPED OR PRINTED NAME

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**

## PROGRAM OF STUDY

### CC Human Services Worker Cert Certificate of Achievement

**HUMAN SERVICES ASSOCIATE OF SCIENCE DEGREE AND CERTIFICATES:** (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 requires an additional two electives or other approved specialized courses to develop competencies for specific employment settings. Although individual courses are offered online, the full certificate is currently not available in online environments. The Human Services A.S. degree requires 60 units total, 27 in the major, in addition to general education requirements and electives.

### Career Opportunities in Human Services

5

**Complete all of the following courses:**

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

**Select 6 units from the following courses:**

		<b>Units</b>
CHDV C106	Child Growth and Development	3
CHDV C241	The Exceptional Child: Nature and Nurture	3
HMSV C113	Intervention Skills in HMSV	3
PSYC C101	General Psychology	3
PSYC C112	Intro to Substance Abuse	3
PSYC C211	Lifespan Development	3
PSYC C241	Abnormal Psychology	3
SPCH C105	Interpersonal Communication	3

---

**Total Units**

**27**

PID 477



# Cerro Coso Community College

## CIC PROGRAM APPROVAL REQUEST

**Program Title:** Psychology/Human Services Certificate\*

**Total Number of Units:** 24 units

**Course Catalog Description:** This program is intended to prepare students who wish to gain entry level employment in human services professions.

### Required Courses:

<u>Course Number:</u>	<u>Course Title</u>	<u>Units</u>
Psychology C23	Lifespan Development	3
Psychology C43	Introduction to Substance Abuse Issues	3
Psychology C41	Introduction to Human Services Professions	3
Psychology C44	Intervention Skills in Human Services	3
Psychology C45	Interpersonal and Group Skills	3
Psychology C46	Introduction to Fieldwork in Human Services	3
Psychology C47	Case Management	3
Psychology C48abcd	Internships in Human Services	3

\*Pending review and approval by the California Community College Chancellor's Office.

Submitted by: Anne Benvenuti

Date: December 1999

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



April 28, 2009

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear Dr. Fay:

The Chancellor's Office hereby approves Cerro Coso Community College's request for approval of the Associate in Science degree and Certificate of Achievement in **Industrial Technology**. The new programs have been entered into the Inventory of Approved Programs with career technical education status under T.O.P. code 0956.00, as follows:

- Associate in Science degree in **Industrial Technology** with unique program code **19148**.
- Certificate of Achievement in **Industrial Technology** with unique program code **19149**.
- Certificate of Achievement in **Industrial Technology-Electronics Technician** with unique program code **19150**.
- Certificate of Achievement in **Industrial Technology-Engineering Technician** with unique program code **19151**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. These programs are not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with these new programs. If there are any questions about our action, please contact Stephanie Low, Specialist in Academic Affairs, at (916) 322-6888, fax (916) 445-6268, or e-mail to [lows@ccco.edu](mailto:lows@ccco.edu).

Sincerely,

A handwritten signature in cursive script that reads "Carole Bogue-Feinour/SL".

Vice Chancellor Carole Bogue-Feinour  
California Community Colleges, Chancellor's Office  
Academic Affairs Division

Cc: Valerie Karnes, Dean, Career Technical Education  
Stephanie Low

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



May 7, 2009

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear Dr. Fay:

The Chancellor's Office hereby approves Cerro Coso Community College's Certificate of Achievement in **Industrial Technology: Wind Technician**. This 12 unit certificate has been entered into the Inventory of Approved Programs with career technical education status under T.O.P. code 0956.00, with unique program number **19157**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program. If there are any questions about our action, please contact Stephanie Low, Specialist in Academic Affairs, at (916) 322-6888, fax (916) 445-6268, or e-mail to [laws@cccco.edu](mailto:laws@cccco.edu).

Sincerely,

A handwritten signature in cursive script that reads "Carole Bogue-Feinour".

Vice Chancellor Carole Bogue-Feinour  
California Community Colleges, Chancellor's Office  
Academic Affairs Division

Cc: Valerie Karnes, Dean, Career Technical Education  
Stephanie Low

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



May 7, 2009

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear Dr. Fay:

The Chancellor's Office hereby approves Cerro Coso Community College's Certificate of Achievement in **Industrial Technology: Solar Technician**. This 12 unit certificate has been entered into the Inventory of Approved Programs with career technical education status under T.O.P. code 0956.00, with unique program number **19156**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program. If there are any questions about our action, please contact Stephanie Low, Specialist in Academic Affairs, at (916) 322-6888, fax (916) 445-6268, or e-mail to [low\\_s@ccco.edu](mailto:low_s@ccco.edu).

Sincerely,

A handwritten signature in cursive script that reads "Carole Bogue-Feinour/SL".

Vice Chancellor Carole Bogue-Feinour  
California Community Colleges, Chancellor's Office  
Academic Affairs Division

Cc: Valerie Karnes, Dean, Career Technical Education  
Stephanie Low

Application Date



California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

<p><b>Industrial Technology Associate of Science Degree</b> PROPOSED PROGRAM TITLE</p> <p><b>Cerro Coso Community College</b> COLLEGE</p> <p><b>Kern Community College District</b> DISTRICT</p> <p><b>January 2009</b> PROJECTED PROGRAM START DATE</p> <p><b>GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):</b></p> <p><input checked="" type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE)      <input type="checkbox"/> TRANSFER      <input type="checkbox"/> OTHER</p> <p><b>TYPE OF PROGRAM (CHECK ALL THAT APPLY):</b></p> <p><input type="checkbox"/> A.A. DEGREE      <input checked="" type="checkbox"/> A.S. DEGREE      CERTIFICATE OF ACHIEVEMENT: <input type="radio"/> 18+ semester (or 27+ quarter) units  <input type="radio"/> 12-18 semester (or 18-27 quarter) units</p>	<p><b>Valerie Karnes</b> CONTACT PERSON</p> <p><b>Dean, Career Technical Education</b> TITLE</p> <p><b>(760) 384-6258</b> PHONE NUMBER</p> <p><b>vkarnes@cerrocoso.edu</b> E-MAIL ADDRESS</p>
---	---

**PLANNING SUMMARY**

Recommended T.O.P. Code	00956	Estimated FTE Faculty Workload	1.0
Units for Degree Major or Area of Emphasis	30	Number of New Faculty Positions	1
Total Units for Degree	60	Est. Cost, New Equipment	\$
Required Units-Certificate		Cost of New/Remodeled Facility	\$
Projected Annual Completers	30	Est. Cost, Library Acquisitions	\$
Projected Net Annual Labor Demand (CTE)	35	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester <u>Fall 2011</u> Year <u>2011</u>

**DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION**

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

**Criteria A. Appropriateness to Mission**

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

**Criteria B. Need**

5. Enrollment and Completer Projections
  6. Place of Program in Curriculum/Similar Programs
  7. Similar Programs at Other Colleges in Service Area
  8. Labor Market Information & Analysis (CTE only)
  9. Employer Survey (CTE only)
  10. Explanation of Employer Relationship (CTE only)
  11. List of Members of Advisory Committee
  12. Recommendations of Advisory Committee
- Attachment:** Labor / Job Market Data (CTE only)  
**Attachment:** Employer Survey (CTE only)  
**Attachment:** Minutes of Key Meetings

**Criteria C. Curriculum Standards**

13. Display of Proposed Sequence
  14. Transfer Applicability (if applicable)
- Attachment:** Outlines of Record for Required Courses  
**Attachment:** Transfer Documentation (if applicable)

**Criteria D. Adequate Resources**

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

**Criteria E. Compliance**

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**

**REQUIRED SIGNATURES**

Program Industrial Technology Associate of Science Degree College Cerro Coso Community College

**LIBRARY AND LEARNING RESOURCES**  
 Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

11-14-08 DATE *Dennis I. Vanderwerff* SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER DENNIS I. VANDERWERFF TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**  
 Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

11/13/08 DATE *Valerie Karnes* SIGNATURE, ADMINISTRATOR OF CTE Valerie Karnes TYPED OR PRINTED NAME

11/13/08 DATE *James Board* SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE LARRY A BOARD TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on 11/17/08 (date).  
11/17/08 DATE *Ron Vito* SIGNATURE, CHAIR, REGIONAL CONSORTIUM RON VITO TYPED OR PRINTED NAME

**LOCAL CURRICULUM APPROVAL**  
 Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

11-14-08 DATE *Dennis I. Vanderwerff* SIGNATURE, CHAIR, CURRICULUM COMMITTEE DENNIS I. VANDERWERFF TYPED OR PRINTED NAME

11/13/08 DATE *Heather Ostash* SIGNATURE, ARTICULATION OFFICER Heather Ostash TYPED OR PRINTED NAME

11/13/08 DATE *James Fay* SIGNATURE, CHIEF INSTRUCTIONAL OFFICER James Fay TYPED OR PRINTED NAME

11/13/08 DATE *Rachel Winst* SIGNATURE, PRESIDENT, ACADEMIC SENATE Rachel Winst TYPED OR PRINTED NAME

**COLLEGE PRESIDENT**  
 All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

11/13/08 DATE *Mary E. Retterer* SIGNATURE, PRESIDENT OF THE COLLEGE MARY E. RETTERER TYPED OR PRINTED NAME

**DISTRICT APPROVAL**  
 On 12-11-08, the governing board of the Kern Community College District approved the instructional program attached to this application.

12-20-08 DATE *Sandra V. Serikano* SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT SAUNDRA V. SERIKANO TYPED OR PRINTED NAME

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**

Application Date



California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

<p><b>Industrial Technology Certificate</b> PROPOSED PROGRAM TITLE</p> <p><b>Cerro Coso Community College</b> COLLEGE</p> <p><b>Kern Community College District</b> DISTRICT</p> <p><b>January 2009</b> PROJECTED PROGRAM START DATE</p> <p><b>GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):</b></p> <p><input checked="" type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE)      <input type="checkbox"/> TRANSFER      <input type="checkbox"/> OTHER</p> <p><b>TYPE OF PROGRAM (CHECK ALL THAT APPLY):</b></p> <p><input type="checkbox"/> A.A. DEGREE      <input type="checkbox"/> A.S. DEGREE      CERTIFICATE OF ACHIEVEMENT: <input checked="" type="radio"/> 18+ semester (or 27+ quarter) units  <input type="radio"/> 12-18 semester (or 18-27 quarter) units</p>	<p><b>Valerie Karnes</b> CONTACT PERSON</p> <p><b>Dean, Career Technical Education</b> TITLE</p> <p><b>(760) 384-6258</b> PHONE NUMBER</p> <p><b>vkarnes@cerrocoso.edu</b> E-MAIL ADDRESS</p>
---	---

**PLANNING SUMMARY**

Recommended T.O.P. Code	00956	Estimated FTE Faculty Workload	1.0
Units for Degree Major or Area of Emphasis	30	Number of New Faculty Positions	1
Total Units for Degree		Est. Cost, New Equipment	\$
Required Units-Certificate	18	Cost of New/Remodeled Facility	\$
Projected Annual Completers	15	Est. Cost, Library Acquisitions	\$
Projected Net Annual Labor Demand (CTE)	15	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester <u>Fall 2011</u> Year <u>2011</u>

**DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION**

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

**Criteria A. Appropriateness to Mission**

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

**Criteria B. Need**

5. Enrollment and Completer Projections
  6. Place of Program in Curriculum/Similar Programs
  7. Similar Programs at Other Colleges in Service Area
  8. Labor Market Information & Analysis (CTE only)
  9. Employer Survey (CTE only)
  10. Explanation of Employer Relationship (CTE only)
  11. List of Members of Advisory Committee
  12. Recommendations of Advisory Committee
- Attachment:** Labor / Job Market Data (CTE only)  
**Attachment:** Employer Survey (CTE only)  
**Attachment:** Minutes of Key Meetings

**Criteria C. Curriculum Standards**

13. Display of Proposed Sequence
  14. Transfer Applicability (if applicable)
- Attachment:** Outlines of Record for Required Courses  
**Attachment:** Transfer Documentation (if applicable)

**Criteria D. Adequate Resources**

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

**Criteria E. Compliance**

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**

**REQUIRED SIGNATURES**

Program **Industrial Technology Certificate**

College Cerro Coso College

**LIBRARY AND LEARNING RESOURCES**  
 Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

11-24-08 Dennis I. VanderWerff DENNIS I. VANDERWERFF  
 DATE SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**  
 Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

11/10/08 Valerie Karnes Valerie Karnes  
 DATE SIGNATURE, ADMINISTRATOR OF CTE TYPED OR PRINTED NAME

11/13/08 Larry A. Board Larry A. Board  
 DATE SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on 11/17/08 (date).

11/17/08 Ron Vito Ron Vito  
 DATE SIGNATURE, CHAIR, REGIONAL CONSORTIUM TYPED OR PRINTED NAME

**LOCAL CURRICULUM APPROVAL**  
 Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

11-24-08 Dennis I. VanderWerff DENNIS I. VANDERWERFF  
 DATE SIGNATURE, CHAIR, CURRICULUM COMMITTEE TYPED OR PRINTED NAME

Heather Ostash Heather Ostash  
 SIGNATURE, ARTICULATION OFFICER TYPED OR PRINTED NAME

11/17/08 James S. Fay JAMES S. FAY  
 DATE SIGNATURE, CHIEF INSTRUCTIONAL OFFICER TYPED OR PRINTED NAME

11/18/08 Rachel Winst Rachel Winst  
 DATE SIGNATURE, PRESIDENT, ACADEMIC SENATE TYPED OR PRINTED NAME

**COLLEGE PRESIDENT**  
 All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

11/10/08 Mary E. Retterer MARY E. RETTERER  
 DATE SIGNATURE, PRESIDENT OF THE COLLEGE TYPED OR PRINTED NAME

**DISTRICT APPROVAL**  
 On 12-11-08, the governing board of the Kern Community College District approved the instructional program attached to this application.

12-20-08 Sandra V. Serrano SANDRA V. SERRANO  
 DATE SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT TYPED OR PRINTED NAME

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**



Application Date



California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

**Industrial Technology – Engineering Technician Certificate**

PROPOSED PROGRAM TITLE

**Cerro Coso Community College**

COLLEGE

**Kern Community College District**

DISTRICT

**January 2009**

PROJECTED PROGRAM START DATE

**GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):**

- CAREER TECHNICAL EDUCATION (CTE)       TRANSFER       OTHER

**TYPE OF PROGRAM (CHECK ALL THAT APPLY):**

- A.A. DEGREE       A.S. DEGREE      CERTIFICATE OF ACHIEVEMENT:  18+ semester (or 27+ quarter) units  
 12-18 semester (or 18-27 quarter) units

**Valerie Karnes**

CONTACT PERSON

**Dean, Career Technical Education**

TITLE

**(760) 384-6258**

PHONE NUMBER

**vkarnes@cerrocoso.edu**

E-MAIL ADDRESS

**PLANNING SUMMARY**

Recommended T.O.P. Code	00956	Estimated FTE Faculty Workload	1.0
Units for Degree Major or Area of Emphasis	30	Number of New Faculty Positions	1
Total Units for Degree		Est. Cost, New Equipment	\$
Required Units-Certificate	18	Cost of New/Remodeled Facility	\$
Projected Annual Completers	15	Est. Cost, Library Acquisitions	\$
Projected Net Annual Labor Demand (CTE)	15	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester <u>Fall 2011</u> Year <u>2011</u>

**DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION**

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

**Criteria A. Appropriateness to Mission**

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

**Criteria B. Need**

5. Enrollment and Completer Projections
  6. Place of Program in Curriculum/Similar Programs
  7. Similar Programs at Other Colleges in Service Area
  8. Labor Market Information & Analysis (CTE only)
  9. Employer Survey (CTE only)
  10. Explanation of Employer Relationship (CTE only)
  11. List of Members of Advisory Committee
  12. Recommendations of Advisory Committee
- Attachment:** Labor / Job Market Data (CTE only)  
**Attachment:** Employer Survey (CTE only)  
**Attachment:** Minutes of Key Meetings

**Criteria C. Curriculum Standards**

13. Display of Proposed Sequence
  14. Transfer Applicability (if applicable)
- Attachment:** Outlines of Record for Required Courses  
**Attachment:** Transfer Documentation (if applicable)

**Criteria D. Adequate Resources**

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

**Criteria E. Compliance**

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**

**REQUIRED SIGNATURES**

Program **Industrial Technology - Engineering Technician Certificate** College Cerro Coso College

**LIBRARY AND LEARNING RESOURCES**

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

11-14-08 Alexis F. [Signature] DENNIS I. VANDERWERFF  
 DATE SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

11/13/08 Valerie Karnes Valerie Karnes  
 DATE SIGNATURE, ADMINISTRATOR OF CTE TYPED OR PRINTED NAME  
11/13/08 [Signature] Larry A. Board  
 DATE SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on 11/17/08 (date).  
11/17/08 [Signature] Ron Vito  
 DATE SIGNATURE, CHAIR, REGIONAL CONSORTIUM TYPED OR PRINTED NAME

**LOCAL CURRICULUM APPROVAL**

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

11-14-08 Alexis F. [Signature] DENNIS I. VANDERWERFF  
 DATE SIGNATURE, CHAIR, CURRICULUM COMMITTEE TYPED OR PRINTED NAME  
[Signature] Heather Ostash Heather Ostash  
 DATE SIGNATURE, ARTICULATION OFFICER TYPED OR PRINTED NAME  
11/13/08 [Signature] JAMES FAX  
 DATE SIGNATURE, CHIEF INSTRUCTIONAL OFFICER TYPED OR PRINTED NAME  
11/13/08 [Signature] Rachel Winston  
 DATE SIGNATURE, PRESIDENT, ACADEMIC SENATE TYPED OR PRINTED NAME

**COLLEGE PRESIDENT**

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

11/13/08 Mary E. [Signature] MARY E. RETTERER  
 DATE SIGNATURE, PRESIDENT OF THE COLLEGE TYPED OR PRINTED NAME

**DISTRICT APPROVAL**

On 12-11-08, the governing board of the Kern Community College District approved the instructional program attached to this application.

12-20-08 [Signature] SANDRA V. SERRANO  
 DATE SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT TYPED OR PRINTED NAME

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**

Application Date



California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

<b>Industrial Technology – Electronics Technician Certificate</b> PROPOSED PROGRAM TITLE	<b>Valerie Karnes</b> CONTACT PERSON
<b>Cerro Coso Community College</b> COLLEGE	<b>Dean, Career Technical Education</b> TITLE
<b>Kern Community College District</b> DISTRICT	<b>(760) 384-6258</b> PHONE NUMBER
<b>January 2009</b> PROJECTED PROGRAM START DATE	<b>vkarnes@cerrocoso.edu</b> E-MAIL ADDRESS

**GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):**  
 CAREER TECHNICAL EDUCATION (CTE)       TRANSFER       OTHER

**TYPE OF PROGRAM (CHECK ALL THAT APPLY):**  
 A.A. DEGREE       A.S. DEGREE      CERTIFICATE OF ACHIEVEMENT:  18+ semester (or 27+ quarter) units  
 12-18 semester (or 18-27 quarter) units

PLANNING SUMMARY

Recommended T.O.P. Code	00956	Estimated FTE Faculty Workload	1.0
Units for Degree Major or Area of Emphasis	30	Number of New Faculty Positions	1
Total Units for Degree		Est. Cost, New Equipment	\$
Required Units-Certificate	18	Cost of New/Remodeled Facility	\$
Projected Annual Completers	15	Est. Cost, Library Acquisitions	\$
Projected Net Annual Labor Demand (CTE)	15	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester <u>Fall 2011</u> Year <u>2011</u>

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

**Criteria A. Appropriateness to Mission**

- Statement of Program Goals and Objectives
- Catalog Description
- Program Requirements
- Background and Rationale

**Criteria B. Need**

- Enrollment and Completer Projections
  - Place of Program in Curriculum/Similar Programs
  - Similar Programs at Other Colleges in Service Area
  - Labor Market Information & Analysis (CTE only)
  - Employer Survey (CTE only)
  - Explanation of Employer Relationship (CTE only)
  - List of Members of Advisory Committee
  - Recommendations of Advisory Committee
- Attachment:** Labor / Job Market Data (CTE only)  
**Attachment:** Employer Survey (CTE only)  
**Attachment:** Minutes of Key Meetings

**Criteria C. Curriculum Standards**

- Display of Proposed Sequence
  - Transfer Applicability (if applicable)
- Attachment:** Outlines of Record for Required Courses  
**Attachment:** Transfer Documentation (if applicable)

**Criteria D. Adequate Resources**

- Library and/or Learning Resources Plan
- Facilities and Equipment Plan
- Financial Support Plan
- Faculty Qualifications and Availability

**Criteria E. Compliance**

- Based on model curriculum (if applicable)
- Licensing or Accreditation Standards
- Student Selection and Fees

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**

REQUIRED SIGNATURES

Program \_\_\_\_\_ College \_\_\_\_\_

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

11-14-08 [Signature] DENNIS I. VANDERWERFF  
DATE SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

11/13/08 [Signature] Valerie Karnes  
DATE SIGNATURE, ADMINISTRATOR OF CTE TYPED OR PRINTED NAME  
11/13/08 [Signature] Larry A. Board  
DATE SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on 11/17/08 (date).  
11/17/08 [Signature] Ron Vito  
DATE SIGNATURE, CHAIR, REGIONAL CONSORTIUM TYPED OR PRINTED NAME

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

11-14-08 [Signature] DENNIS I. VANDERWERFF  
DATE SIGNATURE, CHAIR, CURRICULUM COMMITTEE TYPED OR PRINTED NAME  
[Signature] Heather Ostash  
DATE SIGNATURE, ARTICULATION OFFICER TYPED OR PRINTED NAME  
11/13/08 [Signature] James Fay  
DATE SIGNATURE, CHIEF INSTRUCTIONAL OFFICER TYPED OR PRINTED NAME  
11/13/08 [Signature] Rachel Winster  
DATE SIGNATURE, PRESIDENT, ACADEMIC SENATE TYPED OR PRINTED NAME

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

11/13/08 [Signature] MARY E. RETTERER  
DATE SIGNATURE, PRESIDENT OF THE COLLEGE TYPED OR PRINTED NAME

DISTRICT APPROVAL

On 12-11-08, the governing board of the Kern Community College District approved the instructional program attached to this application.

12-20-08 [Signature] SANDRA V. SERRANO  
DATE SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT TYPED OR PRINTED NAME

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS



Kern Community College District  
2100 Chester Avenue  
Bakersfield, CA 93301-4099

- Business Services
- Educational Services
- Human Resources
- Administrative

- Bakersfield College
- Cerro Coso College
- Porterville College
- District Office

## Request for Board Action

<b>Board of Trustees</b>		Date November 17, 2007	
<b>1. Action Requested</b>			
Requesting approval of the addendum to the attached list of catalog revisions, additions and deletions for Cerro Coso Community College. (The listing was previously approved at the December 11, 2008 Board meeting.)			
<b>2. Background/Purpose/Analysis</b>			
New Title 5 regulations require that local governing Boards approve new courses before they are offered. These courses were reviewed and approved by the Cerro Coso Community College Curriculum Committee during the 2008 Fall semester. The revised format is an effort to present more information to the Board regarding changes to curriculum.			
<b>3. Type of Agreement</b>		<b>4. Contractor or Grantee</b>	
n/a		n/a	
<b>5. Contract or Grant Number</b>	<b>6. Term</b>	<b>7. Fund that financial activity will be accounted for/in:</b>	<b>8. Amount of Agreement</b> n/a
n/a	n/a	n/a	<input type="checkbox"/> Income \$ _____ <input type="checkbox"/> Expense \$ _____
<b>9. Bid Process</b>			
n/a			
Required Signatures			
Initiator's Signature		Date	
<i>Cherie Karnes</i>		1/12/09	
Initiator Supervisor's Signature		Date	
Vice President's Signature		Date	
<i>[Signature]</i>		1/12/08	
Director, Business Services' Signature		Date	
<i>Gale Schwack</i>		1/12/09	
College President's Signature		Date	
<i>Mary E. Rutter</i>		1/12/09	
Director of Information Technology/Vice Chancellor, Educational Services (If applicable—See Format Instructions)		Date	

**Recommended for Board Action** \_\_\_\_\_  
Vice Chancellor/Chief Financial Officer

## Industrial Technology Program Energy Technician Certificate (12 units)

---

The Energy Technology Emphasis Certificate provides students with skills to enter the job market as energy technicians as a power plant operator, wind technician or solar technician. To complete the Energy Technology certificate, students select one of the pathways listed below and complete 12 units within the pathway, required courses (\* denotes required courses) must be included.

### ***Power Plant Pathway:***

CSCI C101*	Introduction to Computer Information Systems	3
CSCI C153*	Intermediate Excel	1
CSCI C163*	Advanced Excel	1
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-6

### ***Wind Technology Pathway:***

RET C101	Introduction to Wind Technology	1
RET C102*	Wind Turbine Technician I	4
RET C103*	Wind Turbine Technician II	4
RET C120	Introductory Hydraulics	4
ET C101	Electrical Circuit Analysis I	3
ET C105	Electrical Circuit Analysis II	3
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-3

### ***Solar Technology Pathway***

RET C104	Introduction to Solar Power Technology	1
RET C105*	Solar Energy II--Photovoltaic Technologies and Applications	3
RET C120	Introductory Hydraulics	4
ET C101	Electrical Circuit Analysis I	3
ET C105	Electrical Circuit Analysis II	3
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-3

The emerging renewable energy industry has a tremendous immediate need for energy technicians. Following the Employer Summit of 2007 and 2008, advisory committees were formed and from in depth discussions with the energy employers, we developed a fast track 12 unit certificate to respond to the immediate workforce needs. Title 5 now allows for a 12 unit certificate to serve this type of need and capture students completing this type of certificate.

Students can quickly complete this certificate and enter the workforce. This program is structured for a stair step approach in order to provide multiple entries and exit pathways. Students can enter this program for the Industrial Technology 18 unit certificate or select an emphasis area and complete the fast track certificate. Upon completion of both certificates, a student can complete their general education requirements to earn their AS degree. With multiply entry and exit points, students will be able to return to complete the next step. Many of these courses will be moved online and/or weekend/night time slots to allow access to working professionals.

Cerro Coso Community College  
Kern Community College District

PROGRAM PROPOSAL

INDUSTRIAL TECHNOLOGY

**Industrial Technology Program  
Cerro Coso Community College**

---

**TABLE OF CONTENTS**

1. Statement of Program and Objectives .....	2
2. Catalog Description .....	3
3. Program Requirements .....	3
4. Background and Rationale .....	11
5. Enrollment and Completer Projections .....	12
6. Place of Program in Curriculum/Similar Programs .....	13
7. Similar Programs at Other Colleges in Service Area .....	14
8. Labor Market Information & Analysis .....	15
9. Employer Survey .....	19
10. Explanation of Employer Relationship .....	20
11. List of Members of Advisory Committee .....	21
12. Recommendations of Advisory Committee .....	22
13. Display of Proposed Sequence .....	23
14. Transfer Applicability .....	24
15. Library and/or Learning Resources Plan .....	25
16. Facilities and Equipment Plan .....	26
17. Financial Support Plan .....	27
18. Faculty Qualifications and Availability .....	28
19. Based on Model Curriculum .....	29
20. Licensing or Accreditation Standards .....	30
21. Student Selection and Fees .....	31
Appendices:	
Appendix A: Course Outlines of Record	
Appendix B: Employer Surveys	
Appendix C: Minutes/References	



## 1. Statement of Program and Objectives

The Industrial Technology program will provide Cerro Coso Community College students with opportunities to enter the industrial setting in the areas of renewable energy (wind/solar), engineering technology, or electronics. Students exiting this program will complete 19 units of core skill sets and choose an emphasis in Energy (Wind Tech/Solar Tech) Technology, Engineering Technology, or Electronics Technology.

Specific Industrial Technology program outcome description and assessment are:

PLO	Program Outcome Description	Outcome Assessment Definition
Upon completion of the Industrial Technology program the student will be able to:		
<b>A</b>	apply knowledge of mathematics, science, engineering, and relevant trade skills to industry in an area of specific emphasis.	This will be assessed by an exam, scored with a rubric. (Use for short answer and essay answers exams.)
<b>B</b>	demonstrate an understanding of professional and ethical responsibilities.	This will be assessed by an employer survey, scored with a Likert scale.
<b>C</b>	analyze the impact of engineering solutions in a global, economic, environmental, and societal context.	This will be assessed by a paper, scored with a rubric.
<b>D</b>	function on multi-disciplinary teams and communicate effectively in an industrial setting.	This will be assessed by an employer survey, scored with a Likert scale.
<b>E</b>	differentiate between safe and unsafe procedures in industrial settings and recognize potential hazards according to Occupational Safety and Health Administration (OSHA) standards and procedures for the workplace.	This will be assessed by an exam, scored with a rubric. (Use for short answer and essay answers exams.)

## 2. Catalog Description

The Industrial Technology Associate of Science Degree (60 unit total, 30-36 units in the major) is designed to prepare students to enter the industrial setting in the areas of renewable energy (wind/solar), engineering technology, or electronics. Within the Industrial Technology program, students can earn progressive levels of certificates toward employment and/or the degree. Students must complete the 18 unit Industrial Technology certificate, one 12-18 unit emphasis areas plus completion of all units required for the AS Degree. Emphasis area should be selected based on employment goal Energy (Wind/Solar), Engineering Technology, or Electronics Technology. Employment in aerospace, mining, manufacturing, and renewable energy is projected to increase dramatically over the next several years utilizing cutting edge technologies.

## 3. Program Requirements

**Industrial Technology Certificate (18 units):** Provides student with skills to enter the industrial environment as an entry level employee.

Required Core Courses (18 units)		Units
CSCI C070	Computer Literacy	1
CSCIC121	Beginning Word	1
CSCI C123	Beginning Excel	1
DRFT C108	Reading Technical Drawings	3
ENGL C151	Technical Communication	3
MATH C056	Technical Math for Trades	3
MCTL C107	Basic Hand Tools	2
WELD C101	Oxyacetylene Welding	3
INDT C101	Introduction to OSHA Required Safety	1

Industrial Technology Certificate, area of emphasis and general education requirements must be met for the completion of the AS in Industrial Technology.

### EMPHASIS AREAS

Students can earn a certificate in any one of the emphasis areas below. To complete the AS in Industrial Technology, students must complete the 18 unit Industrial Technology certificate above and one the 12-18 unit emphasis areas below. Emphasis area should be selected based on employment goal Energy (Wind/Solar), Engineering Technology, or Electronics Technology.

**Industrial Technology - Electronics Technician Certificate (18 units):** Provides students with skills to enter the job market as Electronics.

Select from the following courses (\* denotes required courses):

DRFT C151	Fundamentals of AutoCAD	3
DRFT C161	Geometric Dimensioning and Tolerancing	3
ET C101*	Electrical Circuit Analysis I	3
ET C105*	Electrical Circuit Analysis II	3
ET C211*	Active Circuits	4
ET C222*	Digital Circuits/Microprocessors	3
ET C261*	Communication Systems	3
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-3

**Industrial Technology Program  
Cerro Coso Community College**

---

**Industrial Technology - Engineering Technician Certificate (18 units):** Provides students with skills to enter the job market as engineering technicians as a Drafting Technician, CAD Technician or entry level Design Technician.

Select from the following courses (\* denotes required courses):

DRFT C111 *	Engineering Drawing I	3
DRFT C112	Engineering Drawing II	3
DRFT C151*	Fundamentals of AutoCAD	3
DRFT C153	3D Solids Modeling with SolidWorks	3
DRFT C161*	Geometric Dimensioning and Tolerancing	3
MCTL C111*	Beginning Machine Shop	3
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-3

**Energy Technician Certificate (12 units):** Provides students with skills to enter the job market as energy technicians as a power plant operator, wind technician or solar technician. To complete the Energy Technology certificate, select one of the pathways listed below and complete 12 units within the pathway, required courses (\* denotes required courses) must be included.

Select from the following pathways (\* denotes required courses):

***Power Plant Pathway:***

CSCI C101*	Introduction to Computer Information Systems	3
CSCI C153*	Intermediate Excel	1
CSCI C163*	Advanced Excel	1
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-6

***Wind Technology Pathway:***

RET C101	Introduction to Wind Technology	1
RET C102*	Wind Turbine Technician I	4
RET C103*	Wind Turbine Technician II	4
RET C120	Introductory Hydraulics	4
ET C101	Electrical Circuit Analysis I	3
ET C105	Electrical Circuit Analysis II	3
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-3

***Solar Technology Pathway***

RET C104	Introduction to Solar Power Technology	1
RET C105*	Solar Energy II--Photovoltaic Technologies and Applications	3
RET C120	Introductory Hydraulics	4
ET C101	Electrical Circuit Analysis I	3
ET C105	Electrical Circuit Analysis II	3
WEXP C101	Work Experience Seminar I	1
WEXP C102	Occupational/Career Work Experience	1-3

**Industrial Technology Program  
Cerro Coso Community College**

---

**Course Descriptions**

CSCI C070	Computer Literacy	1
PREREQUISITES: None		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
<p>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.</p>		
CSCI C121	Beginning Word	1
PREREQUISITES: None		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
<p>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 core level Microsoft Office Specialist certification exam for Microsoft Word.</p>		
CSCI C123	Beginning Excel	1
PREREQUISITES: None		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
<p>This hands-on computer course is designed to provide a basic understanding of spreadsheets. Spreadsheet design, creation, revision, formatting, and printing are covered. The learner 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 core level Microsoft Excel Microsoft Office Specialist certification exam.</p>		
DRFT C108	Reading Technical Drawings	3
PREREQUISITES: None		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
<p>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.</p>		
ENGL C151	Technical Communication	3
PREREQUISITES: ENGL C040 or Level 2 Writing		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
<p>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.</p>		

**Industrial Technology Program  
Cerro Coso Community College**

---

MATH C056 Trade Math for Trades	4
PREREQUISITES: MATH C050	
COREQUISITE: None	
LIMITATIONS ON ENROLLMENT: None	
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	
MCTL C107 Basic Hand Tools	2
PREREQUISITES: None	
COREQUISITE: None	
LIMITATIONS ON ENROLLMENT: None	
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.	
WELD C101 Oxyacetylene Welding	3
PREREQUISITES: MATH C050	
COREQUISITE: None	
LIMITATIONS ON ENROLLMENT: None	
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.	
INST C101 Introduction to OSHA Required Safety	
PREREQUISITES: None	
COREQUISITE: None	
LIMITATIONS ON ENROLLMENT: None	
This course provides a variety of instruction on Occupational Safety and Health Administration (OSHA) standards for entry level workers.	
WEXP C101 Introduction to Work Experiences	1
PREREQUISITES: None	
COREQUISITE: None	
LIMITATIONS ON ENROLLMENT: None	
This seminar course is devoted to career orientation, job search skills, initiative, goal setting, motivation, job attitudes, practical psychology, applied human and industrial relations, and current issues related to individual experiences and problems of students enrolled in the work experience program.	
WEXP C102 Occupational/Career Work Experience	1-6
PREREQUISITES: None	
COREQUISITE: None	
LIMITATIONS ON ENROLLMENT: None	
This Occupational/Career Work Experience course is an extension of occupational learning opportunities and career awareness for students through employment in occupational fields to which their college programs or majors are related. Credit is granted at the rate of (a) Each 75 hours of paid work equals one (1) semester unit of credit, or (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain up to four units per semester or a maximum of 16 units total toward their	

**Industrial Technology Program  
Cerro Coso Community College**

---

Associate Degree. Occupational/Career programs involving work experience are Administration of Justice, Automotive Tech., Business Admin., Business Office Technology; Computer Information Systems, Drafting Tech., ECHD, Electronics Tech., Engineering Tech., Machine Tool Tech., Physical Science Tech., Welding Tech., and Industrial Technology

CSCI C101 Introduction to Computer Information Systems 3

PREREQUISITES: None

COREQUISITE: None

LIMITATIONS ON ENROLLMENT: None

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, web page creation, and business software. Context and issues related to the computer industry as well as information systems and design are presented. Group projects include writing and presenting on a relevant topic utilizing business software and research skills developed in class.

CSCI C153 Intermediate Excel 1

PREREQUISITES: CSCI C123

COREQUISITE: None

LIMITATIONS ON ENROLLMENT: None

This hands-on computer course is designed to provide an intermediate understanding of spreadsheets. Learn how to analyze data through list management, using auto filter, 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 the core level Microsoft Excel Office Specialist certification exam.

CSCI C163 Advanced Excel 1

PREREQUISITES: CSCI C153

COREQUISITE: None

LIMITATIONS ON ENROLLMENT: None

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 prepares the learner for the expert level Microsoft Excel Office Specialist certification exam.

RET C101 Introduction to Wind Technology 1

PREREQUISITES: None

COREQUISITE: None

LIMITATIONS ON ENROLLMENT: None

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.

**Industrial Technology Program  
Cerro Coso Community College**

---

RET C102	Wind Turbine Technician I	4
PREREQUISITES: None		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
This is the first in the series of two courses designed to instruct students in the fundamentals of wind turbine operation and maintenance and to 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.		
RET C103	Wind Turbine Technician II	4
PREREQUISITES: None		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
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.		
RET C120	Introductory Hydraulics	4
PREREQUISITES: RET C101		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
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.		
ET C101	Electrical Circuit Analysis I	3
PREREQUISITES: None		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
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.		
ET C105	Electrical Circuit Analysis II	3
PREREQUISITES: ET C101		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
The course will cover power in AC circuits and the application of Kirchoff's Law, the concept of dependent sources, Thevenin and Norton equivalent circuits, the phenomena of resonance, transfer functions and filters, and transformers.		
RET C104	Introduction to Solar Power Technology	1
PREREQUISITES: None		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
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 photovoltaic technology and related safety considerations.		

**Industrial Technology Program  
Cerro Coso Community College**

---

RET C105	Solar Energy I--Photovoltaic Technology and Applications	3
PREREQUISITES: None		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
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.		
DRFT C111	Engineering Drawing I	3
PREREQUISITES: None		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
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.		
DRFT C112	Engineering Drawing II	3
PREREQUISITES: None		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
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.		
DRFT C151	Fundamentals of AutoCAD	3
PREREQUISITES: None		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
In this course, students acquire fundamental skills in the use of AutoCAD to produce industrial, architectural, and engineering drawings. Course topics include AutoCAD features, commands, and tools for drawing and dimensioning techniques.		
DRFT C153	Solids Modeling with SolidWorks	3
PREREQUISITES: None		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
This course covers the principles of orthographic drawing, pictorial drawing, dimensioning and geometric tolerancing, and descriptive geometry and their application to the visualization, representation, analysis, solution, and documentation of engineering problems, using computer-aided drafting (CAD). CAD problems will involve two-dimensional orthographics and three-dimensional wire-frame and solid models.		



**Industrial Technology Program  
Cerro Coso Community College**

---

DRFT C161      Geometric Dimensioning and Tolerancing 3

PREREQUISITIES: None

COREQUISITE: None

LIMITATIONS ON ENROLLMENT: None

This course provides the student with a working knowledge Geometric dimensioning and tolerancing as a means of specifying engineering design and drawing requirements as defined in American National Standards Institute, ASME Y14.5M-1994 standard. The subjects range from the fundamentals of dimensioning to extended principals of tolerancing applications. Suggested for those who generate or interpret engineering drawing specifications.

MCTL C111      Beginning Machine Shop 3

PREREQUISITIES: None

COREQUISITE: None

LIMITATIONS ON ENROLLMENT: None

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.

ET C211          Active Circuits 3

PREREQUISITIES: None

COREQUISITE: None

LIMITATIONS ON ENROLLMENT: None

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, feed back, frequency effects, and operational amplifiers.

ET C222          Digital Circuits/Microprocessors 3

PREREQUISITIES: None

COREQUISITE: None

LIMITATIONS ON ENROLLMENT: None

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.

ET C261          Communication Systems 3

PREREQUISITIES: None

COREQUISITE: None

LIMITATIONS ON ENROLLMENT: None

This course covers communication theory and systems including a discussion of noise. Topics include: AM, FM, single-side-band and pulse modulation theory, circuits radio, radar systems, microwave concepts and techniques. Transmission lines, standing waves, impedance matching, Smith charts, impedance measurement, wave-guides, microwave resonators, microwave components, microwave system performance, and antennas are also included.

## **4. Background and Rationale**

In September of 2007, Cerro Coso College held an Employer Summit bringing together employers in aerospace, mining/manufacturing, and renewable energy. Part of the summit surveyed employers for the basic skills required in the industrial environment. We suspected that these industries shared some common skill sets for their workers. The summit provided us with data on the skill sets that were common in addition to providing us an advisory committee with representation from these areas.

Employment in aerospace, mining, manufacturing, and renewable energy is projected to increase dramatically over the next several years, utilizing cutting-edge technologies. Following the Summit, Cerro Coso faculty and administration worked to develop the curriculum to respond to these core skills as well as the specialization/emphasis in energy, engineering technology, and electronics.

Curriculum the Industrial Technology Program was developed, processed through the Curriculum Instruction Committee, approved through Academic Senate, and submitted for first reading through the Region 9 Consortium Meeting in March 2008. During the development cycle, employers' feedback was requested and provided. The full Advisory meeting met May 2, 2008 to review the near final Industrial Technology Program. Based on input from the Advisory Committee, additional work was done through the summer to incorporate the changes requested. Employment data requested from the Center of Excellence is expected to be completed in December 2008 for the wind industry, including job projections in the Tehachapi/Mojave region as well as statewide employment projections. We have some initial projections; however, validated documented evidence is necessary for a complete assessment.

## 5. Enrollment and Completer Projections

The Industrial Technology program is designed to draw students looking for careers in the aerospace, mining, manufacturing, and renewable energy sectors. This program will draw students who have recently graduated from high school or those in other industries seeking new career opportunities. Students enrolled in our program will have preferential access to industrial technician positions.

### *Projected Enrollment*

Following the commencement of the program, enrollments in the Industrial Technology program are projected to be 45 students, with at least 15 in each emphasis area (energy technology, engineering technology, and electronics).

### *Projected Completers Per Year*

15 to 20 certificates are estimated each year in each emphasis.

## 6. Place of Program in Curriculum/Similar Programs

The Industrial Technology certificates and related areas of emphasis are new to Cerro Coso Community College; however, many of the courses in the core are shared in other disciplines, including computer information systems, English, math and the trades.

Each emphasis is unique to the industrial sector and will supplement other college programs.

## **7. Similar Programs at Other Colleges in Service Area**

There are no other programs similar within the Cerro Coso Community College service area. Those colleges bordering the service area (Bakersfield College, Antelope Valley College, and Barstow College) have electrical programs, industrial maintenance programs, and construction programs; however, none have a program equivalent to the emphasis in energy technician (Wind Tech/Solar Tech). Antelope Valley College and Bakersfield College both have an electronics and trade programs with a separate group of employers outside our service area.

## 8. Labor Market Information & Analysis

The Industrial Technology Technician is designed to prepare students to enter the industrial setting in the areas of renewable energy (wind/solar), engineering technology, or electronics. As such, the program was developed to serve aerospace, mining/manufacturing, and the renewable energy clusters in our service area. As these clusters are not dependent or interrelated, data for each area (energy, engineering technology/electronics technology) was gathered separately and will be addressed individually in each emphasis area.

### NET JOB MARKET/EMPLOYMENT GROWTH

#### *Energy Technician (Wind Tech/Solar Tech)*

As the supply of fossil fuels is depleted, there is an increasing focus on other types of energy production including wind, solar, geothermal, hydro, and nuclear. In addition, emerging technologies push on the forefront for the development of an energy cluster. Cerro Coso College's development of the energy emphasis is geared to address these emerging industries which have an increasing need for a skilled workforce. As these are emerging and rapidly expanding industries, studies have been sparse. Cerro Coso has been working with the employers in the energy cluster and the Center of Excellence to establish employment projections for power plant technicians, wind technicians, and solar technicians. In addition, the Center of Excellence prepared an environmental scan for Cerro Coso College that reflected a need for solar technicians within our service area (<http://www.coecc.net>).

According to the Solar Technician report by the Center of Excellence, federal government employment in the solar power industry is projected to reach 260,000 jobs nationally by 2030 and 350,000 by 2050. The worst-case scenario would only reach 59,000 and 95,000 in 2030 and 2050. In the short term, the solar energy industry in the US is projected to contribute billions of dollars of investment and income as well as 22,000 additional jobs, which will include not only manufacturing and distribution, but also many solid building trade jobs for electricians, plumbers, roofers, designers, and engineers (<http://www.coecc.net>).

In addition, California is expected to account for the most of the national solar industry employment, for a number of reasons:

- California presently dominates the U.S. market in Photovoltaic (PV) installations (73% of all national installations in 2006).
- The California Solar Initiative (CSI), signed into law in August 2006 as part of the Million Solar Roofs Initiative, is expected to generate not only 3,000 megawatts (MW) of solar energy by 2016 but also close to 40,000 operations and maintenance jobs (assuming one year of duration for each job) in California alone.
- Two of the largest PV plants in the world are in California. One is located 45 minutes from the Indian Wells Valley campus in Four Corners run by Florida Power and Light and expects to expand.
- A new 4,000-acre solar thermal facility is expected to break ground in Inyokern by Millennium Corporation and will need a workforce not only to build the facility but to staff it as well.
- FPL Energy is slated to build an additional facility in Jawbone Canyon area, 30 miles from Ridgecrest.

## **Industrial Technology Program Cerro Coso Community College**

---

- The Mojave Desert has been identified as one of the best locations for the placement of solar facilities by the San Diego Regional Renewable Energy Study Group (Potential for Renewable Energy in the San Diego Region, August 2005).

Cerro Coso College is located 60 minutes from the Mojave/Tehachapi area, and wind technology industry is expected to grow at a phenomenal rate once transmission lines are completed in the Tehachapi range. At the Employer Summit held at Cerro Coso College in September 2007, local job projection for wind technicians in the next three to five years are estimated at 800-1200 jobs (Linda Parker, Kern Wind Energy Association). Since the Employer Summit of 2007, the interest in wind technology has exploded. On a national stage, T. Boone Pickens has rallied the cry for the use of wind energy to reduce dependence on our foreign oil.

Center of Excellence reports for Solar Technician and Wind Technician can be reviewed at (<http://www.coecc.net>).

### ***Engineering Technology/Electronics Technology***

The Naval Air Warfare Center, Weapons Division (NAWCWD), China Lake (Ridgecrest) is the main employer (5,400+ employees) in our local geographical area and is fourth in hiring in Kern County. NAWCWD's mission is to provide the Armed Forces with effective and affordable integrated warfare systems and life-cycle support to ensure battle-space dominance. During the latest Base Realignment and Closure (BRAC) process, NAWCWD was designated as one of only three "Weapons and Armament Centers of Excellence." Two of these centers are located on the east coast, with NAWCWD as the only west coast location. In addition to jobs moving to our base due to other base closures, there will be a natural migration of engineering and research tasks and responsibilities over the next decade as programs are consolidated at this Center of Excellence. NAWCWD employs an extensive technical and support staff that includes professionals as well as entry-level and journeyman positions. Engineers, physicists, chemists, computer scientists, mathematicians, along with others are hired to support applied and operations research, design and systems engineering, software design, systems integration, energetic materials, and other electronic warfare tasks. At this time, approximately 300-400 people leave employment each year for other employment or retirement. This is expected to accelerate as the work force continues to age and begins to retire at higher rates. In addition to the positions generated by the BRAC, the base anticipates hiring at least 120 college graduates per year, plus journeyman and other skilled technical positions (i.e. welders, machinists, electricians, electronic technicians) (NAWCWD Public Affairs Office). In addition, Edwards Air Force Base and the Mojave Spaceport are expected to expand their engineering and manufacturing positions over the next 5-10 years. These are the primary employers for students who complete engineering and electronics technology programs at Cerro Coso Community College.

In addition, NAWCWD has three student-employment programs that are actively growing to fill the attrition and new positions. The Student Education Employment Program (SEEP), Student Career Experience Program (SCEP), and the Student Temporary Employment Program (STEP) recruit 15-17 apprentices each year and are expected to double over the next few years. These apprentice programs are two to three years in length in various disciplines, including electronics technicians, engineering technicians, machinists, and welders.

In addition to employment from NAWCWD, there are significant manufacturing and industrial clusters in Kern County which will also provide employment opportunities for students. Searles Mineral and Rio

**Industrial Technology Program  
Cerro Coso Community College**

---

Tinto (formerly U.S. Borax) are the largest of these employers within the service area; however, many of the businesses in Kern County and the Indian Wells Valley are small, with less than 10 employees. The Kern County 2007 Job Projections by Industry show growth areas, especially in manufacturing technologies.

## Kern County 2007 Job Projections by Industry

This spreadsheet uses data from the U.S. Department of Commerce and the Bureau of Labor Statistics (BLS), regionalized to forecast occupational demand at the county level. However, unlike EDD data, this data is adjusted for emerging technological changes, the age of workers by occupation, and other factors affecting occupational demand.

Code	Name	2005	2007	Change	% Change
<b>310000</b>	<b>Manufacturing</b>	12,872	14,213	1,341	10%
324000	Petroleum and coal products manufacturing	839	951	112	13%
325000	Chemical manufacturing	670	790	119	18%
326000	Plastics and rubber products manufacturing	807	925	117	15%
331000	Primary metal manufacturing	199	256	57	29%
334000	Computer and electronic product manufacturing	185	249	64	34%
336000	Transportation equipment manufacturing	1075	1337	261	24%
337000	Furniture and related product manufacturing	277	329	51	19%
<b>810000</b>	<b>Other services, except public administration</b>	19,406	20,809	1,403	7%
811000	Repair and maintenance	5660	6068	408	7%

Compiled for Cerro Coso College by the Center for Business Excellence. 11/06/06

### **Earning Potential**

#### *Energy Technology*

#### Green Jobs Guidebook: Employment Opportunities in the New Clean Economy

([www.edf.org/cagreenjobs](http://www.edf.org/cagreenjobs)) outlines the employment projections for over 200 green careers. These profiles and projections outline career pathways for the green industry, including solar and wind specifics. This is one of the first publications with data on salary levels and anticipated need. This report details 45 job types available to individuals with only a high school diploma, many paying over \$25 per hour, and 37 more job types available to those with a community college or trade school degree, many paying over \$40 per hour.

Solar technicians can begin their careers with a high school/GED background as a Solar Energy System Installer Helper at \$10-\$15 per hour; however, with community college coursework, the starting salary raises significantly to \$25-\$50 per hour. Additional training and certification offered through community colleges will significantly increase the earning power and career pathway of the worker.

Similarly, the Wind Turbine Technicians can begin their careers with a high school/GED background as a Wind Field at \$13-\$15 per hour; however, with community college coursework the starting salary raises significantly to \$17-\$26 per hour. Subsequent courses and high levels of education offer opportunities for supervisory and management positions in this emerging industrial industry.



**Industrial Technology Program  
Cerro Coso Community College**

---

*Engineering & Electronics Technology*

The Engineering and Electronics Technology areas have great earning potential. According to Labor Market Data, the engineering technician mean hourly wage is \$28.31 (mean annual salary \$58,893). An electronics technician's mean hourly wage is \$26.95 (mean annual salary \$56,063).

**Program Credibility/Career Potential**

The need for all three pathways (Energy, Engineering Technology, and Electronics) is expected to grow not only in emerging energy industries needs, but also in the traditional fields in this application (Engineering Technology and Electronics) as the baby boomer retire over the next decade. The Naval Air Warfare Center at China Lake is the major employer in Ridgecrest; however, other industries including mining and manufacturing have expressed (as documented at the Employer Summit 2007) the need for replacement tradesmen.

**Training for Career Advancement**

Although post-secondary or formal training is not strictly required in some of these industries, more senior positions will require certification, which will be difficult without some instruction. In the energy fields, supervisory and/or management careers will require additional preparation, which may include bachelor or masters degrees.

Cerro Coso College will offer both fast-track certificates, traditional certificates, and Associate Degree programs that will prepare students to transfer to a bachelor's program. Students in the Electronics or Engineering Technology may choose to transfer and obtain a Bachelors degree. This advanced degree will provide them the opportunity to advance.

**Staying Current in Field**

Students in all three emphasis areas will need to stay current with the emerging technology required not only for energy, but also for aerospace/military, mining, and manufacturing. Supplemental training will be available through both online and on-ground offerings through Cerro Coso College and other institutions. We intend to develop intermediate to advanced specialized training as the need arises. Specialized training will be offered in conjunction with industry.

## 9. Employer Survey

Two employer surveys have been completed in the past year that reflect workforce needs and the skill sets that are necessary for employment. The first survey was performed at the Employer Summit held in September 2007, which was representative of those in aerospace, mining, manufacturing, and renewable energy companies.

The second employer survey was completed at the Work Place Learning Center located at Bakersfield College. This survey was distributed and collected from the Wind Energy Association businesses located in the Tehachapi/Mojave area.

Both surveys are in Appendix B

## 10. Explanation of Employer Relationship

Cerro Coso Community College is actively working with an advisory committee, which will continue to work with employers in aerospace/military, mining, manufacturing, and renewable energy employers to ensure the relevancy of the Industrial Technology program. This will assist to continue and expand internships and placements for our students. This benefits our students and employers.

## 11. List of Members of Advisory Committee

First Name	Last Name	Company	Industry
Larry	Board	Cerro Coso College	Education
Jim	O'Connor	Cerro Coso College	Education
Herman	Foster	Cerro Coso College	Education
Paula	Sourez	Cerro Coso College	Education
Valerie	Karnes	Cerro Coso College	Education
James	Fay	Cerro Coso College	Education
Cameron	Bruce	NAWC China Lake	Electronics
Sean	Halpin	NAWC China Lake	Energy-Renewable
Casey	Robinson	Solar	Energy-Solar PV
Harvey	Stephens	FPL Energy	Energy-Solar Thermal
Gregg	Sellers	FPL Energy	Energy-Solar Thermal
Deborah	Hess	SCE	Energy-Utilities
David	Taylor	SCE	Energy-Utilities
Line	Parker	Kern Wind Energy Association	Energy-Wind
Jeff	Duff	Air Streams	Energy-Wind Training
Mark	Fisher	Air Streams	Energy-Wind Training
Mike	Messier	Air Streams	Energy-Wind Training
Budy	Cumming	World Wind Services, LLC	Energy-Wind Training
Nicki	Cumming	World Wind Services, LLC	Energy-Wind Training
Georg	Pruitt	Aerospace Tradesman- Retired	Fabrication
Larry	Sawyer	Aerospace Tradesman- Retired	Fabrication
Laura	Hickle	Sierra Sands Unified School District	K12 Education
Jeff	Prusa	Sierra Sands Unified School District	K12 Education
Mark	Pierce	Sierra Sands Unified School District	K12 Education
Arzel	Hale	Searles Mineral	Manufacturing
Ken	Hayes	NAWC China Lake	Navy

## 12. Recommendations of Advisory Committee

Multiple meetings were held during the development of this program. The minutes are included in this section and include the following: (Appendix B)

Industrial Technology Advisory Meeting – May 2, 2007

Electronics Advisory Meeting – September 4, 2008

Employer Summit – September 12, 2008

In addition to the meetings, other informal meetings occurred with different industrial groups and employers including, Kern Wind Energy Association, FPL Energy, and the Naval Air Warfare Center employees at China Lake, California who provided valuable information. Secondary school members are also on the advisory committee, and we are developing career pathways.

### 13. Display of Proposed Sequence

Below is the proposed sequence of courses for the Industrial Technology core classes:

Core Courses

CSCI C070	Computer Literacy	1
CSCIC121	Beginning Word	1
CSCI C123	Beginning Excel	1
DRFT C108	Reading Technical Drawings	3
ENGL C151	Technical Communication	3
MATH C056	Technical Math for Trades	3
MCTL C107	Basic Hand Tools	2
WELD C101	Oxyacetylene Welding	3
INDT C101	Industrial Safety	1

1 <sup>st</sup> Year		2 <sup>nd</sup> Year	
Fall 2009	Spring 2010	Fall 2010	Spring 2011
CSCI C070 (1 unit) CSCI C121 (1 unit) MATH C056 (3 units) Emphasis Class (3/4 units) Gen Ed Class (4 units)	CSCI C123 (1 unit) ENGL C151(3 units) DRFT C108 (3 units) Emphasis Class (3/4 units) Gen Ed Class (2 units)	Indust Safety (1 unit) WELD C101 (3units) Emphasis Class (3 units) Gen Ed Class (3 units) Gen Ed Class (4 units)	WELD C101(3 units) WEXP C101 (1 unit) Emphasis Class (3 units) Gen Ed Class (6 units)

## **14. Transfer Applicability**

Not Applicable.

## 15. Library and/or Learning Resources Plan

DEPARTMENT: Industrial Technology

SUBJECT/DISCIPLINE: Industrial Technology

COURSE/PROGRAM: Industrial Technology with emphasis in Energy, Engineering Technology and Electronics

Based on a review of the needs for Learning Resource Center for this new program, it is the judgment of the course originator and the Librarian that:

\_\_\_ The Learning Resource Center Resources are adequate to support this program.

\_\_\_ The Learning Resource Center Resources are not currently adequate to support the course.

\_\_\_ The plan to acquire needed Learning Resource Center Resources is as follows:

SIGNATURES:

Course Originator: \_\_\_\_\_ Date: \_\_\_\_\_

Learning Resource Center Librarian: \_\_\_\_\_ Date: \_\_\_\_\_



## **16. Facilities and Equipment Plan**

The core of the Industrial Technology program will use existing facilities and equipment. Each of the emphasis areas will require additional equipment, which will be purchased utilizing different funding sources including Carl Perkins funding, grant funding, and employer grant funding. Employers will also be providing some specialized equipment required for their specific area (wind, solar, electronics, and engineering).

As the energy emphasis (Wind Technology) will be primarily located in the South Kern site located at Mojave and California, additional facilities have been acquired. The other two emphases (Engineering and Electronics Technology) will be based at the Indian Wells Valley campus and will use existing classroom space.

## 17. Financial Support Plan

Start up funds for the Industrial Technology program will be provided through specialized funding including Carl Perkins and grants to purchase initial specialized equipment. Ongoing funds will be provided through the Cerro Coso Community College budget process.

## **18. Faculty Qualifications and Availability**

All faculty teaching in this program have been hired and meet state minimum qualifications. In the specialized emphasis, the faculty are experts in their field and demonstrate current knowledge and practices in their field.

## 19. Based on Model Curriculum

No model curriculum was used; however, research on other models was referred to during the development stages. Employer and industry members from aerospace, mining, manufacturing, and renewable energy provided substantial input into the program development.

## 20. Licensing or Accreditation Standards

Not applicable.

## 21. Student Selection and Fees

The Industrial Technology program will have no limits on the number of students or entry credentials. There are no prerequisites required to enter this program.

**Appendix A**

**Industrial Technology Program**

**Course Outlines of Record**

**Appendix B**

**Industrial Technology Program**

**Employer Surveys**



**Employer Summit – September 14, 2007  
Survey Results**

**Work Place Learning Center  
March 3, 2008  
Survey Results**

## **Appendix C**

### **Industrial Technology Program**

#### **Minutes**

Industrial Technology Advisory Meeting – May 2, 2007

Employer Summit Minutes– September 12, 2008

Electronics Advisory Meeting – September 4, 2008

Region 9 Minutes for 1<sup>st</sup>/2<sup>nd</sup> Reading and Approval



## Mt. San Jacinto Community College District

Menifee Valley Campus  
28237 LaPiedra Road, Menifee, California 92584 (951) 672-MSJC (6752)

**Board of Trustees**  
Eugene V. Kadow  
Dorothy J. McCargill  
Ann Motte  
Ciwon Schiange  
Joan E. Sporkman

### OCCUPATIONAL DEANS' CONSORTIUM Region IX

November 24, 2008

TO: Stephanie Low, MS.Ed

FROM: Laurie McLaughlin, Chair of Region IX Occupational Deans

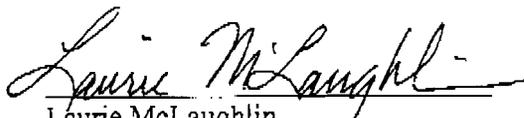
RE: Regional Certificate/Degree Approval

At the November 17, 2008 meeting of the Region IX Occupational Deans' Consortium, Cerro Coso Community College sought regional recommendation for the following Certificates and Degrees:

- Industrial Technology A.S. Degree, 30 units
- Industrial Technology concentration, 18 unit Certificate
- Industrial Technology-Energy Technician, 12 unit Certificate
- Industrial Technology-Engineering Technician, 18 unit Certificate
- Industrial Technology-Electronics Technician, 18 unit Certificate

This program represents an effort to meet the labor market needs for the entry-level and career positions in the area of **Industrial Technology** and the two county labor market statistics indicate a continuing strong growth and demand in this area.

If you have any questions, please contact me at (951) 506-6465.

  
Laurie McLaughlin  
Chair Occupational Deans

  
Ron Vito  
Chair Region IX Desert Region



## Mt. San Jacinto Community College District

Menifee Valley Campus  
28237 LaPiedra Road, Menifee, California 92584 (951) 672-MSJC (6752)

**Board of Trustees**  
Eugene V. Kadow  
Dorothy J. McCargill  
Ann Motte  
Ciwon Schiange  
Joan E. Sporkman

### OCCUPATIONAL DEANS' CONSORTIUM Region IX

November 24, 2008

TO: Stephanie Low, MS.Ed

FROM: Laurie McLaughlin, Chair of Region IX Occupational Deans

RE: Regional Certificate/Degree Approval

At the November 17, 2008 meeting of the Region IX Occupational Deans' Consortium, Cerro Coso Community College sought regional recommendation for the following Certificates and Degrees:

- Industrial Technology A.S. Degree, 30 units
- Industrial Technology concentration, 18 unit Certificate
- Industrial Technology-Energy Technician, 12 unit Certificate
- Industrial Technology-Engineering Technician, 18 unit Certificate
- Industrial Technology-Electronics Technician, 18 unit Certificate

This program represents an effort to meet the labor market needs for the entry-level and career positions in the area of **Industrial Technology** and the two county labor market statistics indicate a continuing strong growth and demand in this area.

If you have any questions, please contact me at (951) 506-6465.

Laurie McLaughlin  
Chair Occupational Deans

Ron Vito  
Chair Region IX Desert Region

Application Date
------------------



California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

<p><b>Industrial Technology – Solar Technician Certificate</b> PROPOSED PROGRAM TITLE</p> <p><b>Cerro Coso Community College</b> COLLEGE</p> <p><b>Kern Community College District</b> DISTRICT</p> <p><b>January 2009</b> PROJECTED PROGRAM START DATE</p> <p><b>GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):</b></p> <p><input type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE)      <input type="checkbox"/> TRANSFER      <input type="checkbox"/> OTHER</p> <p><b>TYPE OF PROGRAM (CHECK ALL THAT APPLY):</b></p> <p><input type="checkbox"/> A.A. DEGREE      <input type="checkbox"/> A.S. DEGREE      CERTIFICATE OF ACHIEVEMENT:    <input type="radio"/> 18+ semester (or 27+ quarter) units  <input type="radio"/> 12-18 semester (or 18-27 quarter) units</p>	<p><b>Valerie Karnes</b> CONTACT PERSON</p> <p><b>Dean, Career Technical Education</b> TITLE</p> <p><b>(760) 384-6258</b> PHONE NUMBER</p> <p><b>vkarnes@cerrocoso.edu</b> E-MAIL ADDRESS</p>
---	---

PLANNING SUMMARY

Recommended T.O.P. Code	00956	Estimated FTE Faculty Workload	1.0
Units for Degree Major or Area of Emphasis	30	Number of New Faculty Positions	1
Total Units for Degree		Est. Cost, New Equipment	\$
Required Units-Certificate	12	Cost of New/Remodeled Facility	\$
Projected Annual Completers	15	Est. Cost, Library Acquisitions	\$
Projected Net Annual Labor Demand (CTE)	30	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester <u>Fall 2011</u> Year <u>2011</u>

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

**Criteria A. Appropriateness to Mission**

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

**Criteria B. Need**

5. Enrollment and Completer Projections
  6. Place of Program in Curriculum/Similar Programs
  7. Similar Programs at Other Colleges in Service Area
  8. Labor Market Information & Analysis (CTE only)
  9. Employer Survey (CTE only)
  10. Explanation of Employer Relationship (CTE only)
  11. List of Members of Advisory Committee
  12. Recommendations of Advisory Committee
- Attachment:** Labor / Job Market Data (CTE only)  
**Attachment:** Employer Survey (CTE only)  
**Attachment:** Minutes of Key Meetings

**Criteria C. Curriculum Standards**

13. Display of Proposed Sequence
  14. Transfer Applicability (if applicable)
- Attachment:** Outlines of Record for Required Courses  
**Attachment:** Transfer Documentation (if applicable)

**Criteria D. Adequate Resources**

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

**Criteria E. Compliance**

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**

**REQUIRED SIGNATURES**

Program **Industrial Technology - Solar Technician Certificate**

College Cerro Coso College

**LIBRARY AND LEARNING RESOURCES**

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

\_\_\_\_\_  
DATE                      SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER                      TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

\_\_\_\_\_  
DATE                      SIGNATURE, ADMINISTRATOR OF CTE                      TYPED OR PRINTED NAME

\_\_\_\_\_  
DATE                      SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE                      TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on \_\_\_\_\_ (date).

\_\_\_\_\_  
DATE                      SIGNATURE, CHAIR, REGIONAL CONSORTIUM                      TYPED OR PRINTED NAME

**LOCAL CURRICULUM APPROVAL**

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

\_\_\_\_\_  
DATE                      SIGNATURE, CHAIR, CURRICULUM COMMITTEE                      TYPED OR PRINTED NAME

\_\_\_\_\_  
DATE                      SIGNATURE, ARTICULATION OFFICER                      TYPED OR PRINTED NAME

\_\_\_\_\_  
DATE                      SIGNATURE, CHIEF INSTRUCTIONAL OFFICER                      TYPED OR PRINTED NAME

\_\_\_\_\_  
DATE                      SIGNATURE, PRESIDENT, ACADEMIC SENATE                      TYPED OR PRINTED NAME

**COLLEGE PRESIDENT**

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

\_\_\_\_\_  
DATE                      SIGNATURE, PRESIDENT OF THE COLLEGE                      TYPED OR PRINTED NAME

**DISTRICT APPROVAL**

On \_\_\_\_\_, the governing board of the \_\_\_\_\_ District approved the instructional program attached to this application.

\_\_\_\_\_  
DATE                      SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT                      TYPED OR PRINTED NAME

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**

Application Date



California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

<p><b>Industrial Technology – Wind Technician Certificate</b> PROPOSED PROGRAM TITLE</p> <p><b>Cerro Coso Community College</b> COLLEGE</p> <p><b>Kern Community College District</b> DISTRICT</p> <p><b>January 2009</b> PROJECTED PROGRAM START DATE</p> <p><b>GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):</b></p> <p><input type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE)      <input type="checkbox"/> TRANSFER      <input type="checkbox"/> OTHER</p> <p><b>TYPE OF PROGRAM (CHECK ALL THAT APPLY):</b></p> <p><input type="checkbox"/> A.A. DEGREE      <input type="checkbox"/> A.S. DEGREE      CERTIFICATE OF ACHIEVEMENT: <input type="radio"/> 18+ semester (or 27+ quarter) units  <input type="radio"/> 12-18 semester (or 18-27 quarter) units</p>	<p><b>Valerie Karnes</b> CONTACT PERSON</p> <p><b>Dean, Career Technical Education</b> TITLE</p> <p><b>(760) 384-6258</b> PHONE NUMBER</p> <p><b>vkarnes@cerrococo.edu</b> E-MAIL ADDRESS</p>
---	---

PLANNING SUMMARY

Recommended T.O.P. Code	0956	Estimated FTE Faculty Workload	1.0
Units for Degree Major or Area of Emphasis	30	Number of New Faculty Positions	1
Total Units for Degree		Est. Cost, New Equipment	\$
Required Units-Certificate	12	Cost of New/Remodeled Facility	\$
Projected Annual Completers	15	Est. Cost, Library Acquisitions	\$
Projected Net Annual Labor Demand (CTE)	30	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester <u>Fall 2011</u> Year <u>2011</u>

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

**Criteria A. Appropriateness to Mission**

- Statement of Program Goals and Objectives
- Catalog Description
- Program Requirements
- Background and Rationale

**Criteria C. Curriculum Standards**

- Display of Proposed Sequence
  - Transfer Applicability (if applicable)
- Attachment:** Outlines of Record for Required Courses  
**Attachment:** Transfer Documentation (if applicable)

**Criteria B. Need**

- Enrollment and Completer Projections
  - Place of Program in Curriculum/Similar Programs
  - Similar Programs at Other Colleges in Service Area
  - Labor Market Information & Analysis (CTE only)
  - Employer Survey (CTE only)
  - Explanation of Employer Relationship (CTE only)
  - List of Members of Advisory Committee
  - Recommendations of Advisory Committee
- Attachment:** Labor / Job Market Data (CTE only)  
**Attachment:** Employer Survey (CTE only)  
**Attachment:** Minutes of Key Meetings

**Criteria D. Adequate Resources**

- Library and/or Learning Resources Plan
- Facilities and Equipment Plan
- Financial Support Plan
- Faculty Qualifications and Availability

**Criteria E. Compliance**

- Based on model curriculum (if applicable)
- Licensing or Accreditation Standards
- Student Selection and Fees

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**



**REQUIRED SIGNATURES**

Program **Industrial Technology - Wind Technician Certificate**

College Cerro Coso College

**LIBRARY AND LEARNING RESOURCES**

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

5-4-09 DATE Dennis F. VanderWalt SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER DENNIS F. VANDERWALT TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

4/17/09 DATE Valerie Karnes SIGNATURE, ADMINISTRATOR OF CTE Valerie Karnes TYPED OR PRINTED NAME

05/04/09 DATE James O'Connor SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE JAMES O'CONNOR TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on \_\_\_\_\_ (date).

\_\_\_\_\_  
DATE SIGNATURE, CHAIR, REGIONAL CONSORTIUM TYPED OR PRINTED NAME

**LOCAL CURRICULUM APPROVAL**

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

5-4-09 DATE Dennis F. VanderWalt SIGNATURE, CHAIR, CURRICULUM COMMITTEE DENNIS F. VANDERWALT TYPED OR PRINTED NAME

5-4-09 DATE Heather Ostash SIGNATURE, ARTICULATION OFFICER Heather Ostash TYPED OR PRINTED NAME

5/4/09 DATE James Fay SIGNATURE, CHIEF INSTRUCTIONAL OFFICER JAMES FAY TYPED OR PRINTED NAME

5/4/09 DATE Matthew A. Crow SIGNATURE, PRESIDENT, ACADEMIC SENATE Matthew A. Crow TYPED OR PRINTED NAME

**COLLEGE PRESIDENT**

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

5/4/09 DATE Mary E. Retterer SIGNATURE, PRESIDENT OF THE COLLEGE MARY E. RETTERER TYPED OR PRINTED NAME

**DISTRICT APPROVAL**

On \_\_\_\_\_, the governing board of the \_\_\_\_\_ District approved the instructional program attached to this application.

\_\_\_\_\_  
DATE SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT TYPED OR PRINTED NAME

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**

## KINESIOLOGY AA-T ARTICULATION INFORMATION

### PHYSICAL EDUCATION

CSU Baccalaureate Level Course List by Department Cerro Coso Community College (11-12)		
Course	Title	Semester Units
==== Physical Education ====		
PHED C101	Foundations of Physical Education	3
PHED C102	Personal Lifelong Fitness	2
PHED C103	Aerobic Dance I - Beginning	1
CSU GE: E		
PHED C104	Aerobic Dance II - Intermediate	1
CSU GE: E		
PHED C105	Weight Training I - Beginning	1
CSU GE: E		
PHED C106	Weight Training II - Intermediate	1
CSU GE: E		
PHED C107	General Conditioning I - Beginning	1
CSU GE: E		
PHED C108	General Conditioning II - Intermediate	1
CSU GE: E		
PHED C109	Golf I - Beginning	1
CSU GE: E		
PHED C110	Golf II - Intermediate	1
CSU GE: E		
PHED C113	Tennis I - Beginning	1
CSU GE: E		
PHED C114	Tennis II - Intermediate	1
CSU GE: E		
PHED C115	Volleyball I - Beginning	1
CSU GE: E		
PHED C116	Volleyball II - Intermediate	1
CSU GE: E		
PHED C117	Basketball I - Beginning	1
CSU GE: E		
PHED C118	Basketball II - Intermediate	1
CSU GE: E		
PHED C121	Badminton I - Beginning	1
CSU GE: E		
PHED C123	Softball I - Beginning	1
CSU GE: E		
PHED C124	Softball II - Intermediate	1
CSU GE: E		
PHED C125	Soccer I - Beginning	1
CSU GE: E		
PHED C126	Soccer II - Intermediate	1
CSU GE: E		
PHED C129	Cardiovascular Fitness I - Beginning	1
PHED C130	Cardiovascular Fitness II - Intermediate	1
PHED C131	Wellness Walking I - Beginning	1
PHED C132	Wellness Walking II - Intermediate	1
PHED C147	Adaptive P.E. I	1
CSU GE: E		
PHED C148	Adaptive P.E. II	1
CSU GE: E		
PHED C151	Conditioning for Competitive Athletics I	1.5
(Formerly "Introduction to General Conditioning for Competitive Athletics		

	I" prior to F11)	
	(Formerly 1 unit(s) prior to F11)	
PHED C152	Conditioning for Competitive Athletics II	1.5
	(Formerly "Beginning General Conditioning for Competitive Athletics II" prior to F11)	
	(Formerly 1 unit(s) prior to F11)	
PHED C155	Theory of the Care & Prevention of Athletic Injuries	3
PHED C156	Practicum in Athletic Training	1
PHED C161	Intercollegiate Basketball I	1
CSU GE: E		
PHED C162	Intercollegiate Basketball II	1
CSU GE: E		
PHED C163	Competitive Basketball Techniques I	1
CSU GE: E		
PHED C164	Competitive Basketball Techniques II	1
CSU GE: E		
PHED C171	Intercollegiate Volleyball I	1
PHED C172	Intercollegiate Volleyball II	1
PHED C173	Intercollegiate Baseball I	1
PHED C174	Intercollegiate Baseball II	1
PHED C175	Competitive Baseball I	2
	(Formerly "Competitive Baseball I - Beginning" prior to F11)	
	(Formerly 1 unit(s) prior to F11)	
PHED C176	Competitive Baseball II	2
	(Formerly "Competitive Baseball II - Intermediate" prior to F11)	
	(Formerly 1 unit(s) prior to F11)	
PHED C177	Women's Intercollegiate Basketball I	1
PHED C178	Women's Intercollegiate Basketball II	1
PHED C181	Intercollegiate Softball I	1
PHED C183	Competitive Softball I	1
PHED C184	Competitive Softball II	1
PHED C203	Aerobic Dance III - Advanced	1
CSU GE: E		
PHED C205	Weight Training III - Advanced	1
CSU GE: E		
PHED C207	General Conditioning III - Advanced	1
CSU GE: E		
PHED C209	Golf - Advanced	1
CSU GE: E		
PHED C213	Tennis III - Advanced	1
CSU GE: E		
PHED C215	Volleyball III - Advanced	1
CSU GE: E		
PHED C217	Basketball III - Advanced	1
CSU GE: E		
PHED C223	Softball III - Advanced	1
CSU GE: E		
PHED C225	Soccer III - Advanced	1
CSU GE: E		
PHED C227	Racquetball III - Advanced	1
PHED C229	Cardiovascular Fitness III - Advanced	1
PHED C231	Wellness Walking III - Advanced	1
PHED C235	Advanced Jazz Dance - Advanced	1
CSU GE: E		
PHED C251	Intermediate General Conditioning for Competitive Athletics	1

PHED C252	Advanced General Conditioning for Competitive Athletes	1
PHED C261	Intercollegiate Basketball III	1
CSU GE: E		
PHED C262	Intercollegiate Basketball IV	1
CSU GE: E		
PHED C263	Competitive Basketball Techniques III	1
CSU GE: E		
PHED C275	Competitive Baseball III - Advanced	1
PHED C276	Advanced Baseball Skills	2
PHED C277	Women's Intercollegiate Basketball III	1
PHED C278	Women's Intercollegiate Basketball IV	1
PHED C281	Intercollegiate Softball II	1
PHED C283	Competitive Softball III	1

## BIOLOGY

CSU Baccalaureate Level Course List by Department  
Cerro Coso Community College (11-12)

<u>Course</u>	<u>Title</u>	<u>Semester Units</u>
IGETC: 5B CSU GE: B2		
BIOL C121	Survey of Anatomy and Physiology	3
IGETC: 5B CSU GE: B2		
BIOL C122	Survey of Anatomy and Physiology Laboratory	1
IGETC: 5B CSU GE: B3		
BIOL C125	Survey of Anatomy and Physiology	4
BIOL C131	Introduction to Forestry	3
BIOL C133	Natural Resources	3
CSU GE: B2		
BIOL C135	Wildlife Management	3
BIOL C137	Identification of California Wildlife	3
BIOL C138	Identification of California Plants	4
CSU GE: B2, B3		
BIOL C141	Environmental Studies	3
IGETC: 5B CSU GE: B2		
BIOL C142	Environmental Studies	1
IGETC: 5B CSU GE: B3		
BIOL C145	Environmental Studies	4
BIOL C241	Plant Pathology	4
BIOL C251	Human Anatomy	4
IGETC: 5B CSU GE: B2, B3		
BIOL C255	Human Physiology	4
IGETC: 5B CSU GE: B2, B3		
BIOL C261	General Microbiology	4
IGETC: 5B CSU GE: B2, B3		

## CHEMISTRY

CSU Baccalaureate Level Course List by Department  
Cerro Coso Community College (11-12)

<u>Course</u>	<u>Title</u>	<u>Semester Units</u>
<b>==== Chemistry ====</b>		
CHEM C100	Foundations of Chemistry	3
IGETC: 5A CSU	GE: B1	
CHEM C101	Introduction to Chemistry	4
IGETC: 5A CSU	GE: B1, B3	
CHEM C111	General Inorganic Chemistry I	5
IGETC: 5A CSU	GE: B1, B3	
CHEM C113	General Inorganic Chemistry II	5
IGETC: 5A CSU	GE: B1, B3	
CHEM C113H	General Inorganic Chemistry II - Honors	6
IGETC: 5A CSU	GE: B1	
CHEM C122	General Inorganic Chemistry for Nursing and Allied Health Science Majors	5
IGETC: 5A CSU	GE: B1, B3	
CHEM C221	Organic Chemistry I	5
IGETC: 5A CSU	GE: B1, B3	
CHEM C223	Organic Chemistry II	5
CHEM C223H	Organic Chemistry II Honors	6

---

## MATHEMATICS

CSU Baccalaureate Level Course List by Department  
Cerro Coso Community College (11-12)

Course	Title	Semester Units
<b>==== Mathematics ====</b>		
MATH 21	Finite Mathematics	3
MATH C101	Survey of Mathematical Concepts	3
MATH C121	Elementary Probability & Statistics	4
IGETC: 2A CSU GE: B4		
MATH C121H	Elementary Probability & Statistics - Honors	5
IGETC: 2A CSU GE: B4		
MATH C130	Finite Mathematics	4
IGETC: 2A CSU GE: B4		
MATH C131	Business Calculus	4
IGETC: 2A CSU GE: B4		
MATH C141	College Algebra	4
IGETC: 2A CSU GE: B4		
MATH C142	Trigonometry	4
CSU GE: B4		
MATH C151	Analytic Geometry & Calculus I	5
IGETC: 2A CSU GE: B4		
MATH C152	Analytic Geometry & Calculus II	5
IGETC: 2A CSU GE: B4		
MATH C251	Analytic Geometry and Calculus III	5
IGETC: 2A CSU GE: B4		
MATH C255	Ordinary Differential Equations	4
IGETC: 2A CSU GE: B4		
MATH C257	Linear Algebra	4
IGETC: 2A CSU GE: B4		

## PHYSICS

CSU Baccalaureate Level Course List by Department  
Cerro Coso Community College (11-12)

<u>Course</u>	<u>Title</u>	<u>Semester Units</u>
<b>==== Physics ====</b>		
PHYS C111	Mechanics	5
IGETC: 5A CSU GE: B1, B3		
PHYS C113	Electricity & Magnetism	5
IGETC: 5A CSU GE: B1, B3		
PHYS C211	Waves, Heat, Optics and Modern Physics	5
IGETC: 5A CSU GE: B1, B3		

**END OF REPORT**

---



Application Date  
2012-06-26



California Community Colleges

**SUBSTANTIAL CHANGES TO AN APPROVED CREDIT PROGRAM**

<p><b>Kinesiology</b></p> <hr/> <p>TITLE OF PROPOSED PROGRAM <b>Physical Education</b></p> <hr/> <p>TITLE OF EXISTING PROGRAM (IF DIFFERENT) <b>127000</b></p> <hr/> <p>EXISTING PROGRAM T.O.P. CODE <b>CERRO COSO</b></p> <hr/> <p>COLLEGE <b>08/20/2012</b></p> <hr/> <p>PROJECTED START DATE FOR CHANGE</p>	<p><b>Margaret Mauldin</b></p> <hr/> <p>CONTACT PERSON <b>Instruction Office Specialist</b></p> <hr/> <p>TITLE <b>(760) 384-6257</b></p> <hr/> <p>PHONE NUMBER <b>mmauldin@cerrocoso.edu</b></p> <hr/> <p>E-MAIL ADDRESS</p>
<p>EXISTING PROGRAM CONTROL NUMBER <b>1937</b></p> <hr/> <p>EXISTING PROGRAM T.O.P. CODE <b>KERN</b></p> <hr/> <p>DISTRICT</p>	

**GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):**

CAREER TECHNICAL EDUCATION (CTE)
  TRANSFER
  OTHER

**Type of change requested: Check only one.**

Add new Certificate of Achievement  
 Add Degree to Existing Certificate Program  
 Add new Major or Area of Emphasis to Existing Degree

**TYPE OF PROGRAM (SELECT ONLY ONE):**

A.A. DEGREE  
 A.S. DEGREE  
 AA-T DEGREE (for transfer)\*  
 AS-T DEGREE (for transfer)\*

**CERTIFICATE OF ACHIEVEMENT:**

18+ semester (or 27+ quarter) units  
 12-18 semester (or 18-27 quarter) units

\* The AA-T and AS-T degrees fulfill the requirements of California Education Code sections 66745-66749, also known as the Student Transfer Achievement Reform Act. See special instructions provided [here](#).

**Planning Summary:**

Projected Start Date  Projected Annual Completers

FIELDS	AS LISTED IN CURRENT INVENTORY	AS REVISED
Program Control Number	1937	1937
TOP Code	127000 - 0835 . 00	127000
Local Title	Physical Education	Kinesiology
Units for Degree Major or Area of Emphasis	22.5 to 22.5	23 to 24.00
Total Units for Degree		60 to 60.00
Certificate Units	0 to 0	

*Attachments required for this form:*

- *Required signature page -- Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*
- *Development Criteria Narrative & Documentation*
- *Course outlines for required courses (required for all applications).*
- *Articulation Agreements (if applying for transfer status)*

## DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is “not applicable” but do not re-number the sections. Provide documentation in the form of attachments as indicated.

### Criteria A. Appropriateness to Mission

1. Statement of goals and objectives for existing program, including new changes.
2. Catalog description for existing program, including new option.
3. New program requirements.
4. **Optional:** Discussion of background and rationale (if needed).

### Criteria B. Need

5. Enrollment and Completer Projections
6. Place of proposed change in the curriculum – relation to existing program and options; relation to other programs at your college.
7. Discussion of impact on other colleges in region (optional for transfer only programs).
8. Analysis of labor market need or job availability (for career technical education only).

### Criteria C. Curriculum Standards

9. Transfer applicability to **two** 4-year institutions (if applicable).

**Attachment:** Course outlines for required courses (required for all applications).

**Attachment:** Transfer Documentation (if applicable).

### If applicable to revised program:

10. **Criteria D-Adequate Resources:** Facilities, additional faculty, and new equipment or library resources
11. **Criteria E-Compliance:** Enrollment restrictions and licensing or accreditation standards

**REQUIRED SIGNATURES**

Cerro Coso Community College

Title of Proposed Program Kinesiology for Transfer AA College

**LOCAL CURRICULUM APPROVAL:**  
 Changes proposed in this application have been approved by the curriculum committee and instructional administration, and all applicable requirements of Title 5 regulations have been satisfied.

<u>6/27/12</u> DATE	<u></u> SIGNATURE, CHAIR, CURRICULUM COMMITTEE	<u>Dr. Claudia Sellers</u> TYPED OR PRINTED NAME
<u>6/27/12</u> DATE	<u></u> SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Dr. Corey J. Marvin</u> TYPED OR PRINTED NAME
<u>29 June 2012</u> DATE	<u></u> SIGNATURE, ACADEMIC SENATE PRESIDENT	<u>Mr. Matthew Crow</u> TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**  
 Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

_____	_____	_____
DATE	SIGNATURE, ADMINISTRATOR OF CTE	TYPED OR PRINTED NAME

Changes proposed in this application been reviewed by the Career Technical Education Regional Consortium, and approval was recommended on \_\_\_\_\_ (date).

_____	_____	_____
DATE	SIGNATURE, CHAIR, REGIONAL CONSORTIUM	TYPED OR PRINTED NAME

**COLLEGE PRESIDENT:**  
 All provisions of Title 5, Section 55130 have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed changes to an existing, approved program.

<u>6/29/12</u> DATE	<u></u> SIGNATURE, PRESIDENT OF THE COLLEGE	<u>Mrs. Jill Board</u> TYPED OR PRINTED NAME
------------------------	---	---

**DISTRICT APPROVAL (check one):**

On June 14, 2012 (date), the governing board of the Kern Community College District approved the proposed changes to this existing program attached to this request.

The governing board has delegated to me the authority to approve substantial changes to existing programs, and I have approved the associate degree or certificate attached to this request.

<u>7/24/12</u> DATE	<u></u> SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	<u>Sandra V. Serrano</u> TYPED OR PRINTED NAME
------------------------	--	---

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

Degree Major/Program	Code	Bakersfield	Channel Islands	Chico	Dominguez Hills	East Bay	Fresno	Fullerton	Humboldt	Long Beach	Los Angeles	Maritime Academy	Monterey Bay	Northridge	Pomona	Sacramento	San Bernardino	San Diego	San Francisco	San José	San Luis Obispo	San Marcos	Sonoma	Stanislaus
• Health: Community and School	12011			option	option		option			option			option			option	option							
• Health: Environmental and Occupational	12142	option		option		option	option			option	option			BS		option	option							
• Health Science, Health Education	12011			BS	BS	BS	BS	BS		BS	BS					BS	BS	BS	BS	BS				
• Public Health Promotion	12140													BS										
Historic Preservation/Public History	22995																option							
History	22051	BA	BA	BA	BA	BA	BA	BA	BA	BA	BA		option	BA	BA	BA	BA	BA	BA	BA	BA	BA	BA	BA
Hospitality, Recreation, and Tourism	21025					BS														BS				
Human Development	20993					BA				BA							BA					BA	BA	
Human Services	21042				BA			BS					BA											option
Humanities	15991			BA									BA	BA		BA		BA	BA	BA				
Industrial Arts/Technology Education	08393										option								BA	BA				
• Industrial Design	08391									BS														
• Industrial Technology, Manufacturing Technology	08394						BS																	
Information Technology	07028		BS																	BS**	BS			
Interdisciplinary Studies/Special Major	49993	BA/BS	option	BA/BS	BA/BS	BA/BS	BA/BS				BA/BS		BA	BA	BA	BA/BS	BA	BA	BA	BA/BS		BA	BA/BS	BA/BS
Interior Design	02031			option			BA							option		BA		option	BS	BFA				
International Relations/Affairs	22101	option		BA										option		option								
• Global Intelligence and National Security	22102	BA																						
• International Security and Conflict Resolution	22103																							
• International Studies/Global Studies	22997					BA			option	BA		BA	BA							BA				
Italian	11041													option								BA	BA	option
Italian Studies	03122									BA											BA			
Japanese	11081							BA		BA	BA		BA/option	option				BA	BA	BA				
Jewish Studies, Modern	15102									BA▼								BA	BA▼					
Journalism (Also see Communications)	06021			BA	option		option	option	BA	BA			option	BA	option	BA		BA	BA	BS	BS			
Kinesiology/Physical Education	08351	BS		BA	BA	BS	BS	BS	BS	BA/BS	BS		BS	BA/BS	BS	BS	BS	BS	BS	BS	BS	BS	BS	BA
• Athletic Training	08375						BS	BS		BS				BA				BS	BS	BS	BS	BS	BS	BA
• Exercise Physiology/Exercise Science	08355	option		BS			option		option	option	option		option	option	option		option					option	option	
• Fitness	08349				option									option									option	option
• Physical Education	08350				option	option								option				option				option	option	
• Pre-Physical Therapy	12120				option	option												option				option	option	
Labor Studies	22993				BA																			
Landscape Architecture	02041															BS								
Language Studies	15012					option																BLA		
Languages and Cultures, World (Also see individual languages)	11011												BA	BA								BA		
Latin American Studies	03081			BA		BA	BA	BA			BA							BA						option
Liberal Arts	49017									BA														
Liberal Studies	49012	BA	BA	BA	BA	BA	BA	BA	BA	BA	BA		BA	BA	BA	BA	BA	BA	BA	BA	BS	BA	BA★	BA
• Liberal Studies (Hutchins School of Liberal Studies)	49015																						BA	
• Liberal Studies + Teacher Preparation/Urban Learning†	49081	option	option	option	option	option	option	option	option	option	BA		option	option	option	option	option	option	option	option	option	option	option	option
Life Science (See Natural Science)																								
Linguistics	15051				option		BA	BA		BA				BA			option	BA	option	BA				
Literature (Also see Comparative Literature; English)	15021				option	option							option	option	option		option	option	option			option	option	
Marine Biology	04181							option	option	BS			option	option				option	option	option	option		option	option
Marine Science	49022												BS											
Marine Transportation	49044											BS												
Mass Media	06010																							
Mathematics	17011	BS	BS	BS	BS	BS	BA	BA	BA	BS	BA/BS		BS/option	BA/BS	BS	BA <sup>5</sup>	BA/BS	BA	BA	BA	BS	BS	BA/BS	BA/BS
• Mathematics, Applied	17031			option		option		option	option	option	option			option	option			option	BS	BS			option	

\*\*Students must choose either the Concentration in Electronics and Computer Technology or the Concentration in Manufacturing Systems in their first semester of enrollment.

▼ Joint program offered with another campus

★ Hutchins School Multiple Subject Matter Program

† Integrated ("blended") program of subject-matter and professional preparation for prospective teachers (elementary level).

Degree programs requiring no more than 120 semester units/180 quarter units are highlighted in yellow. Contact an advisor to plan your degree pathway for greatest efficiency.

# PROGRAM OF STUDY

## CC Kinesiology for Transfer AA Degree Program

ASSOCIATE OF ARTS DEGREE FOR TRANSFER IN KINESIOLOGY is designed to provide students with an introduction to the academic discipline dealing with the art and science contained in human movement. The course of study provides a foundation in the fundamentals of human anatomy, physiology, movement, and the refinement of individual fitness and sport related skills. Opportunities are provided for students to expand their understanding and expertise in a variety of areas.

The Associate of Arts for Transfer in Kinesiology prepares students for transfer to baccalaureate institutions, where they may complete a Bachelor's degree in Kinesiology or related disciplines.

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 [www.assist.org](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.

The four year institution you are transferring to may require some, or all, of the major courses to be taken for a grade. Please consult a counselor and [www.assist.org](http://www.assist.org) to determine any limitations on Pass/No pass grading in major preparation courses.

## This program prepares students for careers in Kinesiology

Most career opportunities in Kinesiology require a B.A. or advanced degree. Common university majors related to the field of Kinesiology include Sports Medicine, Exercise Physiology, Athletic Training, Physical Education, Cardiac Rehabilitation, Biomechanics, Pre-Physical Therapy, Occupational Therapy, Ergonomics, Corporate Fitness, Wellness, Coaching, Sports Management, Athletic Administration, Personal Training, Recreation, Sports Psychology, and Sports Officiating.

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

### **REQUIRED CORE: Complete all of the following courses (11 units):**

BIOL C251	Human Anatomy	4
BIOL C255	Human Physiology	4
PHED C101	Introduction to Kinesiology	3

Total: 11

### **REQUIRED - Fitness Area: Select one course from the following area (one unit maximum):**

		<b>Units</b>
PHED C103	Aerobic Dance I	1
	<b>or</b>	
PHED C104	Aerobic Dance II	1
	<b>or</b>	
PHED C105	Weight Training I	1
	<b>or</b>	
PHED C106	Weight Training II	1
	<b>or</b>	
PHED C107	General Conditioning I	1
	<b>or</b>	
PHED C108	General Conditioning II	1
	<b>or</b>	
PHED C129	Cardiovascular Fitness I	1

	<b>or</b>		
PHED C130	Cardiovascular Fitness II		1
	<b>or</b>		
PHED C131	Wellness Walking I		1
	<b>or</b>		
PHED C132	Wellness Walking II		1

Total: 1

**REQUIRED - Individual Activities Area: Select one course from the following area (one unit maximum):** **Units**

PHED C109	Golf I		1
	<b>or</b>		
PHED C110	Golf II		1
	<b>or</b>		
PHED C113	Tennis I		1
	<b>or</b>		
PHED C114	Tennis II		1

Total: 1

**REQUIRED - Team sport area: Select one course from the following area (one unit maximum):** **Units**

PHED C115	Volleyball I		1
	<b>or</b>		
PHED C116	Volleyball II		1
	<b>or</b>		
PHED C123	Softball I		1
	<b>or</b>		
PHED C124	Softball II		1

Total: 1

**ADDITIONAL PROGRAM REQUIREMENTS: Select two courses (9-10 units) from the below listed course offerings:** **Units**

MATH C121	Elementary Probability and Statistics		4
	<b>or</b>		
MATH C121H	Elementary Probability and Statistics - Honors		5
	<b>or</b>		
CHEM C111	General Inorganic Chemistry I		5
	<b>or</b>		
CHEM C221	Organic Chemistry I		5
	<b>or</b>		
PHYS C111	Mechanics		5

Total: 9-10

Complete general education requirements and electives for a minimum of 60 total units.

**Units**  
36 - 37

Total: 36 - 37

## Program Learning Outcomes

**A .** Analyze the anatomical and physiological principles of human movement in exercise and sport settings

*Assessment:* Written examinations.

**B .** Explain the structure and function of the human body.

*Assessment:* Written examinations.

**C .** Apply the principles of physical fitness development and maintenance and assess the body's systematic responses to physical activity.

*Assessment:* Written examinations.

**D .** Define the importance and benefits of life-long physical activity and wellness.

*Assessment:* Written examinations.

**E .** Apply techniques of, and demonstrate an advanced level of knowledge, in at least three areas of physical sport skills.

*Assessment:* Scored using skills rubrics and by written examinations.

## Program Matrix

Courses	Program Learning Outcomes				
	A	B	C	D	E
BIOL C251	X	X	X		
BIOL C255	X	X	X		
CHEM C111	X		X		
CHEM C221	X		X		
MATH C121	X		X		
MATH C121H	X		X		
PHED C101		X	X	X	
PHED C103		X		X	X
PHED C104		X		X	X
PHED C105		X		X	X
PHED C106		X		X	X
PHED C107		X		X	X
PHED C108		X		X	X
PHED C109		X		X	X
PHED C110		X		X	X
PHED C113		X		X	X
PHED C114		X		X	X
PHED C115		X		X	X
PHED C116		X		X	X
PHED C123		X		X	X
PHED C124		X		X	X
PHED C129		X		X	X
PHED C130		X		X	X
PHED C131		X		X	X
PHED C132		X		X	X
PHYS C111	X		X		



# Planning Summary

## Program Cover

---

Recommended T.O.P. Code	1270.00
Units for Degree Major or Area of Emphasis	23-24 Units
Total Units for Degree	60
Required Units-Certificate	
Projected Annual Completers	5-8
Projected Net Annual Labor Demand (CTE)	
Estimated FTE Faculty Workload	3
Number of New Faculty Positions	0
Est. Cost, New Equipment	0
Cost of New/Remodeled Facility	0
Est. Cost, Library Acquisitions	0
When will this program undergo review as part of college's Program Evaluation Plan?	30 = Spring 2017

## Need

---

### Enrollment and Completer Projections

### Place of Program in Curriculum/Similar Programs

This transfer program is for students hoping to secure careers in kinesiology or related fields that require a baccalaureate degree. The program will share a significant amount of existing curriculum, facilities, and faculty resources (as no new courses will be required to implement this revised program). Enrollment pattern changes are unclear at this time. It is likely that the increased academic rigor will result in additional students enrolling from the student population because of the emphasis in the area of Kinesiology and other sciences.

### 'Similar Programs at other colleges in service area

California State University, Bakersfield; California State University, San Bernardino

### Labor Market Information & Analysis (CTE only)

### Employer Survey (CTE only)

### Explanation of Employer Relationship (CTE Only)

### List of Members and Advisory Committee (CTE Only)

### Recommendations of Advisory Committee (CTE Only)

## Adequate Resources

---

### Library and/or Learning Resources Plan

Library resources include EBISCOhost databases. Areas of database emphasis (but not limited to): "Academic Search Complete"; "Readers Guide to Periodical Literature"; "Medline Complete"; "Sportdiscus with Full Text".

### Facilities and Equipment Plan

No new facilities are required at this time.

### Financial Support Plan

### Faculty Qualifications and Availability

Faculty assignments will be drawn from currently employed Cerro Coso faculty. No new faculty are required at this time.

## Compliance

---

### Based on model curriculum (if applicable)

SB 1440 Transfer Model Curriculum, approved by the State in June, 2011. Both TMC template and completed TMC included in the "attachment" section.

**Licensing or Accreditation  
Standards  
Student Selection and Fees**

Conditions of Enrollment



## **Associate of Arts in Kinesiology for Transfer**

Title of proposed program: Associate of Arts in Kinesiology for Transfer

Title of existing program: Physical Education

Existing program TOP Code: 0835.00

Existing program control number: 01937

Contact Person: Heather Ostash

Title: Vice President, Student Services/Articulation Officer

Phone number: 760-384-6249

Email address: [hostash@cerrocoso.edu](mailto:hostash@cerrocoso.edu)

Projected start date: Fall 2012

Type of change requested: Revise existing Physical Education Major to comply with State mandated (SB 1440) Transfer Model Curriculum, which was finalized in July, 2011.

Type of program: AA-T Degree

Projected annual completers: 3-7

Units for degree major or area of emphasis: 23-24

Total units for degree: 60



## Criteria A

**Statement of goals and objectives for existing program, including new changes.** The goal of the Associate of Arts Degree in Kinesiology for Transfer is to provide an advanced understanding of the discipline and to prepare students for transfer to any CSU for a baccalaureate degree in Kinesiology and related fields. This new program revision will provide additional academic rigor for the program.

### **Catalog Description.**

The ASSOCIATE OF ARTS DEGREE FOR TRANSFER IN KINESIOLOGY is designed to provide students with an introduction to the academic discipline dealing with the art and science of human movement. The course of study provides a foundation in the fundamentals of human anatomy, physiology, movement, and the refinement of individual fitness and sport related skills. Opportunities are provided for students to expand their understanding and expertise in a variety of areas.

The Associate of Arts for Transfer in Kinesiology prepares students for transfer to baccalaureate institutions, where they may complete a Bachelor's degree in Kinesiology or related disciplines.

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 [www.assist.org](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 [www.assist.org](http://www.assist.org) to determine any limitations on Pass/No pass grading in major preparation courses.

Most career opportunities in Kinesiology require a B.A. or advanced degree. Common university majors related to the field of Kinesiology include Sports Medicine, Exercise Physiology, Athletic Training, Physical Education, Cardiac Rehabilitation, Biomechanics, Pre-Physical Therapy, Occupational Therapy, Ergonomics, Corporate Fitness, Wellness, Coaching, Sports Management, Athletic Administration, Personal Training, Recreation, Sports Psychology, and Sports Officiating.

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

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

- (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- (B) A minimum of 23 units semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.

Please note that the 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.



## Revised Program Requirements.

### KINESIOLOGY TRANSFER MODEL CURRICULUM

#### Required Core: 14 Units

PHED C 101	- INTRODUCTION TO KINESIOLOGY	3 UNITS
BIO C251	- HUMAN ANATOMY	4 UNITS
BIO C255	- HUMAN PHYSIOLOGY	4 UNITS

Movement Based Courses – (Maximum 3) a maximum of one (1) course from any three (3) of the following areas for a maximum of three units:

#### Fitness Area (one unit only):

PHED C103	- AEROBIC DANCE I	1 UNIT
PHED C104	- AEROBIC DANCE II	1 UNIT
PHED C105	- WEIGHT TRAINING I	1 UNIT
PHED C106	- WEIGHT TRAINING II	1 UNIT
PHED C107	- GENERAL CONDITIONING I	1 UNIT
PHED C108	- GENERAL CONDITIONING II	1 UNIT
PHED C129	- CARDIOVASCULAR FITNESS I	1 UNIT
PHED C130	- CARDIOVASCULAR FITNESS II	1 UNIT
PHED C131	- WELLNESS WALKING I	1 UNIT
PHED C132	- WELLNESS WALKING II	1 UNIT

#### Individual Sports Area (one unit only):

PHED C109	- GOLF I	1 UNIT
PHED C110	- GOLF II	1 UNIT
PHED C113	- TENNIS I	1 UNIT
PHED C114	- TENNIS II	1 UNIT



Team Sports Area (one unit only):

PHED C115	- VOLLEYBALL I	1 UNIT
PHED C116	- VOLLEYBALL II	1 UNIT
PHED C123	- SOFTBALL I	1 UNIT
PHED C124	- SOFTBALL II	1 UNIT

**List A (select two courses) 9-10 units:**

MATH C121 - ELEM. PROBABILITY AND STATISTICS 4 UNITS

**OR**

MATH C121H - ELEM. PROBABILITY AND STATISTICS 5 UNITS  
HONORS

-----

CHEM C111 - GENERAL INORGANIC CHEMISTRY I 5 UNITS

**OR**

CHEM C221 - ORGANIC CHEMISTRY I 5 UNITS

PHYS C111 - MECHANICS 5 UNITS

---

MAJOR TOTAL UNITS 23-24 UNITS

Associate of Arts Degree in Kinesiology for Transfer (23-24 units in the major):

Total Units in the Major.....	23-24 Units
CSU General Education or IGETC Pattern .....	<u>36-37 Units</u>
CSU Transferrable Elective Units to reach Degree Total of.....	60 Units

Complete CSU-Breadth or IGETC\* general education transfer patterns as well as CSU transferable electives for a total of 60 units.

*\*Students planning to transfer to the CSU system must complete Area 1C: Oral Communications prior to transfer to meet the minimum admissions requirement for the CSU system.*



**Discussion of background and rationale.** During the fall semester, 2011, Physical Education faculty began discussions regarding the possible implementation of the AA-T Kinesiology, SB1440 degree. As a result of information gleaned from the nearly completed program review of the existing Physical Education AA, it was clear that this revision was a necessary and important component of the educational process at Cerro Coso Community College. The TMC-aligned major is being proposed because of its increased rigor and its ability to provide our students with expanded career opportunities. Students will also benefit by qualifying for admission to a California State University (CSU) campus upon successful completion of the specified program requirements.

#### Criteria B

**Place of proposed change in the curriculum.** The Kinesiology AA-T program will eventually replace the existing Physical Education AA in the curriculum. Need and enrollment changes are unclear at this time. It is likely that students in the current program will move to this more attractive option.

#### Criteria C

**Analysis of labor market need or job availability (for career technical education only).**

#### Criteria D

**Adequate Resources:**

No additional resources will be required to execute this program revision. This includes: Library and learning resources, facilities and equipment, and financial support. All of the faculty that will teach in this program meet the State minimum qualifications. Cost will be negligible, as all courses taught in the various disciplines in the program are currently included in existing Career Pathways documents on file with the Counseling Office.

#### Criteria E

**Compliance:**

All faculty teaching major courses are properly credentialed and there are no other licensing standards that apply to this program.

**TMC template:** Attached.

**Course Outline of Record:** Attached.

**Kinesiology Transfer Model Curriculum**  
**CCC Major or Area of Emphasis:** Kinesiology  
**CSU Major or Majors:** Kinesiology  
**Total units:** 20-24 (all units are semester units)

Rev. 6/30/2011  
 Template #1008

In the four columns on the right, enter the course identifier, course title and number of units of a course that is comparable to the course indicated for the TMC (in the far left column). If the course may be double-counted with either CSU-GE or IGETC, put an X in the GE column.

The units indicated in the TMC are semester units – and they are minimum units. All courses must be CSU transferable. Where there is an indicated C-ID descriptor, you are certifying that your course is comparable. Where no reference descriptor is indicated, discipline faculty should compare the existing course to the sample course description(s) provided in the TMC at <http://www.c-id.net/degreereview.html> and attach the appropriate report from ASSIST showing the required transferability status (i.e., CSU transferable, general education, or major preparation at CSU).

Kinesiology Transfer Model Curriculum		Associate in Arts degree in Kinesiology for transfer College Name: Cerro Coso Community College Program Requirements			
Course Title (units)	C-ID (or TCSU) Designation	Course ID	Course Title	Units	GE
<b>Required Core:</b> 14 units					
Introduction to Kinesiology (3)	KIN 100	PHED C101	Introduction to Kinesiology	3	<input type="checkbox"/>
Human Anatomy with Lab (4)		BIOL C251	Human Anatomy	4	<input checked="" type="checkbox"/>
Human Physiology with Lab (4)		BIOL C255	Human Physiology	4	<input checked="" type="checkbox"/>
Movement Based Courses: (maximum 3) Select a maximum of one (1) course from any three (3) of the following areas for a maximum of three units <sup>ii</sup> :					
• Aquatics				0	<input type="checkbox"/>
• Combatives				0	<input type="checkbox"/>
• Dance				0	<input type="checkbox"/>
• Fitness		PHED C103	Aerobic Dance I	1	<input checked="" type="checkbox"/>
		PHED C104	Aerobic Dance II	1	
		PHED C105	Weight Training I	1	
		PHED C106	Weight Training II	1	
		PHED C107	General Conditioning I	1	
		PHED C108	General Conditioning II	1	
		PHED C129	Cardiovascular Fitness I	1	
		PHED C130	Cardiovascular Fitness II	1	
		PHED C131	Wellness Walking I	1	
		PHED C132	Wellness Walking II	1	

<sup>i</sup> If a C-ID descriptor has been finalized, it may be entered in this column. [http://www.c-id.net/descriptors/view\\_final](http://www.c-id.net/descriptors/view_final)

<sup>ii</sup> While the language of the template is general, colleges must specify which courses students would select from.



• Individual Sports		PHED C109 PHED C110 PHED C113 PHED C114	Golf I Golf II Tennis I Tennis II	1 1 1 1	<input checked="" type="checkbox"/>
• Team Sports		PHED C115 PHED C116 PHED C123 PHED C124	Volleyball I Volleyball II Softball I Softball II	1 1 1 1	<input checked="" type="checkbox"/>
<b>List A (select two):</b> 6-10 units					
Introductory Statistics for General, Business, and Social Sciences (3)	STAT 110 (TCSU) STAT 120 (TCSU) SOC1 125	MATH C121  OR  MATH C121h	Elementary Probability and Statistics  OR  Elementary Probability and Statistics – Honors	4  5	<input checked="" type="checkbox"/>
Human Biology (4)	BIOL 110 (TCSU)				<input type="checkbox"/>
Survey of General, Organic, and Biological Chemistry (5) or General Chemistry I (5)	CHEM 210 (TCSU) or CHEM 110	CHEM C 111  OR  CHEM 221	General Inorganic Chemistry I  OR  Organic Chemistry I	5  5	<input checked="" type="checkbox"/>
Physics (4-5)	PHYS 105 or PHYS 205	PHYS C 111	Mechanics	5	<input checked="" type="checkbox"/>
First Aid and CPR (3)	KIN 101			0	<input type="checkbox"/>
<b>Total Units for the Major:</b>	<b>20-24</b>		<b>Total Units for the Major:</b>	23-24 Units	
		<b>Total Units that may be double-counted:</b>			20 - 21 Units

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Liberal Arts: Arts and Humanities** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
01/16/2012

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	18557	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		490300
<b>C</b>	Local Title	Liberal Arts: Arts & Humanities	Liberal Arts: Arts and Humanities
<b>D</b>	Units for Degree Major or Area of Emphasis	18 to 18	18 to 18
	Total Units for Degree		60 to 60
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.A. DEGREE
<b>G</b>	Year Approved	2008	2008
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>3/15/2012</u>		<u>Dr. Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

# PROGRAM OF STUDY

## CC Liberal Arts: Arts & Humanities AA Degree Program

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

Courses in the Liberal Arts: Arts & Humanities AA degree emphasize the study of cultural, literary, humanistic activities, and artistic expression of human beings. Students evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. This degree is appropriate for students intending to transfer 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 [www.assist.org](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 [www.assist.org](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 A or B only. Please consult with a counselor or educational advisor if you have any questions about which option is right for you.

## Career Opportunities in English

Broad transfer preparation for such majors as education.

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

**Select 18 units from the following courses.**

		<b>Units</b>
ART C101	Introduction to Art	3
ART C105	History of Western Art I	3
ART C106	History of Western Art II	3
ART C106H	History of Western Art II-Hon.	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	Crit. Thinking Through Lit.	3
ENGL C102H	Crit. Thinking Through Lit-Hon	4
ENGL C111	Intro to Types of Literature	3
ENGL C111H	Intro to Types of Lit Honors	4
ENGL C141	Creative Writing:Fiction/Poetr	3
ENGL C190	Art of Fiction	3
ENGL C221	World Literature I	3
ENGL C221H	World Literature I - Honors	4
ENGL C222	World Literature II	3
ENGL C222H	World Literature II - Honors	4
ENGL C231	Surv. Brit. Lit. I: Beg.-1785	3
ENGL C231H	Surv of British Lit I Honors	4
ENGL C232	Surv. Brit. Lit II: 1785-Pres.	3
ENGL C232H	Surv Brit Lit II Honors	4
ENGL C235	Introduction to Shakespeare	3
ENGL C235H	Intro to Shakespeare Honors	4
ENGL C241	Survey Amer Lit I: Begin-1865	3
ENGL C241H	SurvAmerLit I:Begin-1865Honors	4
ENGL C242	SurveyAmerLit II: 1865-Present	3
ENGL C242H	Survey Amer Lit II - Honors	4
ENGL C245	Women's Literature	3
ENGL C245H	Women's Literature Honors	4
ENGL C249	Multi-Ethnic Literature	3
ENGL C249H	Multi-Ehtnic American Literature: Honors	4
FILM C211	Hispanic Cinema	3
FREN C101	Beginning French I	5
HIST C103	Western Civilization I	3
HIST C103H	Western Civilization I Honors	4
HIST C104	Western Civilization II	3
HIST C104H	Western Civilization 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
MUSC C101H	Music Appreciation Honors	4
MUSC C118	History of American Pop 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	Intro to Philosophy	3
PHIL C141	Ethics	3
PHIL C161	Intro to Religious Studies	3
PHIL C164	Survey of World Religions	3
PHIL C205	Critical/Comparative Reasoning	4
PHIL C215	History of Western Philosophy	3
SOCI C210	Diversity and Film	3
SOCI C220	Persp. on Race, Class & 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 to Theatre	3
THEA C103	Introduction to Play Reading	3

Total: 279 - 237

## Total Units

18

PID 582

## Program Learning Outcomes

**A** . describe how people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation.

*Assessment:* .

**B** . evaluate the significance of artistic and cultural constructions.

*Assessment:* .

## Program Matrix

Courses	Program Learning Outcomes	
	A	B
ART C101	X	X
ART C105		
ART C106	X	X
ART C106H	X	X
ART C111	X	X
ART C115	X	X
ART C121	X	X
ART C131	X	X
ART C141	X	X
ART C151	X	X
ART C165	X	X
ASL C100	X	X
ASL C101	X	X
ASL C102	X	X
ASL C201	X	X
ASL C202	X	X
ENGL C102	X	X
ENGL C102H	X	X
ENGL C111	X	X
ENGL C111H	X	X
ENGL C141	X	X

ENGL C190	X	X
ENGL C221	X	X
ENGL C221H	X	X
ENGL C222	X	X
ENGL C222H	X	X
ENGL C231	X	X
ENGL C231H	X	X
ENGL C232	X	X
ENGL C232H	X	X
ENGL C235	X	X
ENGL C235H	X	X
ENGL C241	X	X
ENGL C241H	X	X
ENGL C242	X	X
ENGL C242H	X	X
ENGL C245	X	X
ENGL C245H	X	X
ENGL C249	X	X
ENGL C249H	X	X
FILM C211	X	X
FREN C101	X	X
HIST C103	X	X
HIST C103H	X	X
HIST C104	X	X
HIST C104H	X	X
LATN C101	X	X
LATN C102	X	X
LATN C201	X	X
LATN C202	X	X
MUSC C101	X	X
MUSC C101H	X	X
MUSC C118	X	X
MUSC C121	X	X
MUSC C122	X	X
MUSC C126	X	X
MUSC C131	X	X
MUSC C132	X	X
MUSC C141	X	X
MUSC C142	X	X
MUSC C151	X	X
MUSC C152	X	X
MUSC C173	X	X
PHIL C101	X	X
PHIL C141	X	X
PHIL C161	X	X
PHIL C164	X	X
PHIL C205	X	X
PHIL C215	X	X
SOCI C210	X	X
SOCI C220	X	X
SPAN C100		
SPAN C101		
SPAN C102		
SPAN C110		
SPAN C171		



SPAN C180	X	X
SPAN C201	X	X
SPAN C202	X	X
SPAN C211	X	X
SPCH C101	X	X
SPCH C105	X	X
THEA C101	X	X
THEA C103	X	X

## Planning Summary

### Program Cover

---

Recommended T.O.P. Code	4910.30
Units for Degree Major or Area of Emphasis	18
Total Units for Degree	31-40
Required Units-Certificate	18
Projected Annual Completers	Pending Program Review
Projected Net Annual Labor Demand (CTE)	n/a
Estimated FTE Faculty Workload	Pending Program Review
Number of New Faculty Positions	1 Projected
Est. Cost, New Equipment	0
Cost of New/Remodeled Facility	0
Est. Cost, Library Acquisitions	150
When will this program undergo review as part of college's Program Evaluation Plan?	70 = Fall      2012

### Need

---

Enrollment and Completer Projections	Pending Program Review
Place of Program in Curriculum/Similar Programs	Pending Program Review
'Similar Programs at other colleges in service area	Pending Program Review
Labor Market Information & Analysis (CTE only)	n/a
Employer Survey (CTE only)	n/a
Explanation of Employer Relationship (CTE Only)	n/a
List of Members and Advisory Committee (CTE Only)	n/a
Recommendations of Advisory Committee (CTE Only)	n/a

### Adequate Resources

---

Library and/or Learning Resources Plan	Pending Program Review
Facilities and Equipment Plan	n/a
Financial Support Plan	Pending Program Review
Faculty Qualifications and Availability	Pending Program Review

### Compliance

---

Based on model curriculum (if applicable)	n/a
Licensing or Accreditation Standards	n/a
Student Selection and Fees	n/a

## Conditions of Enrollment



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
01/16/2012

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	18558	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		490100
<b>C</b>	Local Title	Liberal Arts: Mathematics & Science	Liberal Arts: Mathematics and Science
<b>D</b>	Units for Degree Major or Area of Emphasis	18 to 18	18 to 18
	Total Units for Degree	60 to 60	60 to 60
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.A. DEGREE
<b>G</b>	Year Approved	2008	2008
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES	
<u>3/26/2012</u> DATE	 SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>
	<u>Corey J. Marvin</u> TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Liberal Arts: Mathematics and Science** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Liberal Arts: Mathematics & Science AA Degree Program

**LIBERAL ARTS: MATHEMATICS & SCIENCE DEGREE:** 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 and Science AA Degree emphasize the natural sciences which examine the physical universe, its life forms, and its natural phenomena. Courses in math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. 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 [www.assist.org](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 [www.assist.org](http://www.assist.org) to determine any limitations on Pass/No pass grading in major preparation courses.

The graduate of the AA Degree Program program in CC Liberal Arts: Mathematics & Science will:

**This will be assessed with an exam scored with a rubric.**: 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.

**This will be assessed with an exam scored by a rubric.**: 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.

**This will be assessed and scored by exams given in all science classes with 80% of students showing mastery.**: 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.

**Measured by direct observation during laboratory work using a checklist based upon guidelines published by the relevant professional societies with an 80% success.**: Perform hands-on laboratory and/or field experiments of all science classes safely.

**This will be assessed with an exam scored by a rubric.**: Identify the difference between science and other fields of knowledge. Perform a critical analysis of a topic in order to determine science from pseudoscience

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

<b>Select 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 (*).</b>			<b>Units</b>
ANTH C121	Physical Anthropology		3
BIOL C101	Principles of Biology		3
<b>or</b>			
BIOL C101H	Principles of Biology Honors		4
BIOL C102 *	Principles of Biology Lab		1
BIOL C105 *	Concepts of Biology		4
<b>or</b>			
BIOL C105H *	Concepts of Biology Honors		5
BIOL C111 *	General Biology I		5
<b>or</b>			
BIOL C111H *	General Biology I - Honors		6

BIOL C112 *	General Biology II	5
	<b>or</b>	
BIOL C112H *	General Biology II Honors	6
BIOL C125 *	Survey of Anatomy and Physiology	4
	<b>or</b>	
BIOL C121	Survey of Anatomy & Physiology Lecture	3
BIOL C122 *	Surv of Anatomy & Phy Lab	1
BIOL 145 *	Environmental Studies	4
	<b>or</b>	
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
CHEM C111 *	General Inorganic Chemistry I	5
CHEM C113 *	General Inorganic Chemistry II	5
	<b>or</b>	
CHEM C113H *	General Inorganic Chemistry II: Honors	6
CHEM C221 *	Organic Chemistry I	5
CHEM C223 *	Organic Chemistry II	5
	<b>or</b>	
CHEM C223H *	Organic Chemistry II - Honors	6
GEOG C101	Physical Geography Lecture	3
GEOG C102 *	Physical Geography Lab	1
GEOG C111 *	Physical Geography	4
GEOL C111 *	Physical Geology	4
GEOL C131	Environmental Geology	3
MATH C121	Elem. Probability & Statistics	4
	<b>or</b>	
MATH C121H	Elem. Prob. & Stat.-Honors	5
MATH C130	Finite Mathematics	4
MATH C131	Business Calculus	4
MATH C141	College Algebra	4
MATH C142	Trigonometry	4
MATH C151	Analy Geometry & Calculus I	5
MATH C152	Analytical Geometry & Calc II	5
MATH C251	Analy Geometry & Calculus III	5
MATH C255	Ordin. Differential Equations	4
MATH C257	Linear Algebra	4
PHSC C105 *	General Earth Sciences	4
	<b>or</b>	
PHSC C101	General Earth Sciences Lecture	3
PHSC C102 *	General Earth Sciences Laboratory	1
PHSC C115 *	Physical Science	4
	<b>or</b>	
PHSC C111	Physical Science Lecture	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



**C** . 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.

*Assessment:* This will be assessed and scored by exams given in all science classes with 80% of students showing mastery.

**D** . Perform hands-on laboratory and/or field experiments of all science classes safely.

*Assessment:* Measured by direct observation during laboratory work using a checklist based upon guidelines published by the relevant professional societies with an 80% success.

**E** . Identify the difference between science and other fields of knowledge. Perform a critical analysis of a topic in order to determine science from pseudoscience

*Assessment:* This will be assessed with an exam scored by a rubric

## Program Matrix

Courses	Program Learning Outcomes				
	A	B	C	D	E
ANTH C121					
BIOL 145					
BIOL C101					
BIOL C101H					
BIOL C102					
BIOL C105					
BIOL C105H					
BIOL C111					
BIOL C111H					
BIOL C112					
BIOL C112H					
BIOL C121					
BIOL C122					
BIOL C125					
BIOL C141					
BIOL C142					
BIOL C251					
BIOL C255					
BIOL C261					
CHEM C101					
CHEM C111					
CHEM C113					
CHEM C113H					
CHEM C221					
CHEM C223					
CHEM C223H					
CSCI C251					
CSCI C252					
CSCI C265					
GEOG C101					
GEOG C102					
GEOG C111					
GEOL C111					
GEOL C131					
MATH C121					
MATH C121H					
MATH C130					



MATH C131  
 MATH C141  
 MATH C142  
 MATH C151  
 MATH C152  
 MATH C251  
 MATH C255  
 MATH C257  
 PHSC C101  
 PHSC C102  
 PHSC C105  
 PHSC C111  
 PHSC C112  
 PHSC C115  
 PHSC C121  
 PHSC C122  
 PHSC C125  
 PHSC C131  
 PHSC C132  
 PHYS C111  
 PHYS C113  
 PHYS C211

## Planning Summary

### Program Cover

---

<b>Recommended T.O.P. Code</b>	4901.00
<b>Units for Degree Major or Area of Emphasis</b>	18
<b>Total Units for Degree</b>	60
<b>Required Units-Certificate</b>	
<b>Projected Annual Completers</b>	5
<b>Projected Net Annual Labor Demand (CTE)</b>	
<b>Estimated FTE Faculty Workload</b>	none
<b>Number of New Faculty Positions</b>	none
<b>Est. Cost, New Equipment</b>	none
<b>Cost of New/Remodeled Facility</b>	none
<b>Est. Cost, Library Acquisitions</b>	none
<b>When will this program undergo review as part of college's Program Evaluation Plan?</b>	30 = Spring 2014

### Need

---

<b>Enrollment and Completer Projections</b>	5
<b>Place of Program in Curriculum/Similar Programs</b>	General Science will be a much better option for most students interested in science
<b>'Similar Programs at other colleges in service area</b>	
<b>Labor Market Information &amp; Analysis (CTE only)</b>	
<b>Employer Survey (CTE only)</b>	
<b>Explanation of Employer Relationship (CTE Only)</b>	
<b>List of Members and Advisory Committee (CTE Only)</b>	
<b>Recommendations of Advisory Committee (CTE Only)</b>	

### Adequate Resources

---

<b>Library and/or Learning Resources Plan</b>	n/a
<b>Facilities and Equipment Plan</b>	n/a
<b>Financial Support Plan</b>	n/a
<b>Faculty Qualifications and Availability</b>	n/a

## Compliance

---

Based on model curriculum (if applicable)

no

Licensing or Accreditation Standards

Student Selection and Fees

none

## Conditions of Enrollment



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted 6/10/2012

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
05/11/2012

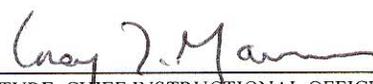
	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	18559	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		490100
<b>C</b>	Local Title	Liberal Arts: Social & Behavioral Sciences	Liberal Arts: Social & Behavioral Science
<b>D</b>	Units for Degree Major or Area of Emphasis	18 to 18	18 to 18
	Total Units for Degree		60 to 60
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.A. DEGREE
<b>G</b>	Year Approved	2008	2008
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>6/10/2012</u>		<u>Dr. Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME
	Vice President of Academic Affairs	

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

# PROGRAM OF STUDY

## CC Liberal Arts: Social & Behavioral Sciences AA Degree Program

LIBERAL ARTS SOCIAL & BEHAVIORAL SCIENCES ASSOCIATE OF ARTS DEGREE – 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 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.

Note: Courses required for the associate degree major at CCCC may not be the same as those required for the major at a four-year school. Consult a counselor and visit [www.assist.org](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 course to be taken for a grade. Please consult a counselor and [www.assist.org](http://www.assist.org) to determine any limitations on Pass/No pass grading in preparation courses.

## This program prepares students for careers in Transfer in the Social and Behavioral Sciences

Broad transfer preparation for majoring in the Social and Behavioral Sciences.

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

### Select 18 units from the following:

		Units
ADMJ C101	Intro Administration of Justice	3
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 C121	Cultural Geography	3
GEOG C131	World Regional Geography	3
GEOG C131H	World Reg. Geography-Honors	4

HIST C103	Western Civilization I	3
HIST C103H	Western Civilization I Honors	4
HIST C104	Western Civilization II	3
HIST C104H	Western Civilization Honors	4
HIST C131	History of the United States I	3
HIST C131H	History of the U.S. I: Honors	4
HIST C132	History of United States II	3
HIST C132H	History of the U.S. 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
POLS C101H	American Government - Honors	4
POLS C102	Comparative Government	3
POLS C204	United States Foreign Policy	3
PSYC C101	General Psychology	3
PSYC C101H	General Psychology Honors	4
PSYC C102	Physiological Psychology	3
PSYC C211	Lifespan Development	3
PSYC C231	Health Psychology	3
PSYC C241	Abnormal Psychology	3
PSYC C251	Human Sexuality	3
PSYC C271	Res. Meth./Soc & Beh Science	3
SOCI C101	Introduction to Sociology	3
SOCI C121	Chicanos of the Southwest	3
SOCI C131	Sociology of Women	3
SOCI C210	Diversity and Film	3
SOCI C220	Persp. on Race, Class & Gender	3

Total: 131

**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 A or B only. Please consult with a counselor or an educational advisor if you have any questions about which option is right for you.**

Units

- Complete one of the following general education patterns:**  
**A. IGETC - Intersegmental General Education Transfer Curriculum**  
**B. CSU General Education Breadth**  
**C. Cerro Coso Local General Education Pattern**

Total: 42

---

**Total Units**

**60**

PID 610

## Program Learning Outcomes

**A .** Upon successful completion of the program, students will be able to identify and apply the Scientific Method used by social scientists to study human behavior.

*Assessment:* Research paper and exams

**B .** Upon successful completion of the program, students will be able to identify and analyze theories explaining the individual, social, historical, economic, or political activities of humans.

*Assessment:* Research paper and exams.

# Program Matrix

Courses	Program Learning Outcomes	
	A	B
ADMJ C101		X
ANTH C111		X
ANTH C121		X
ANTH C131		X
CHDV C104		X
CHDV C105		X
CHDV C106		X
ECON C101	X	X
ECON C102	X	X
ECON C103	X	X
GEOG C121		X
GEOG C131		X
GEOG C131H		X
HIST C103		X
HIST C103H		X
HIST C104		X
HIST C104H		X
HIST C131		X
HIST C131H		X
HIST C132		X
HIST C132H		X
HIST C209		X
HIST C218		X
MATH C121		
POLS C101		X
POLS C101H		X
POLS C102		X
POLS C204		X
PSYC C101	X	X
PSYC C101H	X	X
PSYC C102	X	X
PSYC C211	X	X
PSYC C231	X	X
PSYC C241	X	X
PSYC C251	X	X
PSYC C271	X	X
SOCI C101		X
SOCI C121		X
SOCI C131		X
SOCI C210		X
SOCI C220		X

## Planning Summary

### Program Cover

Recommended T.O.P.  
Code 4901.00

Units for Degree Major  
or Area of Emphasis 18

<b>Total Units for Degree</b>	60
<b>Required Units-Certificate</b>	n/a
<b>Projected Annual Completers</b>	75
<b>Projected Net Annual Labor Demand (CTE)</b>	n/a
<b>Estimated FTE Faculty Workload</b>	6
<b>Number of New Faculty Positions</b>	1 Projected
<b>Est. Cost, New Equipment</b>	No new equipment will be needed
<b>Cost of New/Remodeled Facility</b>	No new/remodeled facilities will be needed
<b>Est. Cost, Library Acquisitions</b>	No new resources will be needed
<b>When will this program undergo review as part of college's Program Evaluation Plan?</b>	70 = Fall      2012

## Need

---

<b>Enrollment and Completer Projections</b>	75
<b>Place of Program in Curriculum/Similar Programs</b>	None
<b>'Similar Programs at other colleges in service area</b>	None
<b>Labor Market Information &amp; Analysis (CTE only)</b>	n/a
<b>Employer Survey (CTE only)</b>	n/a
<b>Explanation of Employer Relationship (CTE Only)</b>	n/a
<b>List of Members and Advisory Committee (CTE Only)</b>	n/a
<b>Recommendations of Advisory Committee (CTE Only)</b>	n/a

## Adequate Resources

---

<b>Library and/or Learning Resources Plan</b>	Resources are adequate
<b>Facilities and Equipment Plan</b>	n/a
<b>Financial Support Plan</b>	Support is adequate
<b>Faculty Qualifications and Availability</b>	Economics - Master's in economics OR Bachelor's in economics AND Master's in business, business administration, business management, business education, finance, or political science OR The equivalent History - Master's in history OR Bachelor's in history AND Master's in political science, humanities, geography, area studies, women's studies, social science, or ethnic studies OR The equivalent Political Science - Master's in political science, government, public administration, or international relations OR Bachelor's in any of the above AND Master's in economics, history, social science, sociology, any ethnic studies, JD, or LL.B. OR The equivalent Psychology - Master's in psychology OR Bachelor's in psychology AND Master's in counseling, sociology, statistics, neuroscience, or social work OR The equivalent Sociology - Master's in sociology OR Bachelor's in sociology AND Master's in anthropology, any ethnic studies, social work or The equivalent

## Compliance

---

<b>Based on model curriculum (if applicable)</b>	n/a
--	-----



<b>Licensing or Accreditation Standards</b>	n/a
<b>Student Selection and Fees</b>	n/a

## Conditions of Enrollment



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 01/16/2012
--

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	1930	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		050600
<b>C</b>	Local Title	Management	MANAGEMENT
<b>D</b>	Units for Degree Major or Area of Emphasis	32 to 32	32 to 32
	Total Units for Degree		60 to 60
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.S. DEGREE
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>3/26/2012</u>		<u>Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs.</b>	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

Margaret Mauldin  
Instruction Office Specialist  
Cerro Coso Community College  
3000 College Heights Blvd. Ridgecrest, CA 93555

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **A.S. DEGREE** in **MANAGEMENT** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **050600** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **A.S. DEGREE** in **MANAGEMENT** with program control number **1930**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Management AS Degree Program

MANAGEMENT ASSOCIATE OF SCIENCE DEGREE 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 [www.assist.org](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.

The graduate of the AS Degree Program program in CC Management will:

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Demonstrate a general understanding of the nature of business.

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Apply critical thinking skills (analysis, synthesis, evaluation) to technical and managerial issues in a business environment

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Demonstrate the ability to make ethical decisions in a managerial context.

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Recognize skills necessary to provide management, supervision, and leadership in a diverse and complex environment.

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 see a counselor for more information about Prerequisite Challenge.

**Complete all of the following courses.**

BSAD C100	Introduction to Business	3
BSAD C101	Financial Accounting	4
BSAD C102	Managerial Accounting	4
BSAD C145	Business Communication	3
BSAD C131	Business Law	3
BSAD C155	Human Resource Management	3
BSAD C220	Principles of Project Mangmnt	3
BSAD C222	Problem Solving/Computer Appli	3
BSAD C251	Principles of Management & Org	3
CSCI C101	Intro to Computer Info Systems	3

---

**Total Units**

**32**

PID 540

## Program Learning Outcomes

**A . Demonstrate a general understanding of the nature of business.**

**Assessment:** This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**B** . Apply critical thinking skills (analysis, synthesis, evaluation) to technical and managerial issues in a business environment  
*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**C** . Demonstrate the ability to make ethical decisions in a managerial context.  
*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**D** . Recognize skills necessary to provide management, supervision, and leadership in a diverse and complex environment.  
*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

## Program Matrix

Courses	Program Learning Outcomes			
	A	B	C	D
BSAD C100				
BSAD C101				
BSAD C102				
BSAD C131				
BSAD C145				
BSAD C155				
BSAD C220				
BSAD C222				
BSAD C251				
CSCI C101				

## Planning Summary

### Program Cover

---

<b>Recommended T.O.P. Code</b>	050640
<b>Units for Degree Major or Area of Emphasis</b>	32
<b>Total Units for Degree</b>	60
<b>Required Units-Certificate</b>	32
<b>Projected Annual Completers</b>	10
<b>Projected Net Annual Labor Demand (CTE)</b>	Unknown
<b>Estimated FTE Faculty Workload</b>	13.2 in Business Programs
<b>Number of New Faculty Positions</b>	1 in Business Programs
<b>Est. Cost, New Equipment</b>	3,000
<b>Cost of New/Remodeled Facility</b>	0
<b>Est. Cost, Library Acquisitions</b>	300
<b>When will this program undergo review as part of college's Program Evaluation Plan?</b>	30 = Spring 2016

### Need

---

<b>Enrollment and Completer Projections</b>	Sections Enrollment Students / Section 2005-2006 26 680 26.15 2006-2007 71 1697 23.90 2007-2008 73 1605 21.99 2008-2009 56 1342 23.96 226 5324 23.56 Business Programs Awards, Certificates 2006-2009 2006 2007 2008 2009 Total Percentage 050100 Business 7 16 8 5 36 21% Business Admin 13 17 11 12 53 31% 050200 Accounting 1 1 1% 050600 Bus Management 23 18 20 12 73 43% Bus Mgmt/Small Bus 4 1 5 3% 050640 Small Bus Mgmt/Entr 1 1 2 1% Total 49 51 40 30 170
<b>Place of Program in Curriculum/Similar Programs</b>	The business programs serve students throughout the College's service area by providing degrees, certificates, and general interest courses. The programs are similar to others offered within the department (Business Office Technology, Computer Science, and Computer Information Systems) and share several courses in common. Each, however, serves a specific niche for work and for transfer to other institutions.
<b>'Similar Programs at other colleges in service area</b>	The program is similar to programs at BC, PC, and AVC.
<b>Labor Market Information &amp; Analysis (CTE only)</b>	See attached 2 Year Program Review.
<b>Employer Survey (CTE only)</b>	n/a
<b>Explanation of Employer Relationship (CTE Only)</b>	Representatives of key employers sit on advisory committees.
<b>List of Members and Advisory Committee (CTE Only)</b>	On file with Dean's Office.
<b>Recommendations of Advisory Committee (CTE Only)</b>	The various business programs and courses have been updated for currency and appropriateness for workforce training within the College service area. Employer input has been gathered at Advisory Committee meetings over the years. The department is currently working toward creation of small Advisory Committees at the Colleges delivery sites.

## **Adequate Resources**

---

<b>Library and/or Learning Resources Plan</b>	n/a
<b>Facilities and Equipment Plan</b>	Overall, except for the use of interactive television room, the Business programs do not have unusual demands for resources. All full time faculty have offices and access to computers and adequate classrooms for instruction. Computers, projection equipment, and interactive television equipment are in need of updating for currency.  Because the Business and Information Technology department is comprised of several program areas, the individual cost of the Business programs is difficult to break out from overall department expenses; therefore, the information available may reflect some overlap with other department expenditures. We would like to request that the financial data be more accurately coded to reflect actual program expenses. This will facilitate more relevant and accurate reporting for all program areas.
<b>Financial Support Plan</b>	
<b>Faculty Qualifications and Availability</b>	Most courses in the program require a Masters Degree in Business Administration. Faculty are spread through day, afternoon, evening, and online courses based on availability.

## **Compliance**

---

<b>Based on model curriculum (if applicable)</b>	n/a
<b>Licensing or Accreditation Standards</b>	n/a
<b>Student Selection and Fees</b>	n/a

## **Conditions of Enrollment**



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 01/16/2012
--

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	18953	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		050600
<b>C</b>	Local Title	Management	Management
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	32 to 32	32 to 32
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*



### REQUIRED SIGNATURES

College CERRO COSO

District KERN

SIGNATURES		
<u>3/26/2012</u> DATE	 SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	<u>Corey J. Marvin</u> TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Management** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Management Certificate of Achievement

MANAGEMENT CERTIFICATE OF ACHIEVEMENT 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.

The graduate of the Certificate of Achievement program in CC Management will:

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Demonstrate a general understanding of the nature of business.

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Apply critical thinking skills (analysis, synthesis, evaluation) to technical and managerial issues in a business environment.

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Demonstrate the ability to make ethical decisions in a managerial context.

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Recognize skills necessary to provide management, supervision, and leadership in a diverse and complex environment.

Note: Some courses within the certificate 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 see a counselor for more information about Prerequisite Challenge.

**Complete all of the following courses.**

BSAD C100	Introduction to Business	3
BSAD C101	Financial Accounting	4
BSAD C102	Managerial Accounting	4
BSAD C145	Business Communication	3
BSAD C131	Business Law	3
BSAD C155	Human Resource Management	3
BSAD C220	Principles of Project Mangmnt	3
BSAD C222	Problem Solving/Computer Appli	3
BSAD C251	Principles of Management & Org	3
CSCI C101	Intro to Computer Info Systems	3

---

### Total Units

**32**

PID 548

### Program Learning Outcomes

**A .** Demonstrate a general understanding of the nature of business.

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**B .** Apply critical thinking skills (analysis, synthesis, evaluation) to technical and managerial issues in a business environment.

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**C .** Demonstrate the ability to make ethical decisions in a managerial context.

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**D .** Recognize skills necessary to provide management, supervision, and leadership in a diverse and complex environment.

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

## Program Matrix

Courses	Program Learning Outcomes			
	A	B	C	D
BSAD C100				
BSAD C101				
BSAD C102				
BSAD C131				
BSAD C145				
BSAD C155				
BSAD C220				
BSAD C222				
BSAD C251				
CSCI C101				

## Planning Summary

### Program Cover

---

<b>Recommended T.O.P. Code</b>	050600
<b>Units for Degree Major or Area of Emphasis</b>	32
<b>Total Units for Degree</b>	60
<b>Required Units-Certificate</b>	32
<b>Projected Annual Completers</b>	15
<b>Projected Net Annual Labor Demand (CTE)</b>	Unknown
<b>Estimated FTE Faculty Workload</b>	13.2 in Business Programs
<b>Number of New Faculty Positions</b>	1 in Business Programs
<b>Est. Cost, New Equipment</b>	3,000
<b>Cost of New/Remodeled Facility</b>	0
<b>Est. Cost, Library Acquisitions</b>	300
<b>When will this program undergo review as part of college's Program Evaluation Plan?</b>	30 = Spring 2016

### Need

---

<b>Enrollment and Completer Projections</b>	Sections Enrollment Students / Section 2005-2006 26 680 26.15 2006-2007 71 1697 23.90 2007-2008 73 1605 21.99 2008-2009 56 1342 23.96 226 5324 23.56 Business Programs Awards, Certificates 2006-2009 2006 2007 2008 2009 Total Percentage 050100 Business 7 16 8 5 36 21% Business Admin 13 17 11 12 53 31% 050200 Accounting 1 1 1% 050600 Bus Management 23 18 20 12 73 43% Bus Mgmt/Small Bus 4 1 5 3% 050640 Small Bus Mgmt/Entr 1 1 2 1% Total 49 51 40 30 170
---	--

<b>Place of Program in Curriculum/Similar Programs</b>	The business programs serve students throughout the College's service area by providing degrees, certificates, and general interest courses. The programs are similar to others offered within the department (Business Office Technology, Computer Science, and Computer Information Systems) and share several courses in common. Each, however, serves a specific niche for work and for transfer to other institutions.
<b>'Similar Programs at other colleges in service area</b>	The program is similar to programs at BC, PC, and AVC.
<b>Labor Market Information &amp; Analysis (CTE only)</b>	See attached 2 Year Program Review.
<b>Employer Survey (CTE only)</b>	n/a
<b>Explanation of Employer Relationship (CTE Only)</b>	Representatives of key employers sit on advisory committees.
<b>List of Members and Advisory Committee (CTE Only)</b>	On file with Dean's Office.
<b>Recommendations of Advisory Committee (CTE Only)</b>	The various business programs and courses have been updated for currency and appropriateness for workforce training within the College service area. Employer input has been gathered at Advisory Committee meetings over the years. The department is currently working toward creation of small Advisory Committees at the Colleges delivery sites.

## **Adequate Resources**

---

<b>Library and/or Learning Resources Plan</b>	n/a
<b>Facilities and Equipment Plan</b>	Overall, except for the use of interactive television room, the Business programs do not have unusual demands for resources. All full time faculty have offices and access to computers and adequate classrooms for instruction. Computers, projection equipment, and interactive television equipment are in need of updating for currency.
<b>Financial Support Plan</b>	Because the Business and Information Technology department is comprised of several program areas, the individual cost of the Business programs is difficult to break out from overall department expenses; therefore, the information available may reflect some overlap with other department expenditures. We would like to request that the financial data be more accurately coded to reflect actual program expenses. This will facilitate more relevant and accurate reporting for all program areas.
<b>Faculty Qualifications and Availability</b>	Most courses in the program require a Masters Degree in Business Administration. Faculty are spread through day, afternoon, evening, and online courses based on availability.

## **Compliance**

---

<b>Based on model curriculum (if applicable)</b>	n/a
<b>Licensing or Accreditation Standards</b>	n/a
<b>Student Selection and Fees</b>	n/a

## **Conditions of Enrollment**

Application Date
------------------



California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

<b>Associate of Arts in Mathematics</b> PROPOSED PROGRAM TITLE	<b>Dean Bernsten</b> CONTACT PERSON
<b>Cerro Coso Community College</b> COLLEGE	<b>Professor</b> TITLE
<b>Kern Community College District</b> DISTRICT	<b>(760) 384-6322</b> PHONE NUMBER
<b>Fall Semester 2010</b> PROJECTED PROGRAM START DATE	<b>dbernste@cerrocoso.edu</b> E-MAIL ADDRESS
<b>GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):</b>	
<input type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE) <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> OTHER	
<b>TYPE OF PROGRAM (CHECK ALL THAT APPLY):</b>	
<input checked="" type="checkbox"/> A.A. DEGREE <input type="checkbox"/> A.S. DEGREE                      CERTIFICATE OF ACHIEVEMENT: <input type="radio"/> 18+ semester (or 27+ quarter) units <input type="radio"/> 12-18 semester (or 18-27 quarter) units	

PLANNING SUMMARY

Recommended T.O.P. Code	1701.00	Estimated FTE Faculty Workload	
Units for Degree Major or Area of Emphasis	27 - 31	Number of New Faculty Positions	1
Total Units for Degree	60 minimum	Est. Cost, New Equipment	\$ 0.00
Required Units-Certificate	N/A	Cost of New/Remodeled Facility	\$ 0.00
Projected Annual Completers		Est. Cost, Library Acquisitions	\$ 0.00
Projected Net Annual Labor Demand (CTE)		When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester __ Fall ____ Year __ 2009 __

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

**Criteria A. Appropriateness to Mission**

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

**Criteria B. Need**

5. Enrollment and Completer Projections
  6. Place of Program in Curriculum/Similar Programs
  7. Similar Programs at Other Colleges in Service Area
  8. Labor Market Information & Analysis (CTE only)
  9. Employer Survey (CTE only)
  10. Explanation of Employer Relationship (CTE only)
  11. List of Members of Advisory Committee
  12. Recommendations of Advisory Committee
- Attachment:** Labor / Job Market Data (CTE only)  
**Attachment:** Employer Survey (CTE only)  
**Attachment:** Minutes of Key Meetings

**Criteria C. Curriculum Standards**

13. Display of Proposed Sequence
  14. Transfer Applicability (if applicable)
- Attachment:** Outlines of Record for Required Courses  
**Attachment:** Transfer Documentation (if applicable)

**Criteria D. Adequate Resources**

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

**Criteria E. Compliance**

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**

**REQUIRED SIGNATURES**

Program Associate of Arts in Mathematics College Cerro Coso College

**LIBRARY AND LEARNING RESOURCES**

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

\_\_\_\_\_  
DATE SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

\_\_\_\_\_  
DATE SIGNATURE, ADMINISTRATOR OF CTE TYPED OR PRINTED NAME

\_\_\_\_\_  
DATE SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on \_\_\_\_\_ (date).

\_\_\_\_\_  
DATE SIGNATURE, CHAIR, REGIONAL CONSORTIUM TYPED OR PRINTED NAME

**LOCAL CURRICULUM APPROVAL**

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

\_\_\_\_\_  
DATE SIGNATURE, CHAIR, CURRICULUM COMMITTEE TYPED OR PRINTED NAME

\_\_\_\_\_  
DATE SIGNATURE, ARTICULATION OFFICER TYPED OR PRINTED NAME

\_\_\_\_\_  
DATE SIGNATURE, CHIEF INSTRUCTIONAL OFFICER TYPED OR PRINTED NAME

\_\_\_\_\_  
DATE SIGNATURE, PRESIDENT, ACADEMIC SENATE TYPED OR PRINTED NAME

**COLLEGE PRESIDENT**

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

\_\_\_\_\_  
DATE SIGNATURE, PRESIDENT OF THE COLLEGE TYPED OR PRINTED NAME

**DISTRICT APPROVAL**

On \_\_\_\_\_, the governing board of the \_\_\_\_\_ District approved the instructional program attached to this application.

\_\_\_\_\_  
DATE SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT TYPED OR PRINTED NAME

**SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS**



**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



February 9, 2010

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear Dr. Fay:

The Chancellor's Office hereby approves Cerro Coso Community College's Associate in Arts in **Mathematics**. This program has been entered into the Inventory of Approved Programs under T.O.P. code 1701.00 with transfer status and with unique program code **22920**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program. If there are any questions about our action, please contact Joe Darin, Program Assistant in Academic Affairs, at (916) 322-2813, fax (916) 445-6268, or e-mail to [jdarin@ccco.edu](mailto:jdarin@ccco.edu).

Sincerely,

A handwritten signature in black ink that reads 'S. Low'.

Stephanie Low  
Dean, Curriculum & Instruction  
Academic Affairs Division

Cc: Dean Bernsten, Mathematics Professor

Ms. Carole Bogue-Feinour, Vice Chancellor  
Academic Affairs  
California Community Colleges  
1102 "Q" Street  
Sacramento, CA 95811-6511

Dear Ms. Bogue-Feinour:

Attached is an application for Substantial Change to the following approved credit program for Cerro Coso Community College:

✓ TOP 0901.00, Engineering

Also attached is an application for the following new credit program for Cerro Coso Community College:

✓ TOP 1701.00, Associate of Arts in Mathematics

The Kern Community College District Board of Trustees approved submission of the above-mentioned applications at its May 7, 2009 meeting. If you have any questions regarding these applications, please contact Dr. James Fay, Vice President, Academic Affairs, Cerro Coso Community College, at 760-384-6201.

Sincerely,



Doris Givens, Vice Chancellor  
Educational Services

/se  
Enclosures

cc: Sandra Serrano, Chancellor, Kern Community College District  
(w/o enclosures)  
Mary Retterer, President, Cerro Coso Community College (w/o  
enclosures)  
James Fay, Vice President, Academic Affairs, Cerro Coso Community  
College (w/enclosures)

Cerro Coso Community College  
Kern Community College District

PROGRAM PROPOSAL

Associate of Arts Degree in Mathematics

## 1. Statement of Program and Outcomes

The AA Mathematics degree program prepares students for transfer to four-year universities to pursue Bachelor's degrees. The following list is not intended as a comprehensive list of degree options: General Mathematics, Applied Mathematics, Mathematics Education, Statistics, Physics, Chemistry, Biology, Computer Science, Engineering, Computer Information Systems, Management Information Systems, and Economics.

The Associate of Arts in Mathematics Degree program objectives and student learning outcomes are:

- A. 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. This outcome will be assessed and scored by exams.
- B. Demonstrate an understanding of academic skills (research, critical thinking, and scientific methods) needed to master specialized fields. This outcome will be assessed and scored by exam.
- C. Demonstrate a general ability to understand and communicate scientific and mathematical information. This outcome will be assessed and scored by exam.
- D. Demonstrate an understanding of the structure of mathematics and its application in the sciences. This outcome will be assessed and scored by exam.
- E. Apply knowledge of mathematics and science to diverse problem-solving situations. This outcome will be assessed and scored by exam.
- F. Use computer software and in mathematical and scientific applications. This outcome will be assessed and scored by exam.

	Outcome					
	A	B	C	D	E	F
Course						
CSCI C251					X	X
CSCI C256					X	X
CSCI C267					X	X
MATH C121	X	X	X	X	X	X
MATH C130	X	X	X	X	X	X
MATH C131	X	X	X	X	X	X
MATH C151	X	X	X	X	X	X
MATH C152	X	X	X	X	X	X
MATH C251	X	X	X	X	X	X
MATH C255	X	X	X	X	X	X
MATH C257	X	X	X	X	X	X

## **2. Catalog Description**

The **MATHEMATICS ASSOCIATE OF ARTS DEGREE** (60 units total, 27 to 31 units in the major) prepares students to transfer to four-year universities to pursue a Bachelor's degree. Bachelor's 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 2 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.

Complete general education requirements and electives for a minimum of 60 total units.

## **3. Program Requirements**

### **Associate of Arts in Mathematics Degree**

<u>Required Courses (units)</u>		<u>Units</u>
MATH C151	Calculus I	5
MATH C152	Calculus II	5
MATH C251	Calculus III	5
MATH C255	Ordinary Differential Equations	4
MATH C257	Linear Algebra	4

### **Associate of Arts in Mathematics Degree**

<u>Elective Courses (units)    Select one or two.</u>		<u>Units</u>
MATH C121	Introductory Probability and Statistics	4
MATH C130	Finite Mathematics	4
MATH C131	Business Calculus	4

### **Associate of Arts in Mathematics Degree**

<u>Elective Courses (units)    Select one or two.</u>		<u>Units</u>
CSCI C251	Introduction to Structured Programming with Visual Basic	3
CSCI C265	C++ Programming Language	3
CSCI C267	Java Programming	3

### **Course Descriptions**

MATH C121 Introductory Probability and Statistics 4

PREREQUISITIES: MATH C055

COREQUISITE: None

LIMITATIONS ON ENROLLMENT: None

This course covers data analysis using descriptive and inferential statistics. Graphs and computations include measures of central tendency and dispersion, linear 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 proportions, means, and variances.

MATH C130 Finite Mathematics 4

PREREQUISITIES: MATH C055

COREQUISITE: None

LIMITATIONS ON ENROLLMENT: None

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.

MATH C151 Calculus I 5

PREREQUISITIES: MATH C141, MATH C142

COREQUISITE: None

LIMITATIONS ON ENROLLMENT: None

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.

MATH C152 Calculus II 5

PREREQUISITIES: MATH C151

COREQUISITE: None

LIMITATIONS ON ENROLLMENT: None

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.

**Mathematics AA Program  
Cerro Coso Community College**

---

MATH C251	Calculus III	5
PREREQUISITES: MATH C152		
COREQUISITE: None		
LIMITATIONS ON ENROLLMENT: None		
This course is a continuation of Analytic 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 Stokes's theorem.		
MATH C255	Ordinary Differential Equations	4
PREREQUISITE: Math C251 or equivalent.		
COREQUISITE:		
ADVISORY: A computer algebra system or graphing calculator and basic computer skills are strongly recommended.		
This course provides students with a foundation 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.		
MATH C257	Linear Algebra	4
PREREQUISITE: MATH C152 or equivalent.		
COREQUISITE:		
ADVISORY		
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.		
CSCI C251	Introduction to Visual Basic Programming	3
PREREQUISITE: CSCI C101		
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.		
CSCI C265	Introductory C++ Programming	3
PREREQUISITE: CSCI C101		
This course is an introduction to C++ object-oriented programming, including fundamentals, logic, algorithm development, classes, functions and inheritance.		
CSCI C267	Java Programming	3
ADVISORY: CSCI C251 or CSCI C252 and MATH C055		
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.		

#### **4. Background and Rationale**

Since the 1997 inception of Cerro Coso Community College's online program, CCOOnline, students taking online classes have steadily played a larger and larger role in Cerro Coso College's enrollment. For Summer Session, 2008, over 50% of Cerro Coso's enrollment was comprised of online students. For fall semester, 2008, 11 onsite mathematics sections were offered at the Indian Wells Valley campus, whereas 12 online mathematics sections were offered on CCOOnline. Clearly, online classes play a major role in the Department of Mathematics' course offerings – and the demand for such classes continues to grow. Therefore, the Cerro Coso Department of Mathematics proposes an Associate of Arts degree in Mathematics, where many of the degree's classes are taught both onsite or online.

Significant mathematics course work is required for Bachelor's degrees in applied and theoretical mathematics, statistics, and mathematics education. Furthermore, much of the AA degree's coursework can be applied to obtaining Bachelor's degrees in any of the natural and physical sciences, all engineering disciplines, all computer science and computer information disciplines, and economics. The Cerro Coso Associate of Arts Degree in Mathematics provides a strong foundation for students to complete such baccalaureate work. Indeed, all of the degree's core and elective courses articulate with virtually every California State University and University of California campus.

The Cerro Coso Community College's service area is the largest in the state. A very wide spread 18,000,000 square miles is very sparsely populated with 85,000 people. The distance, time, and expense of commuting to one of Cerro Coso's physical campuses prevent many people in our service area from attending onsite classes, and thus obtaining the necessary mathematics course work. The many online classes offered in the Associate of Arts in Mathematics degree provides an excellent alternative for such people – and for people outside of our service area as well.

#### **5. Enrollment and Completer Projections**

The Associate of Arts Degree in Mathematics is designed to draw students intending to transfer to a university and earn a baccalaureate in applied or theoretical mathematics, mathematics education, statistics, engineering, natural or physical science, or economics.

*Projected Enrollment*

*Projected Completers Per Year*

No projections.

#### **6. Place of Program in Curriculum/Similar Programs**

The Associate of Arts Degree in Mathematics is new to Cerro Coso Community College. However, many of the courses in the core are shared in other disciplines such as Computer Science, Computer Information Systems, Business Administration, Physical Science, and Engineering Technology.



## **7. Similar Programs at Other Colleges in Service Area**

There are no other similar programs within the Cerro Coso Community College service area. Bakersfield College offers an onsite Associate of Arts Degree in Mathematics. However, the only other Associate of Arts in Mathematics degree programs which offer online classes that can be applied toward the degree are at Cayuga Community College in Auburn, New York, and Onondaga Community College in Syracuse, New York.

## **8. Labor Market Information & Analysis**

No analysis has been conducted.

## **9. Employer Survey**

No employer survey was conducted.

## **10. Explanation of Employer Relationship**

Not applicable.

## **11. List of Members of Advisory Committee**

<b>First Name</b>	<b>Last Name</b>	<b>Company</b>	<b>Industry</b>
Dean	Bernsten	Cerro Coso College	Education
Rachel	Winston	Cerro Coso College	Education
Joe	Slovacek	Cerro Coso College	Education
Yihfen	Chen	Cerro Coso College	Education
Steven	Rogers	Cerro Coso College	Education
Karen	O'Connor	Cerro Coso College	Education
James	Fay	Cerro Coso College	Education

## **12. Recommendations of Advisory Committee**

No formal Advisory Committee meetings have occurred. However, during the August 28, 2008 Mathematics Department meeting, all department members expressed support for the AA proposal.

### 13. Display of Proposed Sequence

Below is the proposed sequence of core and elective courses for the Associate of Arts Degree in Mathematics. There are two electives required for the degree. It is recommended that the student not take an elective course during the second fall semester of the sequence.

Core Courses

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

Elective Courses

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

1 <sup>st</sup> Year		2 <sup>nd</sup> Year	
Fall 2009	Spring 2010	Fall 2010	Spring 2011
MATH C151 (5 units) Elective	MATH C152 (5 units) Elective	MATH C251 (5 units) MATH C257 (4 units)	MATH C255(4 units) Elective (if necessary)

**Mathematics AA Program  
Cerro Coso Community College**

## 14. Transfer Applicability

The following table reflects how Cerro Coso Community College mathematics courses articulate with various California State University and University of California campuses. Although all elective computer science courses articulate with CSU and UC systems, specific campus articulation information was not available.

<b>Universities - CSU/UC</b>	<b>C121</b>	<b>C130</b>	<b>C131</b>	<b>C141</b>	<b>C142</b>	<b>C151</b>	<b>C152</b>	<b>C251</b>	<b>C255</b>	<b>C257</b>
Cal Poly Pomona 00-01						x	x	x	x	x
Cal Poly San Luis Obispo						x	x	x	x	x
CSU Bakersfield	x	x	x	x	x	x				
CSU Channel Islands 05-06						x	x	x		
CSU Chico 07-08	x					x	x	x	x	
CSU Dominguez Hills						x	x	x		
CSU East Bay 07-08						x	x	x		x
CSU Fresno 02-03						x	x	x	x	x
CSU Fullerton										
CSU Long Beach 07-08						x	x	x		
CSU Los Angeles						x	x	x	x	
CSU Monterey Bay						x	x	x		
CSU Northridge 07-08						x	x	x		x
CSU Sacramento 04-05										
CSU San Bernardino 07-08						x	x	x	x	
CSU San Marcos										
Humboldt State						x	x	x	x	
San Diego State 03-04			x	x	x	x	x	x		
San Francisco State						x	x	x		
San Jose State						x	x			
Sonoma State	x						x			
UC Berkeley						x	x	x	x	x
UC Davis 07-08	x					x	x	x	x	
UC Irvine 07-08						x	x	x	x	x
UCLA						x	x	x	x	x
UC Merced						x	x			
UC Riverside	x					x	x	x	x	x
UC San Diego						x	x	x	x	x
UC Santa Barbara						x	x	x	x	x
UC Santa Cruz 07-08	x					x	x	x	x	x

**x = Class articulated for use in Math Major**

## 15. Library and/or Learning Resources Plan

DEPARTMENT: Mathematics

SUBJECT/DISCIPLINE: Mathematics

COURSE/PROGRAM: Associate of Arts Degree in Mathematics

Based on a review of the needs for Learning Resource Center for this new program, it is the judgment of the course originator and the Librarian that:

The Learning Resource Center Resources are adequate to support this program.

The Learning Resource Center Resources are not currently adequate to support the course.

The plan to acquire needed Learning Resource Center Resources is as follows:

SIGNATURES:

Course Originator: \_\_\_\_\_ Date: \_\_\_\_\_

Learning Resource Center Librarian: \_\_\_\_\_ Date: \_\_\_\_\_

## **16. Facilities and Equipment Plan**

The core of the Associate of Arts Degree in Mathematics program will use existing onsite and CCOonline facilities and equipment. Any onsite classes taught will use existing classroom space.

## **17. Financial Support Plan**

No need for start up funds for this program is anticipated. Ongoing funds will be provided through the Cerro Coso Community College budget process.

## **18. Faculty Qualifications and Availability**

All program faculty meet state minimum qualifications and are available to teach onsite and online classes.

Course	Faculty	On Ground/ Online
Core Courses		
MATH C151: Calculus I	Bernsten, Chen, Slovacek, Winston	OG, OL
MATH C152: Calculus II	Bernsten, Chen, Slovacek, Winston	OG, OL
MATH C251: Calculus III	Bernsten, Chen, Slovacek, Winston	OG, OL
MATH C255: Ordinary Differential Equations	Bernsten, Chen, Slovacek, Winston	OG, OL
MATH C257: Linear Algebra	Bernsten, Chen, Slovacek, Winston	OG, OL
Mathematics Elective Courses		
MATH C121: Intro to Probability and Statistics	Bernsten, Chen, Rogers, Slovacek, Winston	OG, OL
MATH C130: Finite Mathematics	Bernsten, Chen, Rogers, Slovacek, Winston	OL
MATH C131: Business Calculus	Bernsten, Chen, Rogers, Slovacek, Winston	OL
Computer Science Elective Courses		
CSCI C251: Introduction to Visual Basic Programming	LaRue	OG, OL
CSCI C265 Introductory C++ Programming	LaRue	OG, OL
CSCI C267 Java Programming	LaRue	OG, OL

## **19. Based on Model Curriculum**

No model curriculum was used. However, research on other models from Cayuga Community College in Auburn, New York; and Onondaga Community College in Syracuse, New York were referred to.

## **20. Licensing or Accreditation Standards**

Cerro Coso Community College is accredited by the Western Association of Schools and Colleges.

## **21. Student Selection and Fees**

The Cerro Coso Department of Mathematics will not limit the number of students entering its Associate of Arts Degree program. However, the following prerequisites must be met before the student will be accepted into the program.

Course	Units
MATH C055: Intermediate Algebra	4
MATH C141: College Algebra	4
MATH C142: Trigonometry	4
CSCI C101: Introduction to Computers	3

No fees, other than tuition, textbook costs, and calculator costs are associated with this degree. That a student has a computer, or has access to a computer with internet access is assumed.



MATH 211	Calculus for Life Sciences and Medicine I	(5)	No Course Articulated
-----			
MATH 212	Calculus for Life Sciences and Medicine II	(5)	No Course Articulated
-----			
MATH 215	Applied Nonparametric Statistics	(5)	No Course Articulated
-----			
MATH 221	Introduction to Number Systems and Reasoning	(5)	No Course Articulated
-----			
MATH 251	Focus on Algebra for Middle School Teachers	(5)	No Course Articulated
-----			
MATH 252	Geometry, Measurement, and Fractions for Middle School Teachers	(5)	No Course Articulated
-----			
MATH 253	Probability, Statistics, and Number Sense for Middle School Teachers	(5)	No Course Articulated
-----			
MATH 254	Data Analysis and Modeling for Middle School Teachers	(5)	No Course Articulated
-----			
MATH 281	Problem Solving in Mathematics	(1)	No Course Articulated

**Lower Division Major Preparation Courses**

MATH 201 (5)	Calculus I	(5)	MATH C151	Analytic Geometry & Calculus I
-----				
MATH 202 (5)	Calculus II	(5)	MATH C152	Analytic Geometry & Calculus II
-----				
MATH 203 (5)	Calculus III	(5)	MATH C251	Analytic Geometry and Calculus III



MATH 204	Calculus IV	(5)	No Course Articulated
MATH 205	Ordinary Differential Equations	(5)	No Course Articulated
MATH 222	Laboratory Experience	(3)	No Course Articulated
CMPS 221	Programming Fundamentals	(3)	CSCI C252 Introduction to Computer Science

CSUB requires its students to earn a C- or better in each course in the calculus sequence. Students transferring in calculus scores to CSUB intending to take subsequent calculus courses should also have a C- or better in each course.

END OF MAJOR

Articulation Agreement by Major  
 Effective During the 09-10 And 10-11 Academic Years  
 To: **CSU Chico** | From: **Cerro Coso Community College**  
 09-11 General Catalog Semester | 09-10 General Catalog  
 Semester

Articulation Agreement by Major  
 Effective during the 09-10 And 10-11 Academic Years

**====Mathematics B.S. - General Option====**  
**LOWER DIVISION CORE PROGRAM**

**NOTE: ENROLLMENT IN ANY MATHEMATICS COURSE REQUIRES A GRADE OF C- OR HIGHER IN ALL PREREQUISITE COURSES OR THEIR TRANSFER EQUIVALENTS.**

MATH 120	Analytic Geometry and Calculus	(5)	MATH C151	Analytic Geometry & Calculus I
MATH 121	Analytic Geometry and Calculus	(5)	MATH C152	Analytic Geometry & Calculus II
MATH 220	Analytic Geometry and Calculus	(5)	MATH C251	Analytic Geometry and Calculus III

MATH 235 Elementary Linear Algebra (3)|NOT ARTICULATED

-----  
---

ONE COURSE SELECTED FROM:

-----  
---

CINS 110 Introductory Programming (3)|CSCI C251 Introductory Visual  
(3) | Basic Programming

-----

CSCI 111 Programming and (4)|CSCI C265 Introductory C++  
(3) Algorithms I | Programming

-----

MATH 230 An Introduction to (3)|NO COMPARABLE COURSE  
Computer Algebra Systems  
- Mathematica |

-----  
---

**GENERAL OPTION - LOWER DIVISION**

-----  
---

MATH 260 Elementary Differential (4)|MATH C255 Ordinary Differential  
(4) Equations | Equations

-----  
---

**END OF MAJOR**

THE ABOVE ARTICULATION AGREEMENT IS SUBJECT TO PERIODIC REVISION. PLEASE CONSULT A COUNSELOR EVERY SEMESTER TO OBTAIN CURRENT INFORMATION ABOUT POSSIBLE CHANGES IN THE ARTICULATED COURSES.

Articulation Agreement by Major  
Effective During the 10-11 Academic Year  
To: **CSU San Bernardino** | From: **Cerro Coso Community College**  
10-11 General Catalog Quarter|10-12 General Catalog  
Semester

Articulation Agreement by Major  
Effective during the 10-11 Academic Year

**====Mathematics - B.S.====**

**Required lower-division course(s):**

-----  
---

CSE 201 Computer Science I (4)|CSCI C265 Introductory C++  
(3) | Programming

-----

\*\* MATH 211 & Basic Concepts of (4)|MATH C151 & Analytic Geometry &  
(5) Calculus | Calculus I  
\*\*

** MATH 212	&	Calculus II	(4)		MATH C152	Analytic Geometry &
(5)						
MATH 213		Calculus III	(4)			Calculus II

-----

---

MATH 241		Problem Solving in Calculus	(2)		No Comparable Course	
----------	--	--------------------------------	-----	--	----------------------	--

-----

---

** MATH 251	&	Multivariable Calculus	(4)		MATH C251	Analytic Geometry and
(5)						
		I				Calculus III
MATH 252		Multivariable Calculus	(4)			
		II				

-----

---

MATH 270		Elementary Differential	(4)		MATH C255	Ordinary Differential
(4)		Equations				Equations

-----

-----

**Concentration Requirements:**

-----

---

Select one of the following concentrations:

-----

---

**General Track**

-----

---

<b>PHYS 221</b>		<b>General Physics I</b>	<b>(5)</b>		<b>PHYS C111</b>	<b>Mechanics</b>
<b>(5)</b>						

-----

---

**Concentration in Biology**

-----

---

BIOL 200	&	Biology of the Cell	(5)		BIOL C111	General Biology I
(5)						
BIOL 201	&	Biology of Organisms	(5)		<u>OR</u>	
BIOL 202		Biology of Populations	(5)		BIOL C111H	& General Biology I -
(6)						
						Honors
(5)					BIOL C112	General Biology II
					<u>OR</u>	
(6)					BIOL C112H	General Biology II -
						Honors

-----

---

CHEM 215		General Chemistry I:	(6)		CHEM C111	General Inorganic
(5)						
		Atomic Structure and Chemical Bonding				Chemistry I
(5)					<u>OR</u>	
					CHEM C122	General Inorganic



PHYS 222 (5)	General Physics II	(5)	PHYS C113	Electricity & Magnetism
-----				
PHYS 223 (5)	General Physics III	(5)	PHYS C211	Waves, Heat, Optics and Modern Physics
-----				
PHYS 224	General Physics IV	(3)	No Comparable Course	
-----				
PHYS 225	General Physics V	(3)	No Comparable Course	
-----				

The courses shown above constitute all lower-division coursework required for this major for this catalog year. In addition, lower-division general education coursework is required (select General Education/Breadth on the main menu).

**END OF MAJOR**

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

**PHYSICS C111**

Articulation Agreement by Major  
Effective During the 10-11 Academic Year  
To: **CSU Northridge** | From: **Cerro Coso Community College**  
Semester |

Semester  
Articulation Agreement by Major  
Effective during the 10-11 Academic Year

**====Mathematics====**

**MATHEMATICS**: B.A. or B.S., College of Science and Mathematics

B.A. OPTIONS AVAILABLE: Mathematics; Secondary Teaching (Regular or JYI\*)  
B.S. OPTIONS AVAILABLE: Mathematics; Statistics; Applied Mathematical Sciences

\*JYI-Mathematics: JUNIOR-YEAR ENTRY INTEGRATED MATHEMATICS TEACHER CREDENTIAL PROGRAM: The Junior-Year Entry Integrated Mathematics Teacher Credential Program begins in the junior year for students who apply and have been accepted to the program. JYI-Mathematics integrates undergraduate subject matter knowledge with teacher education content and leads to both a BA in Mathematics and a Single Subject Preliminary Credential in Mathematics. For admission, students must be

juniors who have completed (with sufficient grades) the lower division general education requirements and the lower division core of the math major. (See below) Applications to both the Mathematics Department and the Credential Program are necessary. For information regarding credential admission requirements, please visit the web site at [www.csun.edu/education/cred](http://www.csun.edu/education/cred)

This agreement displays the lower-division courses required in the major: CSU Northridge courses on the left and approved (articulated) transfer courses on the right. General education (CSU-GE Breadth or IGETC or CSU Northridge GE) and upper-division courses are also necessary for completion of this degree.

AP Exam information for the major in Mathematics:

- Score of 4 or 5 on AP Computer Science A satisfies COMP 110/110L
  - Score of 3, 4, or 5 on AP Computer Science AB satisfies COMP 110/110L
  - Score of 4, or 5 on AP Math: Calculus AB satisfies MATH 150A
  - Score of 3 on AP Math: Calculus BC satisfies MATH 150A
  - Score of 4, or 5 on AP Math: Calculus BC satisfies MATH 150A and 150B
  - Score of 3, 4, or 5 on AP Physics C:Mechanics satisfies PHYS 220A/220AL
- Consult CSU Northridge catalog for complete AP exam information.

**THE LOWER DIVISION CORE REQUIREMENTS FOR A MAJOR IN MATHEMATICS ARE AS FOLLOWS:**

-----			
COMP 106	<b>&amp;</b>	Computing in Engineering (2) and Science	No Course Articulated
COMP 106L		Computing in Engineering (1) and Science Laboratory	
		<b>OR</b>	<b>OR</b>
COMP 110	<b>&amp;</b>	Introduction to Algorithms and Programming (3)	No Course Articulated
COMP 110L		Introduction to Algorithms and Programming Laboratory (1)	
-----			
MATH 150A		Calculus I (5)	MATH C151 Analytic Geometry & Calculus I
-----			
MATH 150B		Calculus II (5)	MATH C152 Analytic Geometry & Calculus II
-----			
MATH 250		Calculus III (5)	MATH C251 Analytic Geometry and Calculus III
-----			

MATH 262 Introduction to Linear (3)|MATH C257 Linear Algebra  
(4) Algebra |

-----  
---  
**PHYS 220A & Mechanics (3)|PHYS C111 Mechanics (5)**

PHYS 220AL Mechanics Laboratory (1)|Credit for PHYS 220A/AL OR  
225/220AL

-----  
---  
**ADDITIONAL LOWER DIVISION REQUIREMENT FOR SECONDARY TEACHING OPTION:**  
**(RECOMMENDED FOR ALL MATHEMATICS MAJORS)**

-----  
---  
PHIL 230 Introduction to Formal (3)|No Course Articulated  
Logic |

-----  
---  
**END OF MAJOR**

Questions regarding this agreement may be directed to the CSU Northridge  
Articulation Officer at 818-677-7068 or by e-mail at: patty.faiman@csun.edu

FOR CSU NORTHRIDGE UNDERGRADUATE ADMISSION REQUIREMENTS REFER TO THE WEB SITE  
AT

<http://www.csun.edu/anr/applytrf.html>

Articulation Agreement by Major

Effective During the 10-11 Academic Year

To: **CSU Long Beach**

From: **Cerro Coso Community College**

Semester |

Semester

Articulation Agreement by Major

Effective during the 10-11 Academic Year

**====Mathematics====**

The Department of Mathematics and Statistics offers four bachelor's degrees

Bachelor of Science in Mathematics

Bachelor of Science in Mathematics with Option in Applied Mathematics

Bachelor of Science in Mathematics with Option in Mathematics Education

Bachelor of Science in Mathematics with Option in Statistics

Please refer to the required lower-division course(s) below for each degree.

-----  
---  
Transfer students may only enter at the upper division (junior) level. You  
are  
considered an upper-division transfer student if you will have completed 60  
or  
more transferable semester units or 90 transferable quarter units by the end  
of

the prior Spring term for Fall entrance or the prior Summer term for Spring entrance. As an upper-division transfer student, you must meet minimum CSU admission requirements to be considered for admission, as stated on the admissions web site <http://www.csulb.edu/depts/enrollment/admissions/transfers.html>. The CSU GE (General Education) requirements in Written Communication, Oral Communication, Critical Thinking and Mathematics/Quantitative Reasoning must be completed with a grade of 'C' or better **by the end of the prior Spring term for Fall admission or by the end of the prior Summer term for Spring admission.**

**DUE TO ENROLLMENT DEMAND, EFFECTIVE FALL 2009, CSULB WILL IMPLEMENT COMPETITIVE ADMISSIONS FOR THE TRANSFER CLASS.** Please refer to the admissions web site for details <http://www.csulb.edu/depts/enrollment/admissions/transfers.html>

-----  
 ---  
**Bachelor of Science in Mathematics**

Required Lower-Division Course(s):  
 -----

ENGL 101	Composition	(3)		No Course Articulated
-----				
MATH 122 (5)	Calculus I	(4)		MATH C151 Analytic Geometry & Calculus I
-----				
MATH 123 (5)	Calculus II	(4)		MATH C152 Analytic Geometry & Calculus II
-----				

-----  
 ---  
 The above two CSULB courses may be articulated as a sequence (see below). Students may either 1) take each course articulated for the individual courses above, when such articulation exists, or 2) they may take the sequence articulation for both courses below, when such articulation exists.

MATH 122 & MATH 123	Calculus I Calculus II	(4) (4)		No Course Articulated
Note: Topics are not parallel on a course to course basis. Articulation is approved as a sequence only.				
-----				

MATH 224 (5)	Calculus III	(4)		MATH C251 Analytic Geometry and Calculus III
-----				

-----  
 ---  
 The above two CSULB courses may be articulated as a sequence (see below).



Students may either 1) take each course articulated for the individual courses above, when such articulation exists, or 2) they may take the sequence articulation for both courses below, when such articulation exists.

-----  
 ---  
 MATH 123 & Calculus II (4) | No Course Articulated  
 MATH 224 Calculus III (4) |  
 Note: Topics are not parallel on a course to course basis. Articulation is approved as a sequence only.

-----  
 ---  
 MATH 233 Fundamental Concepts for (3) | No Course Articulated  
 Advanced Mathematics |

-----  
 ---  
 MATH 247 Introduction to Linear (3) | No Course Articulated  
 Algebra |

-----  
 ---  
 CECS 174 Introduction to (3) | CSCI C265 Introductory C++  
 (3) Programming and Problem | Programming  
 Solving |

-----  
 ---  
 PHYS 151 Mechanics and Heat (4) | PHYS C111 Mechanics  
 (5)

-----  
 ---  
**Bachelor of Science in Mathematics with Option in Applied Mathematics**

-----  
 ---  
 Select one suboption:

-----  
 ---  
Suboption I: Application in Science and Engineering

-----  
 ---  
 ENGL 101 Composition (3) | No Course Articulated

-----  
 ---  
 MATH 122 Calculus I (4) | MATH C151 Analytic Geometry &  
 (5) | Calculus I

-----  
 ---  
 MATH 123 Calculus II (4) | MATH C152 Analytic Geometry &  
 (5) | Calculus II

-----  
 ---  
 The above two CSULB courses may be articulated as a sequence (see below). Students may either 1) take each course articulated for the individual courses above, when such articulation exists, or 2) they may take the sequence articulation for both courses below, when such articulation exists.

-----  
 ---  
 MATH 122 & Calculus I (4) | No Course Articulated  
 MATH 123 Calculus II (4) |

Note: Topics are not parallel on a course to course basis. Articulation is approved as a sequence only.

-----  
 ---  
 MATH 224 Calculus III (4) | MATH C251 Analytic Geometry and  
 (5) | Calculus III

-----  
 ---  
 The above two CSULB courses may be articulated as a sequence (see below). Students may either 1) take each course articulated for the individual courses above, when such articulation exists, or 2) they may take the sequence articulation for both courses below, when such articulation exists.

-----  
 ---  
 MATH 123 & Calculus II (4) | No Course Articulated  
 MATH 224 Calculus III (4) |

Note: Topics are not parallel on a course to course basis. Articulation is approved as a sequence only.

-----  
 ---  
 MATH 247 Introduction to Linear (3) | No Course Articulated  
 Algebra |

-----  
 ---  
 CECS 174 Introduction to (3) | CSCI C265 Introductory C++  
 (3) Programming and Problem | Programming  
 Solving |

-----  
 ---  
 PHYS 151 Mechanics and Heat (4) | PHYS C111 Mechanics  
 (5) |

-----  
 ---  
 PHYS 152 Electricity and Magnetism (4) | PHYS C113 Electricity &  
 (5) | Magnetism

-----  
 ---  
 PHYS 254 Applied Modern Physics (3) | PHYS C211 Waves, Heat, Optics  
 (5) | and Modern Physics

OR  
 E E 211 Electric and Electronic (3) | ENGR C230 Engineering Circuit  
 (4) Circuits | Analysis

OR  
 C E 205 Analytical Mechanics I (3) | ENGR C210 Engineering  
 (3) (Statics) | Mechanics: Statics



-----  
 ---  
 ECON 100 Principles of (3) | ECON C102 Macro Economics  
 (3) Macroeconomics | This articulation agreement is  
 valid | through Summer 2011 ONLY. Economics  
 | courses taken Fall 2011 or later  
 must | have at least an Intermediate  
 Algebra | prerequisite.  
 -----

---  
 ECON 101 Principles of (3) | ECON C103 Micro Economics  
 (3) Microeconomics | This articulation agreement is  
 valid | through Summer 2011 ONLY. Economics  
 | courses taken Fall 2011 or later  
 must | have at least an Intermediate  
 Algebra | prerequisite.  
 -----

---  
**Bachelor of Science in Mathematics with Option in Mathematics Education**  
 -----

---  
 Completion of this Option meets subject matter competence requirements for  
 the  
 Single Subject Preliminary Credential Mathematics (code 165).  
 -----

---  
 Required Lower-Division Course(s):  
 -----

---  
 MATH 122 Calculus I (4) | MATH C151 Analytic Geometry &  
 (5) | Calculus I  
 -----

---  
 MATH 123 Calculus II (4) | MATH C152 Analytic Geometry &  
 (5) | Calculus II  
 -----

---  
 The above two CSULB courses may be articulated as a sequence (see below).  
 Students may either 1) take each course articulated for the individual  
 courses  
 above, when such articulation exists, or 2) they may take the sequence  
 articulation for both courses below, when such articulation exists.  
 -----

---  
 MATH 122 & Calculus I (4) | No Course Articulated  
 MATH 123 Calculus II (4) |  
 Note: Topics are not parallel on a course to course basis. Articulation is



				Calculus I
---				
MATH 123 (5)	Calculus II	(4)	MATH C152	Analytic Geometry & Calculus II

---  
The above two CSULB courses may be articulated as a sequence (see below).  
Students may either 1) take each course articulated for the individual  
courses  
above, when such articulation exists, or 2) they may take the sequence  
articulation for both courses below, when such articulation exists.

MATH 122 & MATH 123	Calculus I Calculus II	(4) (4)	No Course Articulated	
------------------------	---------------------------	------------	-----------------------	--

Note: Topics are not parallel on a course to course basis. Articulation is approved as a sequence only.

MATH 224 (5)	Calculus III	(4)	MATH C251	Analytic Geometry and Calculus III
-----------------	--------------	-----	-----------	---------------------------------------

---  
The above two CSULB courses may be articulated as a sequence (see below).  
Students may either 1) take each course articulated for the individual  
courses  
above, when such articulation exists, or 2) they may take the sequence  
articulation for both courses below, when such articulation exists.

MATH 123 & MATH 224	Calculus II Calculus III	(4) (4)	No Course Articulated	
------------------------	-----------------------------	------------	-----------------------	--

Note: Topics are not parallel on a course to course basis. Articulation is approved as a sequence only.

MATH 247	Introduction to Linear Algebra	(3)	No Course Articulated	
----------	-----------------------------------	-----	-----------------------	--

CECS 174 (3)	Introduction to Programming and Problem Solving	(3)	CSCI C265	Introductory C++ Programming
-----------------	---	-----	-----------	---------------------------------

---  
Electives:

MATH 233	Fundamental Concepts for Advanced Mathematics	(3)	No Course Articulated	
----------	--	-----	-----------------------	--

The courses shown above constitute lower-division coursework required for this major for this catalog year. In addition, lower-division general education coursework is required (select General Education/Breadth on the main menu). This additional coursework can either be completed at a California Community College by achieving CSU-GE or IGETC certification (see a counselor for details), or the General Education/Breadth course list in effect at matriculation must be completed at CSULB. Be advised that lower-division course requirements are subject to change from year to year, and catalog rights (actual course requirements) will be established for the student effective with the catalog in effect as of the first term of matriculation. Questions regarding this agreement may be directed to the CSULB Articulation Assistant at (562) 985-7171 or (562) 985-1746 or by email at nsharif@csulb.edu

---

---  
**END OF MAJOR**

**THE ABOVE ARTICULATION AGREEMENT IS SUBJECT TO PERIODIC REVISION. PLEASE CONSULT A COUNSELOR EVERY SEMESTER TO OBTAIN CURRENT INFORMATION ABOUT POSSIBLE CHANGES IN ARTICULATED COURSES.**

Application Date  
2011-05-04



California Community Colleges

**SUBSTANTIAL CHANGES TO AN APPROVED CREDIT PROGRAM**

Associate in Science Degree in Mathematics for Transfer		Margaret Mauldin
TITLE OF PROPOSED PROGRAM Mathematics		CONTACT PERSON Instruction Office Specialist
TITLE OF EXISTING PROGRAM (IF DIFFERENT) 170100	22920	TITLE (760) 384-6257
EXISTING PROGRAM T.O.P. CODE CERRO COSO	EXISTING PROGRAM CONTROL NUMBER KERN	PHONE NUMBER mmauldin@cerrocoso.edu
COLLEGE 08/22/2011	DISTRICT	E-MAIL ADDRESS
PROJECTED START DATE FOR CHANGE		
GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):		
<input type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE) <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> OTHER		

**Type of change requested: Check only one.**

Add new Certificate of Achievement  
 Add Degree to Existing Certificate Program  
 Add new Major or Area of Emphasis to Existing Degree

**TYPE OF PROGRAM (SELECT ONLY ONE):**

A.A. DEGREE  
 A.S. DEGREE  
 AA-T DEGREE (for transfer)\*  
 AS-T DEGREE (for transfer)\*

**CERTIFICATE OF ACHIEVEMENT:**

18+ semester (or 27+ quarter) units  
 12-18 semester (or 18-27 quarter) units

\* The AA-T and AS-T degrees fulfill the requirements of California Education Code sections 66745-66749, also known as the Student Transfer Achievement Reform Act. See special instructions provided [here](#).

**Planning Summary:**

Projected Start Date  Projected Annual Completers

FIELDS	AS LISTED IN CURRENT INVENTORY	AS REVISED
Program Control Number	22920	22920
TOP Code	170100	170100
Local Title	Mathematics	Associate in Science Degree in Ma
Units for Degree Major or Area of Emphasis	27 to 27	22 to 24.00
Total Units for Degree		60 to 60.00
Certificate Units	0 to 0	

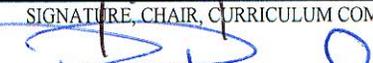


REQUIRED SIGNATURES

Title of Proposed Program Mathematics AS - T College Cerro Coso Community College

LOCAL CURRICULUM APPROVAL:

Changes proposed in this application have been approved by the curriculum committee and instructional administration, and all applicable requirements of Title 5 regulations have been satisfied.

<u>5/12/11</u> DATE	<u></u> SIGNATURE, CHAIR, CURRICULUM COMMITTEE	<u>Dr. Corey Marvin, CIC Chair</u> TYPED OR PRINTED NAME
<u>5-18-11</u> DATE	<u></u> SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Richard Post, Interim V.P. Academic Aff.</u> TYPED OR PRINTED NAME
<u>12 May 2011</u> DATE	<u></u> SIGNATURE, ACADEMIC SENATE PRESIDENT	<u>Matthew Crow, Academic Senate President</u> TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

<u>N/A</u> DATE	<u>N/A</u> SIGNATURE, ADMINISTRATOR OF CTE	<u>N/A</u> TYPED OR PRINTED NAME
--------------------	---	-------------------------------------

Changes proposed in this application been reviewed by the Career Technical Education Regional Consortium, and approval was recommended on N/A (date).

<u>N/A</u> DATE	<u>N/A</u> SIGNATURE, CHAIR, REGIONAL CONSORTIUM	<u>N/A</u> TYPED OR PRINTED NAME
--------------------	---	-------------------------------------

COLLEGE PRESIDENT:

All provisions of Title 5, Section 55130 have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed changes to an existing, approved program.

<u>6/15/11</u> DATE	<u></u> SIGNATURE, PRESIDENT OF THE COLLEGE	<u>Jill Board, President</u> TYPED OR PRINTED NAME
------------------------	---	---

DISTRICT APPROVAL (check one):

On June 9, 2011 (date), the governing board of the Kern Community College District approved the proposed changes to this existing program attached to this request.

The governing board has delegated to me the authority to approve substantial changes to existing programs, and I have approved the associate degree or certificate attached to this request.

<u>6-22-11</u> DATE	<u></u> SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	<u>Sandra V. Sorrano</u> TYPED OR PRINTED NAME
------------------------	--	---

Please retain the original signature page for your records and upload a scan of the signature page as an attachment.

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



08/25/2011

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves Cerro Coso Community College's **AS-T Degree (transfer)** in **Mathematics** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **170100** with **TRANSFER** status.

- **AS-T Degree (transfer)** in **Mathematics** with program control number **30793**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally Lenz  
Interim Dean, Curriculum & Instruction  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## Associate in Science Degree In Mathematics for Transfer - AS Degree Program

ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS FOR TRANSFER: This course of study 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.

### Career Opportunities in Mathematics

Preparation for such majors as General Mathematics, Applied Mathematics, Mathematics Education, Statistics, Physics, Chemistry, Biology, Computer Science, Engineering, Computer Information Systems, Management Information Systems, and Economics.

Complete all the following core courses:

MATH C151	Analy Geometry & Calculus I	5
MATH C152	Analytical Geometry & Calc II	5
MATH C251	Analy Geometry & Calculus III	5

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

Area A		Units
MATH C255	Ordin. Differential Equations	4
MATH C257	Linear Algebra	4
Area B		Units
MATH C121	Elem. Probability & Statistics	4
<b>or</b>		
MATH C121H	Elem. Prob. & Stat.-Honors	5
PHYS C111	Mechanics	5
CSCI C251	Intro Visual Basic Programming	3
CSCI C252	Intro to Computer Science	3
CSCI C265	Introductory C++ Programming	3

Complete CSU-Breadth or IGETC\* general education transfer patterns as well as CSU transferable electives for a total of 60 units. Units

*\*Students planning to transfer to the CSU system must complete Area 1C: Oral Communications prior to transfer to meet the minimum admissions requirement for the CSU system.*

## Associate in Science Degree in Mathematics for Transfer

Title of proposed program: Associate in Science Degree in Mathematics for Transfer

Title of existing program: Mathematics

Existing program TOP Code: 1701.00

Existing program control number: 22920

Contact Person: Heather Ostash

Title: Vice President, Student Services/Articulation Officer

Phone number: 760-384-6249

Email address: [hostash@cerrocoso.edu](mailto:hostash@cerrocoso.edu)

Projected start date: Fall 2011

Type of change requested: Add new Major or Area of Emphasis to Existing Degree

Type of program: AS-T Degree

Projected annual completers: 5

Units for degree major or area of emphasis: 22

Total units for degree: 60

### Criteria A

1. **Statement of goals and objectives for existing program, including new changes.** The goal of the Associate in Science Degree in Mathematics for Transfer is to provide an advanced understanding of the discipline and to prepare students for transfer to any CSU for a baccalaureate degree in Mathematics and mathematics-related fields.
2. **Catalog description.** ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS FOR TRANSFER: This course of study 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.

**1. New program requirements.**

*Existing degree (TOP Code 1701.00)*

Mathematics AA Degree (29-31 units in the major):

Complete the following courses (23 units):

- MATH C151 Analytical Geometry & Calculus I, 5 units
- MATH C152 Analytical Geometry & Calculus II, 5
- MATH C251 Analytical Geometry & 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
- CSCI C265 Introductory C++ Programming, 3
- CSCI C267 Introduction to JAVA Programming, 3
- MATH C121 Elementary Probability & Statistics, 4
- MATH C130 Finite Mathematics, 4
- MATH C131 Business Calculus, 4

*Proposed degree to be added (TOP Code 1701.00)*

Associate in Science Degree in Mathematics for Transfer (22 units in the major):

Complete all the following core courses:

- MATH C151 Analytical Geometry & Calculus I, 5 units
- MATH C152 Analytical Geometry & Calculus II, 5
- MATH C251 Analytical Geometry & Calculus III, 5

Choose a minimum of 6 units from below with at least 4 units from Group A:

Group A

- MATH C255 Ordinary Differential Equations, 4
- MATH C257 Linear Algebra, 4

Group B

- MATH C121 Elementary Probability & Statistics, 4
- OR
- MATH C121H Elementary Probability & 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

Total .....	22-24 Units
CSU General Education or IGETC Pattern .....	36-38 Units
CSU Transferrable Elective Units to reach Degree Total of...	60 Units

Complete CSU-Breadth or IGETC\* general education transfer patterns as well as CSU transferable electives for a total of 60 units.

*\*Students planning to transfer to the CSU system must complete Area 1C: Oral Communications prior to transfer to meet the minimum admissions requirement for the CSU system.*

Program proposal note: Although completing the degree requires more than 18 units, all Mathematics course and the Physics course may also be used to fulfill CSU-GE or IGETC requirements, thus keeping the overall maximum of 60 units for the degree within range.

2. **Discussion of background and rationale.** Recognizing the need for a SB1440 degree, the college's faculty in this discipline attended regional informational and vetting meetings. The TMC-aligned major was adopted because it fits closely with a current program (no new courses need to be developed). Both degrees are in the same TOP Code.

Students will benefit by having guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This Mathematics degree option is therefore intended to benefit students who plan to complete a bachelor's degree in a similar major at a CSU campus.

#### Criteria B

3. **Place of proposed change in the curriculum.** This program may replace a current program in the curriculum. The college currently offers a transfer degree in Mathematics, but the TMC-aligned degree has considerably fewer units and offers the Physics option. The programs will share a significant amount of curriculum (no new courses need to be developed for the new degree) as well as facilities and faculty resources. Need and enrollment changes are unclear at this time. It is likely that many students in the current program will move to this one, but for the time being we would like to keep both on the books to study the impact of the change.

#### Criteria C

**Analysis of labor market need or job availability (for career technical education only).**

#### Criteria D

##### **Adequate Resources:**

No additional resources will be required beyond the college's current resources. This includes: Library and learning resources, facilities and equipment, and financial support. All of the faculty that will teach in this program meet the State minimum qualifications.

#### Criteria E

##### **Compliance:**

There are no licensing or accrediting standards that apply to this program.

**TMC template:** Attached.

**Course Outlines of Record:** Attached.

**Mathematics Transfer Model Curriculum**  
**CCC Major or Area of Emphasis:** Mathematics  
**CSU Major or Majors:** Mathematics  
**Total units:** 18-23 (all units are semester units)

Rev. 5/23/2011  
 Template #2001

In the four columns on the right, enter the course identifier, course title and number of units of a course that is comparable to the course indicated for the TMC (in the far left column). If the course may be double-counted, put an X in the GE column.

The units indicated in the TMC are semester units – and they are minimum units. All courses must be CSU transferable. Where there is an indicated C-ID descriptor, you are certifying that your course is comparable. Where no reference descriptor is indicated, discipline faculty should compare the existing course to the sample course description(s) provided in the TMC at <http://www.c-id.net/degreereview.html> and attach the appropriate report from ASSIST showing the required transferability status (i.e., CSU transferable, general education, or major preparation at CSU).

Mathematics Transfer Model Curriculum		Associate in Science degree in Mathematics for Transfer College Name: Cerro Coso Community College Program Requirements			
Course Title (units)	C-ID (or TCSU) Designation	Course ID	Course Title	Units	GE
<b>Required Core:</b> 12-15 units from one of the following options:					
Option 1 (all of the following):					
Calculus I (4-5)	Math 210 or 211	MATH C151	Analytical Geometry & Calculus I	5	<input checked="" type="checkbox"/>
Calculus II (4-5)	Math 220 or 221	MATH C152	Analytical Geometry & Calculus II	5	<input checked="" type="checkbox"/>
Calculus III (4-5)	Math 230	MATH C251	Analytical Geometry & Calculus III	5	<input checked="" type="checkbox"/>
or Option 2 (all of the following):					
Single Variable Calculus Sequence (2 semester/3 quarters for ≥8 units)	Math 900				<input type="checkbox"/>
Calculus III (4-5)	Math 230				<input type="checkbox"/>
or Option 3:					
Single Variable and Multivariable Calculus Sequence (3 semester/4 quarters for ≥12 units)					<input type="checkbox"/>
<b>List A:</b> One course from the following:					
Differential Equations (3-4)	Math 240	MATH C255	Ordinary Differential Equations	4	<input checked="" type="checkbox"/>
Linear Algebra (3-4)	Math 250	MATH C257	Linear Algebra	4	<input checked="" type="checkbox"/>
Introduction to Differential Equations and Linear Algebra (minimum of 5)					<input type="checkbox"/>
<b>List B:</b> One course from the following:					
Differential Equations or Linear Algebra if not used above. (3-5)	Math 240 or Math 250	MATH C255 or MATH C257	Ordinary Differential Equations or Linear Algebra	4	<input checked="" type="checkbox"/>
Discrete Math (algebra based) (3)					<input type="checkbox"/>
Physics (articulated as preparation for the physics major at a CSU) (4)	Physics 205	PHYS C111	Mechanics	5	<input checked="" type="checkbox"/>
Mathematical Computing Systems (1)					<input type="checkbox"/>
Any computer programming course that has articulation as major preparation for the math major at a CSU. (3)		CSCI C251	Intro Visual Basic Prgramming	3	<input type="checkbox"/>
		CSCI C252	Intro to Computer Science	3	

<sup>i</sup> If a C-ID descriptor has been finalized, it may be entered in this column. [http://www.c-id.net/descriptors/view\\_final](http://www.c-id.net/descriptors/view_final)

		CSCI C265	Introductory C++ Programming	3	<input type="checkbox"/>
Proof (3)					<input type="checkbox"/>
Statistics (3)	Stat 120 (TCSU)	MATH C121 or MATH C121H	Elementary Probability & Statistics  Elementary Probability & Statistics: Honors	4  5	<input checked="" type="checkbox"/>
<b>Total Units for the Major:</b>	<b>18 - 23</b>		<b>Total Units for the Major:</b>	22 - 24	
		<b>Total Units that may be double-counted:</b>			23

**Note:** When selecting 4-5 unit courses for the Associate in Science in Mathematics for Transfer, keep in mind that you may not require more than 60 units for the entire degree.





**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b>
08/15/2009

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	20628	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		011500
<b>C</b>	Local Title	Natural Resource Management	Natural Resource Management COA
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	27 to 27	
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	2001	2001
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO

District KERN

SIGNATURES		
<u>3/26/2012</u>		<u>Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Natural Resource Management** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# CERRO COSO COMMUNITY COLLEGE

## NATURAL RESOURCES MANAGEMENT

The Natural Resources Management major (26 units) is designed to provide technical-level training for students interested in working in the field of natural resources management (forestry, recreation, water, soil, and wildlife management). Career opportunities exist with various federal and state agencies and in the private sector, such as with mining companies, ski areas, environmental, and land-use consulting firms.

### Required Courses:

<u>Course Number</u>	<u>Course Title</u>	<u>Units</u>
BIOL C4	General Biology I	5
BIOL C5	General Biology II	5
BIOL C15	Principles of Ecology	4
BIOL C31	Natural Resources	3
GEOL C1	Physical Geology	4

### Required Electives:

Select an additional 6 units from the courses listed below.

<u>Course Number</u>	<u>Course Title</u>	<u>Units</u>
AGRI C2	Soil and Plant Nutrition	3
AGRI C4	Environmental Irrigation	3
BIOL C24	Identification of California Wildlife	3
BIOL C25c	Natural History of the Great Basin	1
BIOL C30	Introduction to Forestry	3
BIOL C32	Wildlife Management	3
BIOL C33	Human Environment Lab	2
BIOL C34	Human Environment	3
CHEM C46	Introductory Chemistry	4
ECON C10	Introduction to Economics	3
ENGL C54	Technical Writing	3
GEOG C1a	Physical Geography	3
MATH C22	Elementary Probability and Statistics	4

\*Pending review and approval by the California Community College Chancellor's Office.

Any student completing the courses required for a major also qualifies for a certificate in Natural Resources Management.

**Submitted by:** Patricia A. Knapik

**Date:** May 6, 1999

.....  
**CIC Action:** Approved

**Date:** May 1999



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
08/15/2009

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	12246	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		011500
<b>C</b>	Local Title	Natural Resource Management	Natural Resource Management
<b>D</b>	Units for Degree Major or Area of Emphasis	27 to 27	
	Total Units for Degree		
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	2001	2001
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>3/27/2012</u>		<u>Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Natural Resource Management COA** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# CERRO COSO COMMUNITY COLLEGE

## NATURAL RESOURCES MANAGEMENT

The Natural Resources Management major (26 units) is designed to provide technical-level training for students interested in working in the field of natural resources management (forestry, recreation, water, soil, and wildlife management). Career opportunities exist with various federal and state agencies and in the private sector, such as with mining companies, ski areas, environmental, and land-use consulting firms.

### Required Courses:

<u>Course Number</u>	<u>Course Title</u>	<u>Units</u>
BIOL C4	General Biology I	5
BIOL C5	General Biology II	5
BIOL C15	Principles of Ecology	4
BIOL C31	Natural Resources	3
GEOL C1	Physical Geology	4

### Required Electives:

Select an additional 6 units from the courses listed below.

<u>Course Number</u>	<u>Course Title</u>	<u>Units</u>
AGRI C2	Soil and Plant Nutrition	3
AGRI C4	Environmental Irrigation	3
BIOL C24	Identification of California Wildlife	3
BIOL C25c	Natural History of the Great Basin	1
BIOL C30	Introduction to Forestry	3
BIOL C32	Wildlife Management	3
BIOL C33	Human Environment Lab	2
BIOL C34	Human Environment	3
CHEM C46	Introductory Chemistry	4
ECON C10	Introduction to Economics	3
ENGL C54	Technical Writing	3
GEOG C1a	Physical Geography	3
MATH C22	Elementary Probability and Statistics	4

\*Pending review and approval by the California Community College Chancellor's Office.

Any student completing the courses required for a major also qualifies for a certificate in Natural Resources Management.

Submitted by: Patricia A. Knapik

Date: May 6, 1999

.....  
CIC Action: Approved

Date: May 1999





**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted 05/17/2011

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
05/13/2011

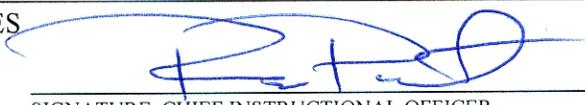
	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	15576	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		140200
<b>C</b>	Local Title	Paralegal Studies	Paralegal Studies
<b>D</b>	Units for Degree Major or Area of Emphasis	30 to 30	31 to 31
	Total Units for Degree		60 to 60
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.S. DEGREE
<b>G</b>	Year Approved	2004	2004
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>5-18-11</u>		<b>Richard Post, V.P. Academic Aff.</b>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



08/11/2011

Margaret Mauldin  
Instruction Office Specialist  
Cerro Coso Community College  
3000 College Heights Blvd. Ridgecrest, CA 93555

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **A.S. DEGREE in Paralegal Studies** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **140200** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **A.S. DEGREE in Paralegal Studies** with program control number **15576**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Paralegal Studies AS AS Degree Program

PARALEGAL STUDIES ASSOCIATE OF SCIENCE DEGREE. This program is designed to prepare students for work in the legal environment as either professional paralegals or legal assistants. Students receive training in all aspects of the legal system including the court system, legal research, client interviews, legal briefs, and court procedures. Employment preparation for career opportunities with private attorneys, local court jurisdictions, corporate law offices, and self-employment as an independent paralegal.

### Career Opportunities in Paralegal Studies

Employment preparation for career opportunities with private attorneys, local court jurisdictions, corporate law offices, and self-employment as an independent paralegal.

**Complete all of the following core courses:**

BSAD C131	Business Law	3
PARA C101	Intro to Paralegal Studies	3
PARA C105	Legal Ethics	3
PARA C112	Legal Research & Writing I	3
PARA C122	Legal Research & Writing II	3
PARA C130	Civil Lit and Procedure I	3
PARA C140	Civil Lit & Procedure II	3
PARA C290	Paralegal Studies Internship	2

**Select a minimum of 8 units from the following courses:**

		<b>Units</b>
PARA C150	Law Office Management	3
PARA C220	Bankruptcy Law	3
PARA C230	Probate Law	3
PARA C240	Criminal Law & Procedure	3
PARA C250	Family Law	3
PARA C260	Personal Injury and Tort Lit	3
PARA C270	Real Property Law	2
PARA C280	Worker's Compensation Law	2

**Complete general education requirements and electives for minimum of 60 total units.**

**Units**

---

**Total Units**

**60**

PID 484

**NAME:** \_\_\_\_\_ **STUDENT ID:@** \_\_\_\_\_ **MAJOR** \_\_\_\_\_

<b>Minimum Proficiency Requirement:</b>		
<b>Writing:</b> _____ Minimum Standard Met _____ English C101, C151, MA C125 _____ English C070 _____ English C040** _____ English C030** _____ English C020** _____ # Units Needed	<b>Reading:</b> _____ Minimum Standard Met _____ Reading C056 _____ Reading C046** _____ Reading C036** _____ # Units Needed	<b>Math:</b> _____ Minimum Standard Met _____ Math C055,C056, C057, C101 or 2 yrs HS Algebra Or Geom. With a "B" or better-within last 2 yrs. _____ Math C050 or C051+ C052 _____ Math C040** _____ Math C020** _____ # Units Needed
<b>**Does not apply to graduation</b>		

<b>AREA 1: NATURAL SCIENCE</b> (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).  <b>Life Sciences:</b> AGRI C102; ANTH C121; BIOL C101, C102 (L), C105 (L), C111 (L), C112 (L), C115 (L), C121, C122 (L), C131, C133, C138, C141, C142 (L), C251 (L), C255 (L), C261 (L) <b>Physical Sciences:</b> CHEM C100, C101 (L), C111 (L), C122 (L), C221 (L); GEOG C101, C102 (L), C111 (L); GEOL C111 (L), C121, C131; PHSC C101, C102 (L), C111, C112 (L), C121, C122 (L), C125 (L), C131, C132 (L), C141, C142 (L), C145 (L); PHYS C111 (L), C113 (L)  Course from Other College: _____ AP: _____	<b>COMPLETE</b>	<b>IN PROGRESS</b>	<b>AREA COMPLETE</b>
<b>AREA 2: SOCIAL &amp; BEHAVIORAL SCIENCES</b> -Two courses/min. 6 units/each course from different subgroup.  <b>Social:</b> ANTH C111, C121, C131; CHDV C101, C104, C105, C106, C115; GEOG C121, C131; PSYC C071, C101, C102, C114, C211, C241, C251, C261, C271; SOSC C074; SOCI C101, C131 (D) <b>Econ &amp; Political:</b> ECON C101, C102, C103; POLS C101, C102, C204 <b>Historical:</b> HIST C103, C103H, C104, 104H, C131, C132, C216, C218, C224 <b>Interdis. Studies:</b> FILM/SPAN C211; INST C111, C201 (D), C207; INST/SOCI C210 (D), C220 (D) <b>Ethnic Studies:</b> ANTH C211 (D); HIST C209 (D), C226 (D); SOCI C121 (D)  Course from Other College: _____ AP: _____	<b>COMPLETE</b>	<b>IN PROGRESS</b>	<b>AREA COMPLETE</b>
<b>AREA 3: HUMANITIES</b> -Two courses/min. 6 units/each course from different subgroup.  <b>Active Particip.:</b> ART C111, C115, C121, C125, C126, C131, C141, C151, C161, C165, C166, C231, C241, C242; MUSC 121,C122, C123, C124, C126, C127, C131, C132, C151, C152, C161, C162, C226, C261, C262; THEA C105, C111, C112, C118, C121, C126, C131, C140, C145, C211, C212, C230, C241; ENGL C141, C142, C144 <b>Arts:</b> ART C101 (D), C105, C106, C191; MUSC C101, C105, C106, C118, C173 (D), C181, C183, C281, C282; THEA C101, C103 <b>Literature:</b> ENGL C102, C102H, C111, C221, C221H, C222, C222H, C231, C232, C235, C241, C242, C245 (D), C249 (D); SPAN C282 <b>Philosophy:</b> PHIL C101, C141, C161, C162, C163, C201, C215; PHIL/INST C205 <b>Foreign Lang.:</b> ARAB C101, ASL C101, C102; FARS C101; FREN C101, C102, C201, C202; LATN C101, C102, C201, C202; RUSS C101,C102; SPAN C100,C101,C102,C110,C150,C154,C171,C180,C201,C202, C250, C252, C254, C281 <b>Interdis. Studies:</b> FILM/SPAN C211 (D); INST C111, C201 (D), C207, C220 (D); INST/SOCI C210 (D); SOCI C220 (D)  Course from Other College: _____ AP: _____	<b>COMPLETE</b>	<b>IN PROGRESS</b>	<b>AREA COMPLETE</b>
<b>AREA 4: LANGUAGE &amp; RATIONALITY</b> -Two courses/min. 6 units/one course from each group-"C" or better.  <b>English Comp.:</b> ENGL C101, C151; MA C125 <b>Analytical Think.:</b> ENGL C102; MATH C055, C056, C057, C101, C121, C130, C131, C141, C142, C151, C257; PHIL/INST C205; PSYC C221  Course from Other College: _____ AP: _____	<b>COMPLETE</b>	<b>IN PROGRESS</b>	<b>AREA COMPLETE</b>
<b>AREA 5: INFORMATION COMPETENCY</b> -One course/minimum 1 unit OR pass IC Proficiency Exam.  <b>Information Comp.:</b> LIT C075; IC C075 PROFICIENCY EXAM-DATE PASSED: _____  Course from Other College: _____ AP: _____	<b>COMPLETE</b>	<b>IN PROGRESS</b>	<b>AREA COMPLETE</b>
<b>AREA 6: DIVERSITY</b> -One of the following courses or any diversity general education class (D).  <b>Diversity:</b> ART C101; BSAD C152, CHDV C125, C241; DMA C113 (MA C105); ENGL C245, C249; FILM/SPAN C211; HCRS C250; HIST C209, C226; HMSV C102; INST C201; INST/SOCI C210, C220; MUSC C173; SOCI C121, C131  Course from Other College: _____ AP: _____	<b>COMPLETE</b>	<b>IN PROGRESS</b>	<b>AREA COMPLETE</b>
<b>AREA 7: HEALTH &amp; WELLNESS</b> -Choose from the following options:  OPTION I: One course from the following: CHDV C121; EMTC C111; FACE 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 _____  Course from Other College: _____ AP: _____  Verified Veteran Status _____ VN Certificate _____	<b>COMPLETE</b>	<b>IN PROGRESS</b>	<b>AREA COMPLETE</b>

School	Units Completed	School	Units Completed
<b>UNITS COMPLETED</b>			
<b>DATE REVISED/INITIALS</b>			

## 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 of 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 of 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.**

## 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.

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

## COUNSELING

The college counseling staff provides assistance to each student in planning an academic program of studies for graduation, for transfer, or for personal interest. 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, help in improving study skills, and career planning.

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

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/student-services/counseling>.

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

	<u>Regular Semester</u>	<u>Summer Session</u>
Full-time	12 units	Please see counselor
Three-fourths time	9-11 1/2 units	Please see counselor
One-half time	6-8 1/2 units	Please see counselor
*Less than half time	5 1/2 units or less	Please see counselor

*The Study Loads apply for full semester length classes only. For short-term classes, see a counselor.*

Application Date  
2011-05-11



California Community Colleges

**SUBSTANTIAL CHANGES TO AN APPROVED CREDIT PROGRAM**

<b>Paralegal Studies</b>		<b>Margaret Mauldin</b>
TITLE OF PROPOSED PROGRAM <b>Paralegal Studies</b>		CONTACT PERSON <b>Instruction Office Specialist</b>
TITLE OF EXISTING PROGRAM (IF DIFFERENT) <b>140200</b>		TITLE <b>(760) 384-6257</b>
EXISTING PROGRAM T.O.P. CODE <b>CERRO COSO</b>	EXISTING PROGRAM CONTROL NUMBER <b>15576</b>	PHONE NUMBER <b>mmauldin@cerrocoso.edu</b>
COLLEGE <b>08/22/2011</b>	DISTRICT <b>KERN</b>	E-MAIL ADDRESS
PROJECTED START DATE FOR CHANGE		
<b>GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):</b>		
<input checked="" type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE) <input type="checkbox"/> TRANSFER <input type="checkbox"/> OTHER		

**Type of change requested: Check only one.**

Add new Certificate of Achievement  
 Add Degree to Existing Certificate Program  
 Add new Major or Area of Emphasis to Existing Degree

**TYPE OF PROGRAM (SELECT ONLY ONE):**

A.A. DEGREE  
 A.S. DEGREE  
 AA-T DEGREE (for transfer)\*  
 AS-T DEGREE (for transfer)\*

**CERTIFICATE OF ACHIEVEMENT:**

18+ semester (or 27+ quarter) units  
 12-18 semester (or 18-27 quarter) units

\* The AA-T and AS-T degrees fulfill the requirements of California Education Code sections 66745-66749, also known as the Student Transfer Achievement Reform Act. See special instructions provided [here](#).

**Planning Summary:**

**Projected Start Date**  **Projected Annual Completers**

(mm/dd/yyyy)

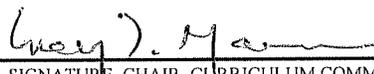
FIELDS	AS LISTED IN CURRENT INVENTORY	AS REVISED
Program Control Number	15576	15576
TOP Code	140200	140200
Local Title	Paralegal Studies	Paralegal Studies
Units for Degree Major or Area of Emphasis	30 to 30	
Total Units for Degree		
Certificate Units	0 to 0	31 to 31

**REQUIRED SIGNATURES**

Title of Proposed Program Paralegal Studies Certificate College Cerro Coso Community College

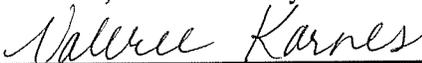
**LOCAL CURRICULUM APPROVAL:**

Changes proposed in this application have been approved by the curriculum committee and instructional administration, and all applicable requirements of Title 5 regulations have been satisfied.

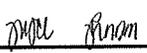
<u>5/12/11</u> DATE	 SIGNATURE, CHAIR, CURRICULUM COMMITTEE	<u>Dr. Corey Marvin, CIC Chair</u> TYPED OR PRINTED NAME
<u>5-18-11</u> DATE	 SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Richard Post, Interim V. P. Academic Aff.</u> TYPED OR PRINTED NAME
<u>12 May 2011</u> DATE	 SIGNATURE, ACADEMIC SENATE PRESIDENT	<u>Matthew Crow, Academic Senate Pres,</u> TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

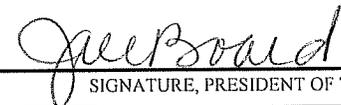
<u>12 May 2011</u> DATE	 SIGNATURE, ADMINISTRATOR OF CTE	<u>Valerie Karnes, CTE Dean</u> TYPED OR PRINTED NAME
----------------------------	--	--

Changes proposed in this application been reviewed by the Career Technical Education Regional Consortium, and approval was recommended on Oct. 3, 2011 (date).

<u>10-3-11</u> DATE	 SIGNATURE, CHAIR, REGIONAL CONSORTIUM	<u>Joyce Johnson</u> TYPED OR PRINTED NAME
------------------------	--	---

**COLLEGE PRESIDENT:**

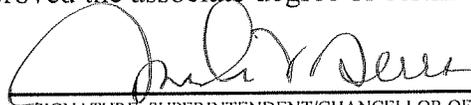
All provisions of Title 5, Section 55130 have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed changes to an existing, approved program.

<u>11-1-11</u> DATE	 SIGNATURE, PRESIDENT OF THE COLLEGE	<u>Jill Board, President</u> TYPED OR PRINTED NAME
------------------------	--	---

**DISTRICT APPROVAL (check one):**

On June 9, 2011 (date), the governing board of the Kern Community College District approved the proposed changes to this existing program attached to this request.

The governing board has delegated to me the authority to approve substantial changes to existing programs, and I have approved the associate degree or certificate attached to this request.

<u>11/22/11</u> DATE	 SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	<u>Sandra V. Serrano</u> TYPED OR PRINTED NAME
-------------------------	---	---

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*



**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



03/23/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves Cerro Coso Community College's **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units in Paralegal Studies** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **140200** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units in Paralegal Studies** with program control number **31159**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
<b>UPDATES:</b>		
❖ CCCAOE	Burks	Burks- CCCAOE President Elect
❖ Chancellor's Office Update	Vito	Handouts provide Laura Casillas, <a href="mailto:lcasilla@cccoco.edu">lcasilla@cccoco.edu</a> gave updates on CTE Transition Grant, 2011-12 application deadline June 15 <sup>th</sup> . All five areas need to be addressed, if not, explanation required.
❖ SB70 Project Directors	Pehkonen	RCCD/MJJC held Tribal Leadership (5/12-13) for 150 faculty, counselors & principals. 4 <sup>th</sup> Counselor Conclave set for 10/06 at SB Hilton, Contact- Wendy Zinn(chair) <a href="mailto:wzinn@sbccd.edu">wzinn@sbccd.edu</a> for information. SB 70 Directors meeting to resume in the Fall from 1:30pm to 3:00pm on DRC meeting days.
❖ Regional Consortium		
➤ Budget Reduction/Implication for 2011/12	Pehkonen	Budget reduced by 16k Professional Development dollars reduced to \$1,000 per college.
➤ Meeting Calendar 2011/12	Pehkonen	2011-12 Meeting Dates: October 3, 2011; October 19-21, 2011 (CCCAOE) November 28, 2011; February 1-2, 2012; March 5, 2012; April 30, 2012
➤ Press Releases	Lindstrom	13 Press Releases published Contacts- Zhenya Lindstrom, <a href="mailto:elindstr@sbccd.edu">elindstr@sbccd.edu</a> Lauren McSherry, <a href="mailto:lauren@businesscopywriter.net">lauren@businesscopywriter.net</a>
<b>TASKFORCES:</b> <i>Committees agree to meet twice and report out before Regional retreat in February 2012</i>		
❖ The Outland Empire (Gap Analysis)	Karnes, Eaves, Jaramillo, Lindstrom, Schiel, Brown(G)	New member: Melynie Schiel Committee chair still needed
❖ Git 'er Donel (Regional Marketing)	<b>Eaves</b> , Dixon, Fleming, Conner, Simmons, Smith, Goetzle	No report
❖ Who's Who in the Zoo (Identify new CTE people in region, welcome, etc.)	<b>Burks</b> , Johnson, O'Conner, Yamamoto, Fisher, Valcarcel,	Ongoing contact with new CTE people in the region.
❖ Grants R Us (Identify funding opportunities)	<b>Levesque</b> , Dutton, Camak, Isaac, Grajeda, Pehkonen, Luther, Carter, Sanchez	No report.
❖ High Energy	<b>Smith</b> , Karnes	No report Next Meeting, 10/3/11 San Bernardino Hilton <i>Have a great summer</i>

**DESERT REGIONAL CONSORTIUM MEETING  
HILTON – SAN BERNARDINO**

May 23, 2011

10:30 A.M. – 1:30 P.M.

**MINUTES - DRAFT**

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
<b>WELCOME &amp; INTRODUCTIONS PROGRAM</b>	Vito	30 in attendance
❖ <b>Dual Enrollment</b>	Tom Spillman, MSJC <a href="mailto:tspillman@msjc.edu">tspillman@msjc.edu</a>	gave a PowerPoint presentation on how Dual Enrollment is meeting the 2020 vision for the nation and California, in Strengthen Student Success. Handout provided.
<b>REVIEW MINUTES/AGENDA</b>	Vito	April 4, 2011 Minutes approved (M/S/C Johnson/Burk) Abstained: Munsey/Yamamoto
<b>REPORTS FROM BREAKOUTS:</b>		
❖ <b>Economic Development/Contract Ed</b>	Levesque	Decrease in attendance is a concern.
❖ <b>CaIWORKs</b>	Valcarcel/Dutton	Regional Train the Trainer institute June 3 <sup>rd</sup> .
❖ <b>CTE Deans</b>	Johnson	New member- Dr. Joseph Morris (VVC) <a href="mailto:joseph.morris@vvc.edu">joseph.morris@vvc.edu</a> <u>Program Approvals</u> <u>First read:</u> -SBVC- Med. Insurance Billing & Coding Certificate -SBVC- Med. Administrative Assistant Certificate <u>Second Read:</u> -Palo Verde- Child Development-Master Teacher Certificate -Barstow- Medical Office Technology, Degree Both First & Second: -Barstow- Web Master-Certificate, -Barstow- Business Information System-Certificate & Degree -Moreno Valley- Speech-Language Pathology Assist. Certificate & Degree. <u>Tabled:</u> -MSJC- Viticulture, Enology & Wine Technology Certificate -Norco- Game Audio Certificate & Degree -Norco- Game Design Certificate & Degree -Cerro Coso (4 Programs) Certificates <u>Follow-up /Action needed:</u> Joyce Johnson agreed to follow up with Mary O'Connor regarding having the Academic Senate and/or HWI coordinate a statewide effort to standardize Medical Assistant Program requirements (similar to the standardization of Early Childhood Program)

## PROGRAM OF STUDY

### CC Paralegal Studies Cert Certificate of Achievement

PARALEGAL STUDIES CERTIFICATE: Any student completing the courses required for the Paralegal Studies major qualifies for a certificate in Paralegal Studies. Employment preparation for career opportunities with private attorneys, local court jurisdictions, corporate law offices, and self-employment as an independent paralegal.

### Career Opportunities in Paralegal Studies

Paralegals, Legal Assistant, Legal secretary, Title Examiner, Legal Support Worker.

**Complete all of the following core courses:**

BSAD C131	Business Law	3
PARA C101	Intro to Paralegal Studies	3
PARA C105	Legal Ethics	3
PARA C112	Legal Research & Writing I	3
PARA C122	Legal Research & Writing II	3
PARA C130	Civil Lit and Procedure I	3
PARA C140	Civil Lit & Procedure II	3
PARA C290	Paralegal Studies Internship	2

**Complete at least 8 units from the following elective courses:**

		<b>Units</b>
PARA C150	Law Office Management	3
PARA C220	Bankruptcy Law	3
PARA C230	Probate Law	3
PARA C240	Criminal Law & Procedure	3
PARA C250	Family Law	3
PARA C260	Personal Injury and Tort Lit	3
PARA C270	Real Property Law	2
PARA C280	Worker's Compensation Law	2

---

**Total Units**

**31**

PID 458

**Application for Substantial Change to Program – Add Paralegal Studies  
Certificate  
Cerro Coso Community College**

1

## **Mission**

### **1. Statement of Program Goals and Objectives**

The Paralegal Studies program provides courses leading to an Associate of Science degree as well as continuing education for practicing paralegal professionals.

The Paralegal Studies program provides students:

1. Courses to fulfill requirements for an A.S. degree
2. Continuing education throughout their professional career
3. Skills necessary to obtain Paralegal Certification
4. Skills necessary to apply for employment as a paralegal professional or legal assistant
5. Knowledge necessary to seek employment in the legal field

Graduates of the Paralegal Studies program will be able to:

1. Discuss fundamental legal concepts principles
2. Conduct legal research using both primary and secondary sources either printed or electronic versions
3. Evaluate a legal case in regards to adherence to the law and setting precedence
4. Interview clients about a pending legal action
5. Outline the various branches of criminal and civil law
6. Evaluate a legal case from an ethical point of view
7. Use the latest technology utilized by modern law offices
8. Locate local job openings
9. Obtain paralegal certification through the National Association of Legal Assistants (NALA)

### **2. Catalog Description**

The PARALEGAL STUDIES ASSOCIATE OF SCIENCE DEGREE (60 units, 31 in the major) is designed to train students to work in the legal environment either as professional paralegals or legal assistants. Students receive training in all aspects of the legal system including the court system, conducting legal research, interviewing clients, writing legal briefs and court procedures. Career opportunities exist with private attorneys, local court jurisdictions, corporate law offices and independent paralegals.

PARALEGAL STUDIES CERTIFICATE: Any student completing the courses required for the major qualifies for a certificate in Paralegal Studies. (31 Units)

**Application for Substantial Change to Program – Add Paralegal Studies  
Certificate  
Cerro Coso Community College**

**3. Program Requirements**

1. PROGRAM DESCRIPTION: The Paralegal Studies Certificate (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. Career opportunities exist with private attorneys, local court jurisdictions, corporate law offices, and independent paralegals.

COURSES: Complete all of the following courses:

<u>Course Number</u>	<u>Course Name</u>	<u>Units</u>
PARA C101	Intro to Paralegal	3
PARA C105	Legal Ethics	3
PARA C112	Legal Research & Writing I	3
PARA C122	Legal Research & Writing II	3
PARA C130	Civil Litigation and Procedure I	3
PARA C140	Civil Litigation and Procedure II	3
PARA C290	Paralegal Internship	2
BSAD C131	Business Law	3
<hr/>		23

Select a minimum of 8 units from the following courses:

<u>Course Number</u>	<u>Course Name</u>	<u>Units</u>
PARA C150	Law Office Management	3
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
<hr/>		

**General Education courses are not required for the certificate.**

**Application for Substantial Change to Program – Add Paralegal Studies  
Certificate  
Cerro Coso Community College**

3

#### **4. Background and Rationale**

Part of the mission of Cerro Coso is to provide high quality degree curricula in lower division professional/technical/occupational education. In accordance with this mission, the college would like to *add this certificate* to the existing Associates Degree in Paralegal Studies.

The proposed Paralegal Studies Certificate will serve the needs of two groups of students. The primary group will be those students pursuing an associate's degree in Paralegal Studies. The secondary group will be professional paralegals seeking continuing education opportunities. Courses in the program may also attract students contemplating law school or persons representing themselves in legal actions.

In California, a new law effective January 1, 2000, limits the use of the title "paralegal." A professional who uses the title "paralegal" must work under the supervision of a licensed attorney. This is an effort to differentiate the paralegal from the Legal Document Assistant (LDA), a independent paralegal not working under the supervision of an attorney. The LDA license is available in every county in California. The requirements range from the minimum of a high school diploma plus two years experience working for an attorney to graduation from a regionally accredited paralegal program. The proposed certificate prepares students for both positions. Students who wished to work independently upon graduation would be eligible for the LDA license.

As distance learning continues to expand, there will be more demand for quality programs and a wider scope of degrees offered. Cerro Coso has the distinct advantage of having launched the first paralegal program online in California in 2004. The primary target market for the added certificate is in-state students because of the relatively low fees that enable them to attend a community college.

The Paralegal Studies A. S. Degree program is also being updated to indicate 31 units in the major, a one unit change from the original program submitted in 2004.

### **Need**

#### **5. Enrollment and Completer Projections**

The Paralegal Studies certificate program will serve the needs of two groups of students. The primary group will be those students pursuing an associate's degree in Paralegal Studies. The secondary group will be professional paralegals seeking continuing education opportunities. Courses in the program may also attract students contemplating law school or persons representing themselves in legal actions. Anticipated completers of the certificate are ten per year.

**Application for Substantial Change to Program – Add Paralegal Studies  
Certificate  
Cerro Coso Community College**

4

**6. Place of Program in Curriculum/Similar Programs**

The Paralegal Studies occupational program is now completing the fifth year offered at Cerro Coso Community College. This certificate gives dimension to the Business programs area of the college. The program requires one course from the Business area, Business Law.

**7. Similar Programs at Other Colleges in Service Area**

Within commuting distance to any campus of Cerro Coso Community College, there is no paralegal program which offers an associate's degree. There is one private vocational school that offers a paralegal certificate in the city of Bakersfield, which is one hour away from our Kern River Valley Campus. Neither of the other two colleges in the Kern Community College District offers this degree. CSU Bakersfield offers a Paralegal Certificate through the extension division; however, students must already hold a baccalaureate degree for admission into this program.

**8. Labor Market Information**

Paralegal Studies, now in the fifth year of existence is expanding to meet the documented labor market demand for degree and certificate completers. The number of jobs is growing and our ability to fill employer needs is also growing. However, in the Cerro Coso service area there are many known jobs that are not documented because employer's corporate offices are out of state. For example, paralegal positions required by aerospace contractors and the naval air warfare center at China Lake are not captured in reporting systems because the corporate offices are located outside our service area. We are expecting to increase completers to fill these needs as the program is gaining momentum in both (local) certificate and Paralegal Studies Associate of Science Degree completers. All completions from this program, 11 total, have been in the past three years.

**Job Market Analysis**

The Paralegal profession began in the 1960's and has grown steadily over the last few decades. In California, a new law effective January 1, 2000, limits the use of the title "paralegal." A professional who uses the title "paralegal" must contract with or be employed by a licensed attorney and possess one of the following:

1. A certificate of completion from a paralegal program approved by the American Bar Association.
2. A certificate of completion or degree from a paralegal program of a postsecondary institution that requires the completion of a minimum of 24 semester, or equivalent, units in law-related courses.
3. A baccalaureate degree or advanced degree in any subject and one year of experience under the supervision of a licensed attorney.



**Application for Substantial Change to Program – Add Paralegal Studies  
Certificate  
Cerro Coso Community College**

5

4. A high school diploma and three years of experience under the supervision of a licensed attorney.

This relatively new law presents new training opportunities for community colleges because many current persons working as paralegals do not qualify under this new law. Our employer survey reported in the next section confirms that many legal assistants now employed in Kern County will be enrolled in program when it becomes available.

As cited in the Labor Market Information section, the paralegal profession had been experiencing rapid growth over the last few years and growth is expected to continue. The new law in California also mandates continuing education for paralegals which provides another target market for Cerro Coso. Because of our reputation of providing quality online education, we should have good marketing results promoting continuing education online for paralegals.

Adjunct faculty members would be evaluated once during the first year of the program and thereafter, every three semesters. Syllabi are submitted before the start of each term to the Office of Instruction. Faculty members would be expected to attend available training and teaching seminars, especially those aimed at legal studies and distance learning. It is anticipated that a full time instructor could be hired for year three of the program and that instructor would follow the evaluation plan set forth in the faculty contract at the time of hire.

9. The entire set of curricula is up-to-date. Courses are in CurricUNET.
10. No further resources are required as this program is already offered over a two year period and no further sections will be required to allow students to achieve the 31 unit certificate.



Desert Regional Consortium  
c/o Riverside Community College  
4800 Magnolia Avenue  
Riverside, CA 92506-1299  
Phone (951) 222-8026  
Fax (951) 222-8877

#### Member Colleges

Barstow Community College  
Cerro Coso Community College  
Chaffey College  
College of the Desert  
Copper Mountain College  
Crafton Hills College  
Mt. San Jacinto College  
Palo Verde College  
Riverside Community College  
San Bernardino Valley College  
Victor Valley Community College

#### Vision

Premier source for facilitating  
quality educational and  
training opportunities for the  
Inland Empire/Desert Region.

#### Mission

To:

- ♦ communicate
- ♦ coordinate
- ♦ collaborate
- ♦ promote and plan

career and technical  
education and workforce &  
economic development in the  
Inland Empire/Desert Region.

DATE: October 13, 2011  
TO: Saily Montemayor Lenz  
California Community Colleges Chancellors Office  
FROM: Joyce Johnson, Chair  
Region IX Occupational Deans  
RE: **Regional Certificate/Degree Approval**

At the October 3, 2011 meeting of the Desert Regional Consortium CTE Deans subcommittee, Cerro Coso College sought regional recommendation for the following certificate and/or degree:

**BSOT Welding Technology Certificate**  
**BSOT Paralegal Studies Certificate**  
**BSOT Office Clerk Certificate**  
**BSOT Administrative Office Assistant**

The CTE Deans subcommittee carefully reviewed this proposal and determined that this program represents an effort to meet the labor market needs for entry-level and career positions that are in demand in this area and does not represent unnecessary duplication of programs already in existence at other regional community colleges.

As a result, the full membership of the Desert Regional Consortium voted on October 3, 2011 to recommend program approval for the above referenced program.

If you have any questions about the Desert Regional Consortium program approval process, please contact me.

  
\_\_\_\_\_  
Joyce Johnson, Chair  
Region IX, Occupational Deans  
Mt San Jacinto College  
(951) 639-5350  
[jajohnso@msjc.edu](mailto:jajohnso@msjc.edu)



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
 10/24/2008

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	20638	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		095500
<b>C</b>	Local Title	Physical Sciences Technology	al Science Tecnology Certificate of Achiev
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	33 to 33	
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1983	1983
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

**REQUIRED SIGNATURES**

College CERRO COSO District KERN

SIGNATURES		
<u>3/27/2012</u>		<u>Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Physical Science Tecnology Certificate of Achievement** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Physical Science Technology- Certificate of Achievement

Physical Science Technology Certificate of Achievement (33 units for certificate) provides an academic foundation for students who are employed in Safety and /or Industrial Hygiene departments; prepares students to enter the science and engineering field as a technical aide. There are four areas of emphasis.

### Career Opportunities in Physical Science

Safety and /or Industrial Hygiene.

#### **Complete all of the following courses:**

		<b>Units</b>
CHEM C111	General Inorganic Chemistry I	5
CHEM C113	General Inorganic Chemistry II	5
	<b>or</b>	
CHEM C113H	General Inorganic Chemistry II: Honors	6
CSCI C252	Intro to Computer Science	3
DMA C102	Digital Imaging with Photoshop	3
DMA C107	Illustration/Design w/Illustrator	3
MATH C142	Trigonometry	4
PHSC C111	Physical Science Lecture	3
	<b>and</b>	
PHSC C112	Physical Science Laboratory	1
	<b>or</b>	
PHYS C111	Mechanics	5

Total: 27,28,28,29 - 23,24,28,29

#### Complete one or more of the following emphasis:

##### **CHEMISTRY EMPHASIS:**

		<b>Units</b>
CHEM C221	Organic Chemistry I	5
CHEM C223	Organic Chemistry II	5
	<b>or</b>	
CHEM C223H	Organic Chemistry II - Honors	6

Total: 10,11 - 5,6

##### **INDUSTRIAL HYGIENE EMPHASIS:**

CHEM C221	Organic Chemistry I	5
HCRS C150	Med. Terminology for Health	3
MATH C121	Elem. Probability & Statistics	4
	<b>or</b>	
MATH C121H	Elem. Prob. & Stat.-Honors	5

Total: 12,13 - 7,8

##### **EARTH SCIENCE EMPHASIS:**

GEOG C111	Physical Geography	4
GEOL C111	Physical Geology	4

Total: 8

**ATMOSPHERIC SCIENCE EMPHASIS:**

PHSC C125	Astronomy	4
PHSC C131	Introduction to Meteorology	3

Total: 7

---

**Total Units**

**58 - 70**

PID 612

## Program Learning Outcomes

## Program Matrix

**Courses**

- CHEM C111
- CHEM C113
- CHEM C113H
- CHEM C221
- CHEM C223
- CHEM C223H
- CSCI C252
- DMA C102
- DMA C107
- GEOG C111
- GEOG C111
- HCRS C150
- MATH C121
- MATH C121H
- MATH C142
- PHSC C111
- PHSC C112
- PHSC C125
- PHSC C131
- PHYS C111

**Program Learning Outcomes**

## Planning Summary

### Program Cover

---

**Recommended T.O.P. Code**

**Units for Degree Major or Area of Emphasis**

**Total Units for Degree**

**Required Units-Certificate**

**Projected Annual Completers**

**Projected Net Annual Labor Demand (CTE)**

**Estimated FTE Faculty Workload**

**Number of New Faculty Positions**

**Est. Cost, New Equipment**

**Cost of New/Remodeled Facility**

**Est. Cost, Library Acquisitions**

**When will this program undergo review as part of college's Program Evaluation Plan?**

70 = Fall

### Need

---

**Enrollment and Completer Projections**

**Place of Program in Curriculum/Similar Programs**

**'Similar Programs at other colleges in service area**

**Labor Market Information & Analysis (CTE only)**

**Employer Survey (CTE only)**

**Explanation of Employer Relationship (CTE Only)**

**List of Members and Advisory Committee (CTE Only)**

**Recommendations of Advisory Committee (CTE Only)**

## **Adequate Resources**

---

**Library and/or Learning Resources Plan**

**Facilities and Equipment Plan**

**Financial Support Plan**

**Faculty Qualifications and Availability**

## **Compliance**

---

**Based on model curriculum (if applicable)**

**Licensing or Accreditation Standards**

**Student Selection and Fees**

**Conditions of Enrollment**





**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 01/16/2012
--

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	14422	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		050640
<b>C</b>	Local Title	Small Business Management/ Entrepreneurship	Small Business Management/Entrepreneurship
<b>D</b>	Units for Degree Major or Area of Emphasis	30 to 30	30 to 30
	Total Units for Degree		60 to 60
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.S. DEGREE
<b>G</b>	Year Approved	2003	2003
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>3/26/2012</u>		<u>Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Small Business Management/Entrepreneurship** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Small Business Management/Entrepreneurship AS Degree Program

SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP ASSOCIATE OF SCIENCE DEGREE 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 [www.assist.org](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.

The graduate of the AS Degree Program program in CC Small Business Management/Entrepreneurship will:

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.** Demonstrate a general understanding of the nature of business

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.** Apply critical thinking skills (analysis, synthesis, evaluation) to technical issues in a business environment.

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.** Recognize skills necessary to solve problems in a small business environment.

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 see a counselor for more information about Prerequisite Challenge.

**Complete all of the following courses.**

BSAD C100	Introduction to Business	3
BSAD C101	Financial Accounting	4
BSAD C110	Intro to Personal Finance	3
BSAD C125	Computerized Acct. Practice	2
BSAD C131	Business Law	3
BSAD C145	Business Communication	3
BSAD C171	Introduction to Marketing	3
BSAD C180	Entrepreneurship:Small BusMgmt	3
BSAD C211	E-Commerce	3
CSCI C101	Intro to Computer Info Systems	3

---

**Total Units**

**30**

PID 549

## Program Learning Outcomes

**A . Demonstrate a general understanding of the nature of business**

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**B** . Apply critical thinking skills (analysis, synthesis, evaluation) to technical issues in a business environment.

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**C** . Recognize skills necessary to solve problems in a small business environment.

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

## Program Matrix

Courses	Program Learning Outcomes		
	A	B	C
BSAD C100			
BSAD C101			
BSAD C110			
BSAD C125			
BSAD C131			
BSAD C145			
BSAD C171			
BSAD C180			
BSAD C211			
CSCI C101			

## Planning Summary

### Program Cover

---

<b>Recommended T.O.P. Code</b>	050640
<b>Units for Degree Major or Area of Emphasis</b>	30
<b>Total Units for Degree</b>	60
<b>Required Units-Certificate</b>	30
<b>Projected Annual Completers</b>	
<b>Projected Net Annual Labor Demand (CTE)</b>	Unknown
<b>Estimated FTE Faculty Workload</b>	13.2 in Business Programs
<b>Number of New Faculty Positions</b>	1 in Business Programs
<b>Est. Cost, New Equipment</b>	3,000
<b>Cost of New/Remodeled Facility</b>	0
<b>Est. Cost, Library Acquisitions</b>	300
<b>When will this program undergo review as part of college's Program Evaluation Plan?</b>	30 = Spring 2016

### Need

---

<b>Enrollment and Completer Projections</b>	Sections Enrollment Students / Section 2005-2006 26 680 26.15 2006-2007 71 1697 23.90 2007-2008 73 1605 21.99 2008-2009 56 1342 23.96 226 5324 23.56 Business Programs Awards, Certificates 2006-2009 2006 2007 2008 2009 Total Percentage 050100 Business 7 16 8 5 36 21% Business Admin 13 17 11 12 53 31% 050200 Accounting 1 1 1% 050600 Bus Management 23 18 20 12 73 43% Bus Mgmt/Small Bus 4 1 5 3% 050640 Small Bus Mgmt/Entr 1 1 2 1% Total 49 51 40 30 170
---	--

<b>Place of Program in Curriculum/Similar Programs</b>	The business programs serve students throughout the College's service area by providing degrees, certificates, and general interest courses. The programs are similar to others offered within the department (Business Office Technology, Computer Science, and Computer Information Systems) and share several courses in common. Each, however, serves a specific niche for work and for transfer to other institutions.
<b>'Similar Programs at other colleges in service area</b>	The program is similar to programs at BC, PC, and AVC.
<b>Labor Market Information &amp; Analysis (CTE only)</b>	See attached 2 Year Program Review.
<b>Employer Survey (CTE only)</b>	n/a
<b>Explanation of Employer Relationship (CTE Only)</b>	Representatives of key employers sit on advisory committees.
<b>List of Members and Advisory Committee (CTE Only)</b>	On file with Dean's Office.
<b>Recommendations of Advisory Committee (CTE Only)</b>	The various business programs and courses have been updated for currency and appropriateness for workforce training within the College service area. Employer input has been gathered at Advisory Committee meetings over the years. The department is currently working toward creation of small Advisory Committees at the Colleges delivery sites.

## **Adequate Resources**

---

<b>Library and/or Learning Resources Plan</b>	n/a
<b>Facilities and Equipment Plan</b>	Overall, except for the use of interactive television room, the Business programs do not have unusual demands for resources. All full time faculty have offices and access to computers and adequate classrooms for instruction. Computers, projection equipment, and interactive television equipment are in need of updating for currency.  Because the Business and Information Technology department is comprised of several program areas, the individual cost of the Business programs is difficult to break out from overall department expenses; therefore, the information available may reflect some overlap with other department expenditures. We would like to request that the financial data be more accurately coded to reflect actual program expenses. This will facilitate more relevant and accurate reporting for all program areas.
<b>Financial Support Plan</b>	
<b>Faculty Qualifications and Availability</b>	Most courses in the program require a Masters Degree in Business Administration. Faculty are spread through day, afternoon, evening, and online courses based on availability.

## **Compliance**

---

<b>Based on model curriculum (if applicable)</b>	n/a
<b>Licensing or Accreditation Standards</b>	n/a
<b>Student Selection and Fees</b>	n/a

## **Conditions of Enrollment**



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted \_\_\_\_\_

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 01/16/2012
--

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	18954	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		050640
<b>C</b>	Local Title	Small Business Management/ Entrepreneurship	Small Business Management/Entrepreneurship
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	30 to 30	30 to 30
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	2003	2003
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>3/26/2012</u>		<u>Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER <b>Vice President of Academic Affairs</b>	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*



**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



04/02/2012

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Small Business Management/Entrepreneurship** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Small Business Management/Entrepreneurship Certificate of Achievement

SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP CERTIFICATE OF ACHIEVEMENT 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.

The graduate of the Certificate of Achievement program in CC Small Business Management/Entrepreneurship will:

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Demonstrate a general understanding of the nature of business.

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Apply critical thinking skills (analysis, synthesis, evaluation) to technical issues in a business environment.

**This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.**Recognize skills necessary to solve problems in a small business environment.

Note: Some courses within the certificate 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 see a counselor for more information about Prerequisite Challenge.

**Complete all of the following courses.**

BSAD C100	Introduction to Business	3
BSAD C101	Financial Accounting	4
BSAD C110	Intro to Personal Finance	3
BSAD C125	Computerized Acct. Practice	2
BSAD C131	Business Law	3
BSAD C145	Business Communication	3
BSAD C171	Introduction to Marketing	3
BSAD C180	Entrepreneurship:Small BusMgmt	3
BSAD C211	E-Commerce	3
CSCI C101	Intro to Computer Info Systems	3

---

**Total Units**

**30**

PID 550

### Program Learning Outcomes

**A .** Demonstrate a general understanding of the nature of business.

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**B .** Apply critical thinking skills (analysis, synthesis, evaluation) to technical issues in a business environment.

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

**C .** Recognize skills necessary to solve problems in a small business environment.

*Assessment:* This will be assessed through final exams in all BSAD courses in this program. An average of 80% accuracy on the exams is identified as a benchmark of success.

# Program Matrix

Courses	Program Learning Outcomes		
	A	B	C
BSAD C100			
BSAD C101			
BSAD C110			
BSAD C125			
BSAD C131			
BSAD C145			
BSAD C171			
BSAD C180			
BSAD C211			
CSCI C101			

## Planning Summary

### Program Cover

---

<b>Recommended T.O.P. Code</b>	050640
<b>Units for Degree Major or Area of Emphasis</b>	30
<b>Total Units for Degree</b>	60
<b>Required Units-Certificate</b>	30
<b>Projected Annual Completers</b>	
<b>Projected Net Annual Labor Demand (CTE)</b>	Unknown
<b>Estimated FTE Faculty Workload</b>	13.2 in Business Programs
<b>Number of New Faculty Positions</b>	1 in Business Programs
<b>Est. Cost, New Equipment</b>	3,000
<b>Cost of New/Remodeled Facility</b>	0
<b>Est. Cost, Library Acquisitions</b>	300
<b>When will this program undergo review as part of college's Program Evaluation Plan?</b>	30 = Spring 2016

### Need

---

<b>Enrollment and Completer Projections</b>	Sections Enrollment Students / Section 2005-2006 26 680 26.15 2006-2007 71 1697 23.90 2007-2008 73 1605 21.99 2008-2009 56 1342 23.96 226 5324 23.56 Business Programs Awards, Certificates 2006-2009 2006 2007 2008 2009 Total Percentage 050100 Business 7 16 8 5 36 21% Business Admin 13 17 11 12 53 31% 050200 Accounting 1 1 1% 050600 Bus Management 23 18 20 12 73 43% Bus Mgmt/Small Bus 4 1 5 3% 050640 Small Bus Mgmt/Entr 1 1 2 1% Total 49 51 40 30 170
<b>Place of Program in Curriculum/Similar Programs</b>	The business programs serve students throughout the College's service area by providing degrees, certificates, and general interest courses. The programs are similar to others offered within the department (Business Office Technology, Computer Science, and Computer Information Systems) and share several courses in common. Each, however, serves a specific niche for work and for transfer to other institutions.
<b>'Similar Programs at other colleges in service area</b>	The program is similar to programs at BC, PC, and AVC.
<b>Labor Market Information &amp; Analysis (CTE only)</b>	See attached 2 Year Program Review.
<b>Employer Survey (CTE only)</b>	n/a

<b>Explanation of Employer Relationship (CTE Only)</b>	Representatives of key employers sit on advisory committees.
<b>List of Members and Advisory Committee (CTE Only)</b>	On file with Dean's Office.
<b>Recommendations of Advisory Committee (CTE Only)</b>	The various business programs and courses have been updated for currency and appropriateness for workforce training within the College service area. Employer input has been gathered at Advisory Committee meetings over the years. The department is currently working toward creation of small Advisory Committees at the Colleges delivery sites.

## **Adequate Resources**

---

<b>Library and/or Learning Resources Plan</b>	n/a
<b>Facilities and Equipment Plan</b>	Overall, except for the use of interactive television room, the Business programs do not have unusual demands for resources. All full time faculty have offices and access to computers and adequate classrooms for instruction. Computers, projection equipment, and interactive television equipment are in need of updating for currency. Because the Business and Information Technology department is comprised of several program areas, the individual cost of the Business programs is difficult to break out from overall department expenses; therefore, the information available may reflect some overlap with other department expenditures. We would like to request that the financial data be more accurately coded to reflect actual program expenses. This will facilitate more relevant and accurate reporting for all program areas.
<b>Financial Support Plan</b>	
<b>Faculty Qualifications and Availability</b>	Most courses in the program require a Masters Degree in Business Administration. Faculty are spread through day, afternoon, evening, and online courses based on availability.

## **Compliance**

---

<b>Based on model curriculum (if applicable)</b>	n/a
<b>Licensing or Accreditation Standards</b>	n/a
<b>Student Selection and Fees</b>	n/a

## **Conditions of Enrollment**

CSU Baccalaureate Level Course List by Department  
Cerro Coso Community College (11-12)

Course	Title	Semester Units
<b>==== Art ====</b>		
ART C101	Introduction to Art	3
IGETC: 3A CSU GE: C1		
ART C105	History of Western Art I	3
IGETC: 3A CSU GE: C1		
ART C106	History of Western Art II	3
IGETC: 3A CSU GE: C1		
ART C106H	History of Western Art II - Honors	4
IGETC: 3A CSU GE: C1		
ART C111	Two-Dimensional Design	3
CSU GE: C1		
ART C115	3-Dimensional Design	3
ART C121	Drawing I	3
CSU GE: C1		
ART C126	Life Drawing Studio	1.5
ART C131	Painting I	3
CSU GE: C1		
ART C135	Watercolor Painting	3
CSU GE: C1		
ART C141	Ceramics I	3
CSU GE: C1		
ART C151	Sculpture	3
CSU GE: C1		
ART C165	Photography I	3
ART C176	Etching & Relief Printmaking	3
ART C191	Gallery Technology	1
ART C195	Art Practicum I	1-3
ART C196	Art Practicum II	1-3
ART C197	Art Practicum III	1-3
ART C221	Advanced Basic Drawing	3
ART C231	Painting II	3
ART C240	Ceramics II	3
ART C241	Ceramics III	3
ART C251	Advanced Sculpture	3
ART C265	Photography II	3

**END OF REPORT**

Application Date  
2012-06-27



California Community Colleges

**SUBSTANTIAL CHANGES TO AN APPROVED CREDIT PROGRAM**

<b>Studio Arts</b>		<b>Margaret Mauldin</b>
TITLE OF PROPOSED PROGRAM <b>Art</b>		CONTACT PERSON <b>Instruction Office Specialist</b>
TITLE OF EXISTING PROGRAM (IF DIFFERENT) <b>100200</b>		TITLE <b>(760) 384-6257</b>
EXISTING PROGRAM T.O.P. CODE <b>CERRO COSO</b>	EXISTING PROGRAM CONTROL NUMBER <b>1949</b>	PHONE NUMBER <b>mmauldin@cerrocoso.edu</b>
COLLEGE <b>08/20/2012</b>	DISTRICT <b>KERN</b>	E-MAIL ADDRESS
PROJECTED START DATE FOR CHANGE		
<b>GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):</b>		
<input type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE) <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> OTHER		

**Type of change requested: Check only one.**

Add new Certificate of Achievement  
 Add Degree to Existing Certificate Program  
 Add new Major or Area of Emphasis to Existing Degree

**TYPE OF PROGRAM (SELECT ONLY ONE):**

A.A. DEGREE  
 A.S. DEGREE  
 AA-T DEGREE (for transfer)\*  
 AS-T DEGREE (for transfer)\*

**CERTIFICATE OF ACHIEVEMENT:**

18+ semester (or 27+ quarter) units  
 12-18 semester (or 18-27 quarter) units

\* The AA-T and AS-T degrees fulfill the requirements of California Education Code sections 66745-66749, also known as the Student Transfer Achievement Reform Act. See special instructions provided [here](#).

**Planning Summary:**

**Projected Start Date**  **Projected Annual Completers**

FIELDS	AS LISTED IN CURRENT INVENTORY	AS REVISED
Program Control Number	1949	1949
TOP Code	100200	100200
Local Title	Art	Studio Arts
Units for Degree Major or Area of Emphasis	24 to 24	24 to 24
Total Units for Degree		60 to 60.00
Certificate Units	0 to 0	

*Attachments required for this form:*

- *Required signature page -- Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*
- *Development Criteria Narrative & Documentation*
- *Course outlines for required courses (required for all applications).*
- *Articulation Agreements (if applying for transfer status)*

## DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is “not applicable” but do not re-number the sections. Provide documentation in the form of attachments as indicated.

### Criteria A. Appropriateness to Mission

1. Statement of goals and objectives for existing program, including new changes.
2. Catalog description for existing program, including new option.
3. New program requirements.
4. **Optional:** Discussion of background and rationale (if needed).

### Criteria B. Need

5. Enrollment and Completer Projections
6. Place of proposed change in the curriculum – relation to existing program and options; relation to other programs at your college.
7. Discussion of impact on other colleges in region (optional for transfer only programs).
8. Analysis of labor market need or job availability (for career technical education only).

### Criteria C. Curriculum Standards

9. Transfer applicability to **two** 4-year institutions (if applicable).

**Attachment:** Course outlines for required courses (required for all applications).

**Attachment:** Transfer Documentation (if applicable).

### If applicable to revised program:

10. **Criteria D-Adequate Resources:** Facilities, additional faculty, and new equipment or library resources
11. **Criteria E-Compliance:** Enrollment restrictions and licensing or accreditation standards



**REQUIRED SIGNATURES**

Title of Proposed Program Studio Arts for Transfer College Cerro Coso Community College

**LOCAL CURRICULUM APPROVAL:**

Changes proposed in this application have been approved by the curriculum committee and instructional administration, and all applicable requirements of Title 5 regulations have been satisfied.

<u>6/27/12</u> DATE	<u></u> SIGNATURE, CHAIR, CURRICULUM COMMITTEE	<u>Dr. Claudio Sellers</u> TYPED OR PRINTED NAME
<u>6/27/12</u> DATE	<u></u> SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Dr. Corey J. Marvin</u> TYPED OR PRINTED NAME
<u>6/29/12</u> DATE	<u></u> SIGNATURE, ACADEMIC SENATE PRESIDENT	<u>Mr. Matthew Crow</u> TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

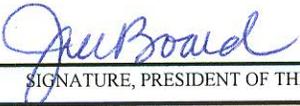
_____ DATE	_____ SIGNATURE, ADMINISTRATOR OF CTE	_____ TYPED OR PRINTED NAME
---------------	--	--------------------------------

Changes proposed in this application been reviewed by the Career Technical Education Regional Consortium, and approval was recommended on \_\_\_\_\_ (date).

_____ DATE	_____ SIGNATURE, CHAIR, REGIONAL CONSORTIUM	_____ TYPED OR PRINTED NAME
---------------	--	--------------------------------

**COLLEGE PRESIDENT:**

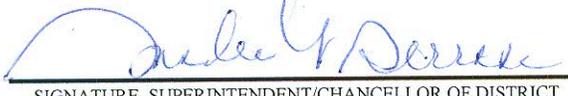
All provisions of Title 5, Section 55130 have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed changes to an existing, approved program.

<u>6/28/12</u> DATE	<u></u> SIGNATURE, PRESIDENT OF THE COLLEGE	<u>Mrs. Jill Board</u> TYPED OR PRINTED NAME
------------------------	---	---

**DISTRICT APPROVAL (check one):**

On June 14, 2012 (date), the governing board of the Kern Community College District approved the proposed changes to this existing program attached to this request.

The governing board has delegated to me the authority to approve substantial changes to existing programs, and I have approved the associate degree or certificate attached to this request.

<u>7/24/12</u> DATE	<u></u> SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	<u>Sandra V. Serrano</u> TYPED OR PRINTED NAME
------------------------	--	---

Please retain the original signature page for your records and upload a scan of the signature page as an attachment.

# PROGRAM OF STUDY

## CC Studio Arts for Transfer AA Degree Program

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

Upon successful completion of the program, students will know how to analyze and interpret the formal, technical, and expressive aspects of a work of art, whether as a viewer or creator. They will also demonstrate proficiency in basic art techniques. The program is appropriate for students going on to professional art school, as well as those completing their studies in fine arts, design fields (such as graphic and media arts, industrial and product design), art education, or art therapy.

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

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

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

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

(2) Obtainment of a minimum grade point average of 2.0

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

Note: Courses required for the associate degree major at CCCC may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and [www.assist.org](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 [www.assist.org](http://www.assist.org) to determine any limitations on Pass/No pass grading in major preparation courses.

## This program prepares students for careers in Studio Arts for Transfer

Transfer to a baccalaureate program intrinsically enhances any career opportunity. Baccalaureate options for students include art, studio arts, fine art, art history, education, design, industrial design, marketing and numerous other fields of study that encompass art related topics, ultimately leading to careers in the fine arts, a range of design fields (such as graphic and media arts, industrial and product design), art education and art therapy.

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

### Complete all of the following courses:

ART C106	History of Western Art II	3
ART C111	Two Dimensional Design	3
ART C115	3-Dimensional Design	3
ART C121	Drawing I	3

Total: 12

### Select 3 units from the following courses:

ART C105	History of Western Art I	3
----------	--------------------------	---

or

ART C101

Introduction to Art

3

Total: 3

**Select 9 units from the following courses:**

		<b>Units</b>
ART C131	Painting I	3
ART C141	Ceramics I	3
ART C151	Sculpture I	3
ART C165	Photography I	3
ART C221	Drawing II	3
ART C231	Painting II	3
ART C240	Ceramics II	3
ART C265	Photography II	3

Total: 9

**Complete one of the following general education patterns:**

- A. IGETC—Intersegmental General Education Transfer Curriculum  
 B. CSU General Education Breadth

Units

Total: 36

**Total Units****60**

PID 578

## Program Learning Outcomes

**A .** Demonstrate knowledge of the arts through associated terminology, historical practices and contemporary developments.

*Assessment:* This will be assessed with the following tools: quizzes, tests and written assignments.

**B .** Identify the formal, technical and expressive aspects in visual artworks, using critical skills to describe, analyze, interpret and evaluate such works.

*Assessment:* This will be assessed through participation in group and individual critiques in oral or written formats.

**C .** Demonstrate proficiency in basic foundation level art techniques and practices.

*Assessment:* This will be assessed by successful completion of student projects, evaluated with a rubric.

**D .** Use a wide range of materials and means of expression to communicate visual ideas, including traditional or digital studio practices.

*Assessment:* This will be assessed by successful completion of student projects, evaluated with a rubric.

## Program Matrix

Courses	Program Learning Outcomes			
	A	B	C	D
ART C101	X	X	X	
ART C105	X	X		
ART C106	X	X		
ART C111	X	X	X	X
ART C115	X	X	X	X
ART C121	X		X	
ART C131				
ART C141	X	X	X	
ART C151	X	X	X	X
ART C165	X	X	X	

ART C221	X	X	X	X
ART C231	X	X	X	X
ART C240	X	X	X	
ART C265	X	X	X	

## Planning Summary

### Program Cover

---

<b>Recommended T.O.P. Code</b>	1002.00
<b>Units for Degree Major or Area of Emphasis</b>	24
<b>Total Units for Degree</b>	60
<b>Required Units-Certificate</b>	N/A
<b>Projected Annual Completers</b>	6
<b>Projected Net Annual Labor Demand (CTE)</b>	
<b>Estimated FTE Faculty Workload</b>	2.5
<b>Number of New Faculty Positions</b>	1
<b>Est. Cost, New Equipment</b>	15,000
<b>Cost of New/Remodeled Facility</b>	0
<b>Est. Cost, Library Acquisitions</b>	0
<b>When will this program undergo review as part of college's Program Evaluation Plan?</b>	70 = Fall      2015

### Need

---

<b>Enrollment and Completer Projections</b>	Currently, we have very few degree completions in the Art program. We believe that the benefits of this transfer program will not only provide students with a stronger rationale for entering the program, but the structure of the program will create a clearer student pathway to degree completion and transfer. While we are not in control of enrollment, we feel that we can significantly improve the number of degree completions by adopting this model.
<b>Place of Program in Curriculum/Similar Programs</b>	This program will replace a current program in the curriculum. The college currently offers an AA in Art, but the TMC-aligned degree is more streamlined and will promote greater degree completion. The programs already share a significant amount of curriculum (some new courses need to be developed for the new degree). Facilities and faculty resources will need to be augmented in order to support this curriculum proposal). Need and enrollment changes are unclear at this time.
<b>'Similar Programs at other colleges in service area</b>	This is not a radical departure from traditional art programs such as those found at Bakersfield and Porterville colleges.
<b>Labor Market Information &amp; Analysis (CTE only)</b>	
<b>Employer Survey (CTE only)</b>	
<b>Explanation of Employer Relationship (CTE Only)</b>	
<b>List of Members and Advisory Committee (CTE Only)</b>	
<b>Recommendations of Advisory Committee (CTE Only)</b>	

### Adequate Resources

---

<b>Library and/or Learning Resources Plan</b>	Yes
<b>Facilities and Equipment Plan</b>	Yes
<b>Financial Support Plan</b>	Yes
<b>Faculty Qualifications and Availability</b>	Yes

## **Compliance**

---

**Based on model curriculum (if applicable)** See attached.

**Licensing or Accreditation Standards**

**Student Selection and Fees**

Conditions of Enrollment

Cerro Coso Community College  
Spring 2012

### Associate in Arts in Studio Arts for Transfer

Title of proposed program: Associate in Arts in Studio Arts for Transfer

Title of existing program: Art

Existing program TOP Code: 1001.00

Existing program control number: 1948

Contact Person: Loren Sandvik

Title: Chair, Visual and Performing Arts Department

Phone number: 760-384-6222

Email address: [lsandvik@cerrocoso.edu](mailto:lsandvik@cerrocoso.edu)

Projected start date: Fall 2012

Type of change requested: Add new Major or Area of Emphasis to Existing Degree

Type of program: AA-T Degree

Projected annual completers: 5

Units for degree major or area of emphasis: 24

Total units for degree: 60

#### CRITERIA A

1. **Statement of goals and objectives for existing program, including new changes.** The goal of the Associate in Arts Degree in Studio Arts for Transfer is to provide a foundational understanding of the discipline and to prepare students for transfer to any CSU for a baccalaureate degree in Arts, Studio Arts, Fine Arts, Art History or Art Education.
2. **Catalog description.** THE ASSOCIATE IN ARTS DEGREE IN STUDIO ARTS FOR TRANSFER: This course of study prepares students for transfer to complete work for a bachelor's degree in Arts, Studio Arts, Fine Arts, Art History or Art Education.
3. Students will be able to: demonstrate knowledge of the arts through associated terminology, historical practices and contemporary developments; identify the formal, technical and expressive aspects in visual artworks, using critical skills to describe, analyze, interpret and evaluate such works; demonstrate proficiency in basic foundation level art techniques and practices; and use a wide range of materials and means of expression to communicate visual ideas, including traditional or digital studio practices. Proper selection of curriculum electives further enables students to tailor their study to specific disciplines, such as painting, sculpture, ceramic arts, and photography. This program is appropriate for students considering professional art school, as well as careers in fine arts, design fields (such as graphic and media arts, industrial and product design), art education and art therapy. To complete the degree, students must fulfill both of the following requirements:
  - (1) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
    - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
    - (B) A minimum of 24 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.

#### 4. **New program requirements**

*Existing Program (TOP Code 1001.00):*

Art AA Degree (24 units in the major):

Complete all of the following courses (15 units):

ART C105 History of Western Art I, 3 units  
ART C106 History of Western Art II, 3  
ART C111 Two Dimensional Design, 3  
ART C115 3-Dimensional Design, 3  
ART C121 Drawing I, 3

Select 9 units from the following courses:

ART C131 Painting I, 3  
ART C141 Ceramics I, 3  
ART C151 Sculpture I, 3  
ART C165 Photography I, 3

Complete general education requirements and electives for a minimum of 60 total units.

*Proposed Program to be added (TOP Code 1001.00):*

Associate in Arts Degree in Studio Arts for Transfer

Complete the following courses (12 units):

ART C106 History of Western Art II, 3  
ART C111 Two Dimensional Design, 3  
ART C115 3-Dimensional Design, 3  
ART C121 Drawing I, 3

Select 3 units from the following courses:

ART C105 History of Western Art I, 3  
or  
ART C101 Introduction to Art, 3

Select 9 units from the following courses:

ART C131 Painting I, 3 units  
ART C141 Ceramics I, 3  
ART C151 Two Dimensional Design, 3  
ART C165 3-Dimensional Design, 3  
ART C221 Drawing I, 3  
ART C231 History of Western Art I, 3 units

ART C240 History of Western Art II, 3  
ART C265 Two Dimensional Design, 3

Total .....	24 Units
CSU General Education or IGETC Pattern .....	36 Units
CSU Transferrable Elective Units to reach Degree Total of...	60 Units

Complete CSU-Breadth or IGETC\* general education transfer patterns as well as CSU transferable electives for a total of 60 units.

*\*Students planning to transfer to the CSU system must complete Area 1C: Oral Communications prior to transfer to meet the minimum admissions requirement for the CSU system.*

5. **Discussion of background and rationale.** The college's faculty in this discipline recognize the benefit of providing students with a well-structured Associate in Arts program, the successful completion of which will guarantee them admission to a California State University.

CRITERIA B

6. **Place of proposed change in the curriculum.** This program replaces a current program in the curriculum. The college currently offers a transfer degree in Art, but that degree does not have the added value of guaranteed admission to the CSU system.

CRITERIA C

**Analysis of labor market need or job availability (for career technical education only).**

Criteria D

**Adequate Resources:**

As this program matures, facilities could be updated and expanded to reflect the needs of students and those of the degree. Eventually, studio capacity to facilitate the digital component of the program would be desirable. All of the faculty that will teach in this program meet the State minimum qualifications.

Criteria E

**Compliance:**

There are no licensing or accrediting standards that apply to this program.

**TMC template:** Attached.

**Course Outlines of Record:** Attached.



**Studio Arts Transfer Model Curriculum**

**CCC Major or Area of Emphasis:** Studio Art

**CSU Major or Majors:** BA in Art, Studio Art

**Total units:** 24 (18 effective units with ARTH courses double-counted for 6 units in CSU GE, C-1)

Rev. 6/30/2011  
Template #1010

In the four columns on the right, enter the course identifier, course title and number of units of a course that is comparable to the course indicated for the TMC (in the far left column). If the course may be double-counted, put an X in the GE column.

The units indicated in the TMC are semester units – and they are minimum units. All courses must be CSU transferable. Where there is an indicated C-ID descriptor, you are certifying that your course is comparable. Where no reference descriptor is indicated, discipline faculty should compare the existing course to the sample course description(s) provided in the TMC at <http://www.c-id.net/degereview.html> and attach the appropriate report from ASSIST showing the required transferability status (i.e., CSU transferable, general education, or major preparation at CSU).

Studio Arts Transfer Model Curriculum		Associate in Arts degree in Studio Arts for transfer College Name: Cerro Coso Community College Program Requirements			
Course Title (units)	C-ID Designation	Course ID	Course Title	Units	GE
<b>Required Core:</b> 12 units					
Art History: Renaissance to Contemporary (3)	ARTH 120	ART C106	History of Western Art II	3	<input checked="" type="checkbox"/>
Two-Dimensional Foundations (3)	ARTS 100	ART C111	Two Dimensional Design	3	<input checked="" type="checkbox"/>
Three-Dimensional Foundations (3)	ARTS 101	ART C115	3-Dimensional Design	3	<input type="checkbox"/>
Fundamentals of Drawing (3)	ARTS 110	ART C121	Drawing I	3	<input checked="" type="checkbox"/>
<b>List A (select one):</b> 3 units					
Art History: Pre-Historic to Medieval (3)	ARTH 110	ART C105	History of Western Art I	3	<input checked="" type="checkbox"/>
Asian Art (3)	ARTH 145				<input type="checkbox"/>
Art of Africa, Oceania, and the Americas (3)	ARTH 140				<input type="checkbox"/>
Any other Art History survey course articulated as lower division preparation for the Studio Arts major at a CSU. Art Appreciation courses do not count towards this requirement. (3)		ART C101	Introduction to Art	3	<input checked="" type="checkbox"/>
<b>List B:</b> 9 units					
<b>Curricular Areas:</b> <sup>ii</sup>					
<b>Drawing:</b> Figure Drawing (3) or Intermediate Drawing (3)	ARTS 200 or ARTS 205	ART C221	Drawing II	3	<input type="checkbox"/>
<b>Painting:</b> Introduction to Painting (3)	ARTS 210	ART C131	Painting I	3	<input checked="" type="checkbox"/>
<b>Printmaking:</b> Introduction to Printmaking (3)	ARTS 220				<input type="checkbox"/>
<b>Ceramics:</b> Introduction to Ceramics (3)	ARTS 230	ART C141	Ceramics I	3	<input checked="" type="checkbox"/>
<b>Sculpture:</b> Introduction to Sculpture (3)	ARTS 240	ART C151	Sculpture I	3	<input checked="" type="checkbox"/>
<b>Digital Art:</b> Introduction to Digital Art (3)	ARTS 250		To Be Developed	3	<input type="checkbox"/>
<b>Photography:</b> Introduction to Photography	ARTS 260	ART C165	Photography I	3	<input type="checkbox"/>
<b>Color:</b> Color Theory (3)	ARTS 270				<input type="checkbox"/>
<b>Applied Design:</b>					<input type="checkbox"/>

<sup>i</sup> If a C-ID descriptor has been finalized, it may be entered in this column. [http://www.c-id.net/descriptors/view\\_final](http://www.c-id.net/descriptors/view_final)

<sup>ii</sup> See option below curricular areas to substitute transferable, lower division preparation courses in other media.

Introduction to Crafts (3) or Introduction to Jewelry and Metalsmithing (3) or Introduction to Fiber Arts (3)	ARTS 280 or ARTS 281  or ARTS 282				
Any other local Studio Arts course within these curricular areas may be used that is articulated as lower division preparation for the Studio Arts major at a CSU. (3)					<input type="checkbox"/>
<b>Other Media:</b> Courses articulated as lower division preparation for the Studio Arts major at a CSU in curricular areas not represented above.			To Be Developed	3	<input type="checkbox"/>
<b>Second Semester:</b> Second-semester courses in the above curricular areas articulated as lower division preparation for a particular area of emphasis within the major lower division preparation at a CSU.		ART C231 ART C240 ART C251 ART 265	Painting II Ceramics II Advanced Sculpture Photography II Digital Art II (To Be Developed)	3 3 3 3 3	<input type="checkbox"/>
<b>Total Units for the Major:</b>	<b>24</b>		<b>Total Units for the Major:</b>	<b>24</b>	
			<b>Total Units that may be double-counted:</b>		<b>24</b>

NOTE:

**Local Degree Development Notes:** Local degrees may not mandate that a student take any course that is not either articulated as general education or articulated as lower division major preparation for the Studio Arts major at a CSU. Additionally, not every local campus will offer all courses or course categories listed on the TMC. Faculty should refer to the Studio Art TMC and narrative for additional guidance.



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted 7/12/2012

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 08/03/2012
--

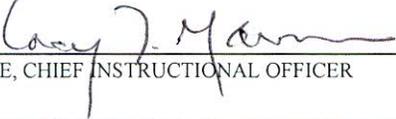
	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	16909	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		100700
<b>C</b>	Local Title	Theatre: Acting	Theatre: Acting
<b>D</b>	Units for Degree Major or Area of Emphasis	22 to 22	
	Total Units for Degree		
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	2006	2006
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>7/12/2012</u>		<u>Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CERRO COSO COMMUNITY COLLEGE  
PROGRAM, DEGREE, CERTIFICATE, OR AWARD FORM**

1. PROGRAM NAME: Theatre: Acting
2. PROGRAM DESCRIPTION: THEATRE: ACTING ASSOCIATE OF ARTS DEGREE (60 units total, 22 units in the major) prepares students to transfer to colleges and universities offering bachelor's degrees in Theatre/Dramatic Arts.
3. COURSES:

**Students must complete the following courses:** (minimum 18 units)

Course Number	Course Name	Units
THEA C101	Introduction to Theatre-----	3
or THEA C103	Introduction to Play Reading-----	3
THEA C111	Fundamentals of Acting -----	2
THEA C112	Beginning Acting -----	2
THEA C121	Theatre Production -----	3
or THEA C126	Shakespeare Theatre Production-----	3
THEA C140	Movement for the Actor -----	2
THEA C145	Voice for the Actor -----	2
THEA C211	Intermediate Acting -----	2
THEA C212	Advanced Acting -----	2
or THEA C230	Directing -----	2

**Additionally, students must complete two of the following courses:** (minimum 4 units)

Course Number	Course Name	Units
THEA C101	Introduction to Theatre-----	3
THEA C103	Introduction to Play Reading-----	3
THEA C105	Performance Studies-----	2
THEA C118	Improvisation-----	2
THEA C121	Theatre Production -----	3
THEA C126	Shakespeare Theatre Production-----	3
THEA C131	Technical Theatre-----	3
THEA C212	Advanced Acting -----	2
THEA C230	Directing -----	2
THEA C241	Creative Drama -----	2

**(Courses cannot be repeated to fulfill the additional 4 units.)**

**Total minimum units in Theatre Major** **22**

**Complete general education requirements and electives for a minimum of 60 total units.**

4. PROGRAM LEARNING OUTCOMES: Upon successful completion of the program, the student will be able to
- A. Use artistic terminology. This will be assessed and scored with a multiple choice exam.
  - B. Demonstrate an understanding of the social and historical significance of theatre. This will be assessed and scored with an exam.
  - C. Evaluate artistic works. This will be assessed with a performance critique, scored by a rubric.
  - D. Describe and demonstrate appropriate methods in the artistic process, including the mastery of techniques, collaboration, tools, safety, and the use of technology. This will be assessed with a performance project, scored by a rubric.

	A.	B.	C.	D.
THEA C101, C103	X	X	X	
THEA C111, C112, C118, C121, C131, C126, C140, C145, C211, C212, C230	X		X	X
Electives	X		X	

**SIGNATURE PAGE**

PROGRAM NAME: Theatre: Acting

Your signature verifies that you have reviewed and evaluated the program description, student learning outcomes, and course lists with other members of the review committee, including advisory committee, if applicable, and are satisfied that this program serves the College’s mission and meets the needs of students and the community.

This form must be signed by the proposing instructor and at least **two other** full-time faculty members of disciplines approved to teach courses in the program, as listed under Course Discipline List in the course outlines. If two other full-time faculty members do not exist, signatures may be obtained from an adjunct instructor in the discipline or a full-time faculty member in a closely related field.

Proposing Instructor:

<u>Melinda Fogle Oliver</u> Print Name	<u>/s/ Melinda Fogle Oliver</u> Signature	<u>10/21/08</u> Date
---	--	-------------------------

Review Committee:

<u>Loren Sandvik</u> Print Name	<u>/s/ Loren Sandvik</u> Signature	<u>10/23/08</u> Date
------------------------------------	---------------------------------------	-------------------------

<u>Richard L. Benson</u> Print Name	<u>/s/ Richard L. Benson</u> Signature	<u>10/22/09</u> Date
--	---	-------------------------

CIC Chair:

<u>Dennis VanderWerff</u> Print Name:	<u>/s/ Dennis VanderWerff</u> Signature	<u>10/24/08</u> Date
--	--	-------------------------

Vice President of Academic Affairs:

<u>Dr. James Fay</u> Print Name:	<u>/s/ Dr. James Fay</u> Signature	<u>10/24/08</u> Date
-------------------------------------	---------------------------------------	-------------------------



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted 7/12/2012

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
08/03/2012

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	11581	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		099900
<b>C</b>	Local Title	Trades Practices	Trades Practices
<b>D</b>	Units for Degree Major or Area of Emphasis	19 to 19	
	Total Units for Degree		
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1996	1996
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*
- *Course Outline of Record for Each Course*



### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>7/13/2012</u>		<u>Dr. Corey J. Marvin</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

# PROGRAM OF STUDY

## CC Trades Practices AA Degree Program

TRADES PRACTICES ASSOCIATE OF ARTS DEGREE (60 units total, 19 units in the major) is designed to provide the student with the skills and knowledge required to perform as an entry level apprentice. The Trades Practices courses are selected from among four concentrations.

<b>Complete one of the following courses (4 units):</b>		<b>Units</b>
MATH C055	Intermediate Algebra	4
MATH C142	Trigonometry	4

Total: 8

Complete 15 units from at least two of the following areas:

<b>DRAFTING TECHNOLOGY</b>		<b>Units</b>
DRFT C111	Engineering Drawing I	3
DRFT C112	Engineering Drawing II	3
DRFT C121	Architectural Planning I	3
DRFT C122	Architectural Planning II	3
DRFT C151	Fundamentals of AutoCAD	3
DRFT C152	Advanced C.A.D. and Drafting	3
DRFT C153	3D Solids Modeling w/SolidWork	3
DRFT C161	Geometric Dimen. & Tolerancing	3
DRFT C211	Engineering Drawing III	3
DRFT C212	Engineering Drawing IV	3

Total: 30

<b>MACHINE TOOL TECHNOLOGY</b>		<b>Units</b>
MCTL C111	Beginning Machine Shop	3
MCTL C112	Intermediate Machine Shop	3
MCTL C211	Advanced Machine Shop	3
MCTL C212	Advanced Machine Shop/Tool Problems	3
MCTL C215	Intro to Comp. Num. Control	3

Total: 15

<b>WELDING TECHNOLOGY</b>		<b>Units</b>
WELD C101	Oxyacetylene Welding	3
WELD C102	Shielded Metal Arc Welding	2
WELD C201	Welding Fabrication	3

Total: 8

**Complete general education requirements and electives for a minimum of 60 total units.**

**Units**

Total: 41

---

<b>Total Units</b>	<b>60</b>
--------------------	-----------

PID 707

## Program Learning Outcomes

# Program Matrix

## Courses

DRFT C111  
 DRFT C112  
 DRFT C121  
 DRFT C122  
 DRFT C151  
 DRFT C152  
 DRFT C153  
 DRFT C161  
 DRFT C211  
 DRFT C212  
 MATH C055  
 MATH C142  
 MCTL C111  
 MCTL C112  
 MCTL C211  
 MCTL C212  
 MCTL C215  
 WELD C101  
 WELD C102  
 WELD C201

## Program Learning Outcomes

# Planning Summary

## Program Cover

---

Recommended T.O.P. Code	0999.00
Units for Degree Major or Area of Emphasis	19
Total Units for Degree	60
Required Units-Certificate	
Projected Annual Completers	
Projected Net Annual Labor Demand (CTE)	
Estimated FTE Faculty Workload	1
Number of New Faculty Positions	
Est. Cost, New Equipment	
Cost of New/Remodeled Facility	
Est. Cost, Library Acquisitions	
When will this program undergo review as part of college's Program Evaluation Plan?	70 = Fall 2014

## Need

---

Enrollment and Completer Projections  
 Place of Program in Curriculum/Similar Programs  
 'Similar Programs at other colleges in service area  
 Labor Market Information & Analysis (CTE only)  
 Employer Survey (CTE only)  
 Explanation of Employer Relationship (CTE Only)  
 List of Members and Advisory Committee (CTE Only)  
 Recommendations of Advisory Committee (CTE Only)

## Adequate Resources

---

Library and/or Learning Resources Plan  
 Facilities and Equipment Plan

**Financial Support Plan**

**Faculty Qualifications and Availability**

**Compliance**

---

**Based on model curriculum (if applicable)**

**Licensing or Accreditation Standards**

**Student Selection and Fees**

**Conditions of Enrollment**



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted 05/05/2011

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1. Non-substantial change to previously approved program
- 2. Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3. Change from ACTIVE to INACTIVE status.
- 4. Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
05/13/2011

	FIELDS	AS LISTED in CURRENT INVENTORY	AS REVISED (fill in updated fields only)
<b>A</b>	Unique Code	1957	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		123020
<b>C</b>	Local Title	Vocational Nursing	Vocational Nursing
<b>D</b>	Units for Degree Major or Area of Emphasis	53 to 53	45.5 to 45.50
	Total Units for Degree		60 to 60.00
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.S. DEGREE
<b>G</b>	Year Approved	1974	1974
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>5-18-11</u>		<u>Richard Post, VP of Academic Aff</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



08/11/2011

Margaret Mauldin  
Instruction Office Specialist  
Cerro Coso Community College  
3000 College Heights Blvd. Ridgecrest, CA 93555

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **A.S. DEGREE** in **Vocational Nursing** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **123020** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **A.S. DEGREE** in **Vocational Nursing** with program control number **1957**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Vocational Nursing AS AS Degree Program

VOCATIONAL NURSING ASSOCIATE OF SCIENCE DEGREE: 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.

## Career Opportunities in Health Careers

LVN's work in physician offices, acute care settings, and long term care settings.

### PREREQUISITES

**Units**

#### Complete all of the following courses:

**Units**

BIOL C121	Survey of Anatomy & Physiology	3
	<b>and</b>	
BIOL C122	Surv of Anatomy & Phy Lab	1
	<b>or</b>	
BIOL C251	Human Anatomy	4
	<b>and</b>	
BIOL C255	Human Physiology	4
CSCI C070	Computer Literacy	1
HCRS C055	Certified Nursing Assistant	5
HCRS C150	Med. Terminology for Health	3
PSYC C101	General Psychology	3
	<b>or</b>	
PSYC C101H	General Psychology - Honors	4

### SEMESTER I

#### Complete all of the following courses:

HCRS C101	Voc. Nurs.: Med-Sur Nurs. I	8
HCRS C111	Voc. Nurs.: Clin. Prac. I	6
HCRS C070	CPR for the Healthcare Provide	0.5
	<b>or</b>	
EMTC C070	CPR for the Healthcare Provide	0.5

### SEMESTER II

#### Complete all of the following courses:

HCRS C102	Voc. Nurs.: Med-Sur Nurs. II	8
HCRS C112	Voc. Nurs.: Clin. Prac. II	6



**SEMESTER III****Complete all of the following courses:**

HCRS C201	Voc. Nurs.: Med-Sur Nurs. III	8
HCRS C211	Voc. Nurs.: Clin. Prac. III	6

**Select 3 units from the following:**

		<b>Units</b>
HCRS C230	Pharmacology for Health Prof.	3
HCRS C240	Nutrition/Diet Therapy	3
HCRS C250	Cultural Diversity/Health Care	3
HCRS C255	Basic Cardiac Rhythm Interpret	3
HCRS C260	Ethics for the Health Professi	3

**Complete general education requirements and electives for a minimum of 60 total units.\*****Units**

*\* Note: Nursing is a high unit major. While 60 units is generally the required minimum for an Associate degree, completion of this degree will require significantly more units than the 60 unit minimum. Please consult with a counselor for more information about this high unit major.*

---

**Total Units****60**

PID 479

**NAME:** \_\_\_\_\_ **STUDENT ID:@** \_\_\_\_\_ **MAJOR** \_\_\_\_\_

<b>Minimum Proficiency Requirement:</b>		
<b>Writing:</b> _____ Minimum Standard Met _____ English C101, C151, MA C125 _____ English C070 _____ English C040** _____ English C030** _____ English C020** _____ # Units Needed	<b>Reading:</b> _____ Minimum Standard Met _____ Reading C056 _____ Reading C046** _____ Reading C036** _____ # Units Needed	<b>Math:</b> _____ Minimum Standard Met _____ Math C055,C056, C057, C101 or 2 yrs HS Algebra Or Geom. With a "B" or better-within last 2 yrs. _____ Math C050 or C051+ C052 _____ Math C040** _____ Math C020** _____ # Units Needed
<b>**Does not apply to graduation</b>		

<b>AREA 1: NATURAL SCIENCE</b> (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).  <b>Life Sciences:</b> AGRI C102; ANTH C121; BIOL C101, C102 (L), C105 (L), C111 (L), C112 (L), C115 (L), C121, C122 (L), C131, C133, C138, C141, C142 (L), C251 (L), C255 (L), C261 (L) <b>Physical Sciences:</b> CHEM C100, C101 (L), C111 (L), C122 (L), C221 (L); GEOG C101, C102 (L), C111 (L); GEOL C111 (L), C121, C131; PHSC C101, C102 (L), C111, C112 (L), C121, C122 (L), C125 (L), C131, C132 (L), C141, C142 (L), C145 (L); PHYS C111 (L), C113 (L)  Course from Other College: _____ AP: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:33%;">COMPLETE</th> <th style="width:33%;">IN PROGRESS</th> <th style="width:33%;">AREA COMPLETE</th> </tr> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </table>	COMPLETE	IN PROGRESS	AREA COMPLETE				
COMPLETE	IN PROGRESS	AREA COMPLETE						
<b>AREA 2: SOCIAL &amp; BEHAVIORAL SCIENCES</b> -Two courses/min. 6 units/each course from different subgroup.  <b>Social:</b> ANTH C111, C121, C131; CHDV C101, C104, C105, C106, C115; GEOG C121, C131; PSYC C071, C101, C102, C114, C211, C241, C251, C261, C271; SOSC C074; SOCI C101, C131 (D) <b>Econ &amp; Political:</b> ECON C101, C102, C103; POLS C101, C102, C204 <b>Historical:</b> HIST C103, C103H, C104, 104H, C131, C132, C216, C218, C224 <b>Interdis. Studies:</b> FILM/SPAN C211; INST C111, C201 (D), C207; INST/SOCI C210 (D), C220 (D) <b>Ethnic Studies:</b> ANTH C211 (D); HIST C209 (D), C226 (D); SOCI C121 (D)  Course from Other College: _____ AP: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:33%;">COMPLETE</th> <th style="width:33%;">IN PROGRESS</th> <th style="width:33%;">AREA COMPLETE</th> </tr> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </table>	COMPLETE	IN PROGRESS	AREA COMPLETE				
COMPLETE	IN PROGRESS	AREA COMPLETE						
<b>AREA 3: HUMANITIES</b> -Two courses/min. 6 units/each course from different subgroup.  <b>Active Particip.:</b> ART C111, C115, C121, C125, C126, C131, C141, C151, C161, C165, C166, C231, C241, C242; MUSC 121,C122, C123, C124, C126, C127, C131, C132, C151, C152, C161, C162, C226, C261, C262; THEA C105, C111, C112, C118, C121, C126, C131, C140, C145, C211, C212, C230, C241; ENGL C141, C142, C144 <b>Arts:</b> ART C101 (D), C105, C106, C191; MUSC C101, C105, C106, C118, C173 (D), C181, C183, C281, C282; THEA C101, C103 <b>Literature:</b> ENGL C102, C102H, C111, C221, C221H, C222, C222H, C231, C232, C235, C241, C242, C245 (D), C249 (D); SPAN C282 <b>Philosophy:</b> PHIL C101, C141, C161, C162, C163, C201, C215; PHIL/INST C205 <b>Foreign Lang.:</b> ARAB C101, ASL C101, C102; FARS C101; FREN C101, C102, C201, C202; LATN C101, C102, C201, C202; RUSS C101,C102; SPAN C100,C101,C102,C110,C150,C154,C171,C180,C201,C202, C250, C252, C254, C281 <b>Interdis. Studies:</b> FILM/SPAN C211 (D); INST C111, C201 (D), C207, C220 (D); INST/SOCI C210 (D); SOCI C220 (D)  Course from Other College: _____ AP: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:33%;">COMPLETE</th> <th style="width:33%;">IN PROGRESS</th> <th style="width:33%;">AREA COMPLETE</th> </tr> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </table>	COMPLETE	IN PROGRESS	AREA COMPLETE				
COMPLETE	IN PROGRESS	AREA COMPLETE						
<b>AREA 4: LANGUAGE &amp; RATIONALITY</b> -Two courses/min. 6 units/one course from each group-"C" or better.  <b>English Comp.:</b> ENGL C101, C151; MA C125 <b>Analytical Think.:</b> ENGL C102; MATH C055, C056, C057, C101, C121, C130, C131, C141, C142, C151, C257; PHIL/INST C205; PSYC C221  Course from Other College: _____ AP: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:33%;">COMPLETE</th> <th style="width:33%;">IN PROGRESS</th> <th style="width:33%;">AREA COMPLETE</th> </tr> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </table>	COMPLETE	IN PROGRESS	AREA COMPLETE				
COMPLETE	IN PROGRESS	AREA COMPLETE						
<b>AREA 5: INFORMATION COMPETENCY</b> -One course/minimum 1 unit OR pass IC Proficiency Exam.  <b>Information Comp.:</b> LIT C075; IC C075 <b>PROFICIENCY EXAM-DATE PASSED:</b> _____  Course from Other College: _____ AP: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:33%;">COMPLETE</th> <th style="width:33%;">IN PROGRESS</th> <th style="width:33%;">AREA COMPLETE</th> </tr> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </table>	COMPLETE	IN PROGRESS	AREA COMPLETE				
COMPLETE	IN PROGRESS	AREA COMPLETE						
<b>AREA 6: DIVERSITY</b> -One of the following courses or any diversity general education class (D).  <b>Diversity:</b> ART C101; BSAD C152, CHDV C125, C241; DMA C113 (MA C105); ENGL C245, C249; FILM/SPAN C211; HCRS C250; HIST C209, C226; HMSV C102; INST C201; INST/SOCI C210, C220; MUSC C173; SOCI C121, C131  Course from Other College: _____ AP: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:33%;">COMPLETE</th> <th style="width:33%;">IN PROGRESS</th> <th style="width:33%;">AREA COMPLETE</th> </tr> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </table>	COMPLETE	IN PROGRESS	AREA COMPLETE				
COMPLETE	IN PROGRESS	AREA COMPLETE						
<b>AREA 7: HEALTH &amp; WELLNESS</b> -Choose from the following options:  OPTION I: One course from the following: CHDV C121; EMTC C111; FACE 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 _____  Course from Other College: _____ AP: _____  Verified Veteran Status _____ VN Certificate _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:33%;">COMPLETE</th> <th style="width:33%;">IN PROGRESS</th> <th style="width:33%;">AREA COMPLETE</th> </tr> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </table>	COMPLETE	IN PROGRESS	AREA COMPLETE				
COMPLETE	IN PROGRESS	AREA COMPLETE						

School	Units Completed	School	Units Completed
<b>UNITS COMPLETED</b>			
<b>DATE REVISED/INITIALS</b>			

## 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 of 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 of 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.**

## 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.

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

## COUNSELING

The college counseling staff provides assistance to each student in planning an academic program of studies for graduation, for transfer, or for personal interest. 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, help in improving study skills, and career planning.

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

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
- SOK (Edwards AFB) (661) 258-8644
- ESCC (Bishop) (760) 872-1565
- ESCC (Mammoth Lakes) (760) 934-2875
- Online (760) 384-6219

	<u>Regular Semester</u>	<u>Summer Session</u>
Full-time	12 units	Please see counselor
Three-fourths time	9-11 1/2 units	Please see counselor
One-half time	6-8 1/2 units	Please see counselor
*Less than half time	5 1/2 units or less	Please see counselor

*The Study Loads apply for full semester length classes only. For short-term classes, see a counselor.*



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted 06/23/2011

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
05/13/2011

	<b>FIELDS</b>	<b>AS LISTED in CURRENT INVENTORY</b>	<b>AS REVISED (fill in updated fields only)</b>
<b>A</b>	Unique Code	20640	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		123020
<b>C</b>	Local Title	Vocational Nursing	Vocational Nursing Certificate
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	53 to 53	45.5 to 45.5
<b>F</b>	Degree Type		
<b>G</b>	Year Approved	1974	1974
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*

### REQUIRED SIGNATURES

College CERRO COSO

District KERN

SIGNATURES		
<u>5-18-11</u>		<u>Richard Post, VP Academic Aff.</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



08/11/2011

Margaret Mauldin  
Instruction Office Specialist  
Cerro Coso Community College  
3000 College Heights Blvd. Ridgecrest, CA 93555

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units in Vocational Nursing** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **123020** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units in Vocational Nursing** with program control number **20640**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Vocational Nursing Cert Certificate of Achievement

VOCATIONAL NURSING CERTIFICATE: Any student completing the courses required for the Vocational Nursing major qualifies for a certificate in Vocational Nursing.

### Career Opportunities in Health Careers

LVN's work in physician offices, acute care settings, and long term care settings.

#### PREREQUISITES

##### Complete all of the following courses:

		<b>Units</b>
BIOL C121	Survey of Anatomy & Physiology	3
	<b>and</b>	
BIOL C122	Surv of Anatomy & Phy Lab	1
	<b>or</b>	
BIOL C251	Human Anatomy	4
	<b>and</b>	
BIOL C255	Human Physiology	4
CSCI C070	Computer Literacy	1
HCRS C055	Certified Nursing Assistant	5
HCRS C150	Med. Terminology for Health	3
PSYC C101	General Psychology	3
	<b>or</b>	
PSYC C101H	General Psychology - Honors	4

#### SEMESTER I

##### Complete all of the following courses:

HCRS C101	Voc. Nurs.: Med-Sur Nurs. I	8
HCRS C111	Voc. Nurs.: Clin. Prac. I	6
HCRS C070	CPR for the Healthcare Provide	0.5
	<b>or</b>	
EMTC C070	CPR for the Healthcare Provide	0.5

#### SEMESTER II

##### Complete all of the following courses:

HCRS C102	Voc. Nurs.: Med-Sur Nurs. II	8
HCRS C112	Voc. Nurs.: Clin. Prac. II	6

#### SEMESTER III

##### Complete all of the following courses:

HCRS C201	Voc. Nurs.: Med-Sur Nurs. III	8
HCRS C211	Voc. Nurs.: Clin. Prac. III	6

**Select 3 units from the following courses:**

		<b>Units</b>
HCRS C230	Pharmacology for Health Prof.	3
HCRS C240	Nutrition/Diet Therapy	3
HCRS C250	Cultural Diversity/Health Care	3
HCRS C255	Basic Cardiac Rhythm Interpret	3
HCRS C260	Ethics for the Health Professi	3

---

**Total Units**

**45.5**

PID 481





**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted 05/05/2011

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

<b>Date Program Reactivated</b>
---------------------------------

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

<b>Date Program Last Offered</b> 05/13/2011
--

	<b>FIELDS</b>	<b>AS LISTED in CURRENT INVENTORY</b>	<b>AS REVISED (fill in updated fields only)</b>
<b>A</b>	Unique Code	14426	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		061430
<b>C</b>	Local Title	Web Design	Web Design
<b>D</b>	Units for Degree Major or Area of Emphasis	31 to 31	34 to 34.00
	Total Units for Degree		60 to 60.00
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.S. DEGREE
<b>G</b>	Year Approved	2003	2003
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>5-18-11</u>		<u>Richard Post, V.P. Academic</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



08/11/2011

Margaret Mauldin  
Instruction Office Specialist  
Cerro Coso Community College  
3000 College Heights Blvd. Ridgecrest, CA 93555

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **A.S. DEGREE** in **Web Design** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **061430** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **A.S. DEGREE** in **Web Design** with program control number **14426**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Web Design AS AS Degree Program

WEB DESIGN ASSOCIATE OF SCIENCE DEGREE: This program 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. Students earn the Associate Degree in Web Design by completing the certificate, as well as Cerro Coso's general education requirements.

## Career Opportunities in Digital Media Arts

Employment preparation as a web designer, web developer, webmaster, graphic designer, desktop publisher, multimedia artist.

### Complete all the following core courses:

DMA C102	Digital Imaging with Photoshop	3
DMA C111	XHTML and CSS	3
<b>or</b>		
CSCI C181	XHTML and CSS	3
DMA C113	Accessibility and Usability	3
DMA C115	Interactivity/Interface Design	4
DMA C117	Web Design w/Dreamweaver	3
DMA C211	Web Scripting w/JavaScript	3
ENGL C151	Technical Communication	3
DMA C280	Web Production Management	3

### Select 9 units from the following courses:

		<b>Units</b>
DMA C103	Digital Photo Enhancement w/Ph	2
DMA C107	Illustration/Design w/Illustrator	3
DMA C108	Adv Digital Imaging/Illustrati	3
DMA C109	Desktop Publishing w/InDesign	3
DMA C121	Principles of Animation w/Flas	3
DMA C130	Introduction to Podcasting	1.5
DMA C131	Digital Video Production	3
DMA C133	Motion Graphics w/After Effect	3
DMA C135	Digital Cinematography	3
DMA C213	Web Development w/PHP & MySQL	3
DMA C217	PHP Site Mangmt/Theme Design	3
CSCI C251	Into Visual Basic Programming	3
CSCI C265	Introductory C++ Programming	3
CSCI C267	Introduction to JAVA Programmi	3
ART C111	Two Dimensional Design	3
ART C121	Drawing I	3
BSAD C211	E-Commerce	3
MUSC C183	Fund. of Sound Desgn for Media	3

Complete general education requirements and electives for a minimum of 60 total units.

**Units**

---

**Total Units**

**60**





**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted 05/05/2011

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
05/13/2011

	<b>FIELDS</b>	<b>AS LISTED in CURRENT INVENTORY</b>	<b>AS REVISED (fill in updated fields only)</b>
<b>A</b>	Unique Code	20630	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		061430
<b>C</b>	Local Title	Website Design	Web Design
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	31 to 31	34 to 34
<b>F</b>	Degree Type		A.S. DEGREE
<b>G</b>	Year Approved	2003	2003
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>5-18-11</u> DATE	 SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Richard Post, V.P. Academic Aff</u> TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



08/11/2011

Margaret Mauldin  
Instruction Office Specialist  
Cerro Coso Community College  
3000 College Heights Blvd. Ridgecrest, CA 93555

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units in Web Design** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **061430** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units in Web Design** with program control number **20630**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin



## PROGRAM OF STUDY

### CC Web Design Certificate Certificate of Achievement

WEB DESIGN CERTIFICATE: Any student completing the courses required for the Web Design major qualifies for a certificate in Web Design.

### Career Opportunities in Digital Media Arts

Employment preparation as a web designer, web developer, webmaster, graphic designer, desktop publisher, multimedia artist.

**Complete all of the following core courses:**

DMA C102	Digital Imaging with Photoshop	3
DMA C111	XHTML and CSS	3
<b>or</b>		
CSCI C181	XHTML and CSS	3
DMA C113	Accessibility and Usability	3
DMA C115	Interactivity/Interface Design	4
DMA C117	Web Design w/Dreamweaver	3
DMA C211	Web Scripting w/JavaScript	3
DMA C280	Web Production Management	3
ENGL C151	Technical Communication	3

**Select at least 9 units from the following courses:**

		<b>Units</b>
ART C111	Two Dimensional Design	3
ART C121	Drawing I	3
BSAD C211	E-Commerce	3
CSCI C265	Introductory C++ Programming	3
CSCI C267	Introduction to JAVA Programmi	3
DMA C103	Digital Photo Enhancement w/Ph	2
DMA C107	Illustration/Design w/Illustrator	3
DMA C108	Adv Digital Imaging/Illustrati	3
DMA C109	Desktop Publishing w/InDesign	3
DMA C121	Principles of Animation w/Fias	3
DMA C131	Digital Video Production	3
DMA C133	Motion Graphics w/After Effect	3
DMA C213	Web Development w/PHP & MySQL	3
DMA C217	PHP Site Mangmt/Theme Design	3
MUSC C183	Fund. of Sound Desgn for Media	3
CSCI C251	Into Visual Basic Programming	3
DMA C135	Digital Cinematography	3
DMA C130	Introduction to Podcasting	1.5

---

**Total Units**

**34**

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>5-18-11</u> DATE	 SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Richard Post, V.P. Academic Aff</u> TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

Application Date  
2011-05-11



California Community Colleges

**SUBSTANTIAL CHANGES TO AN APPROVED CREDIT PROGRAM**

<p><b>Welding Processes</b></p> <hr/> <p>TITLE OF PROPOSED PROGRAM <b>Welding Technology</b></p> <hr/> <p>TITLE OF EXISTING PROGRAM (IF DIFFERENT) <b>095650</b></p> <hr/> <p>EXISTING PROGRAM T.O.P. CODE <b>CERRO COSO</b></p> <hr/> <p>COLLEGE <b>08/22/2011</b></p> <hr/> <p>PROJECTED START DATE FOR CHANGE</p> <p><b>GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):</b></p> <p><input checked="" type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE)      <input type="checkbox"/> TRANSFER      <input type="checkbox"/> OTHER</p>	<p><b>Margaret Mauldin</b></p> <hr/> <p>CONTACT PERSON <b>Instruction Office Specialist</b></p> <hr/> <p>TITLE <b>(760) 384-6257</b></p> <hr/> <p>PHONE NUMBER <b>mmauldin@cerrocoso.edu</b></p> <hr/> <p>E-MAIL ADDRESS</p>
--	--

**Type of change requested: Check only one.**

Add new Certificate of Achievement  
 Add Degree to Existing Certificate Program  
 Add new Major or Area of Emphasis to Existing Degree

**TYPE OF PROGRAM (SELECT ONLY ONE):**

A.A. DEGREE  
 A.S. DEGREE  
 AA-T DEGREE (for transfer)\*  
 AS-T DEGREE (for transfer)\*

**CERTIFICATE OF ACHIEVEMENT:**

18+ semester (or 27+ quarter) units  
 12-18 semester (or 18-27 quarter) units

\* The AA-T and AS-T degrees fulfill the requirements of California Education Code sections 66745-66749, also known as the Student Transfer Achievement Reform Act. See special instructions provided [here](#).

**Planning Summary:**

**Projected Start Date**  **Projected Annual Completers**

(mm/dd/yyyy)

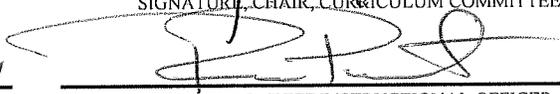
FIELDS	AS LISTED IN CURRENT INVENTORY	AS REVISED
Program Control Number	1946	1946
TOP Code	095650	095650
Local Title	Welding Technology	Welding Processes
Units for Degree Major or Area of Emphasis	20 to 20	
Total Units for Degree		
Certificate Units	0 to 0	12 to 12

**REQUIRED SIGNATURES**

Title of Proposed Program Welding Processes Certificate College Cerro Coso Community College

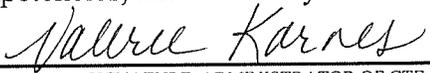
**LOCAL CURRICULUM APPROVAL:**

Changes proposed in this application have been approved by the curriculum committee and instructional administration, and all applicable requirements of Title 5 regulations have been satisfied.

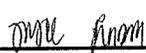
<u>5/12/11</u> DATE	<u></u> SIGNATURE, CHAIR, CURRICULUM COMMITTEE	<u>Dr. Corey Marvin, CIC Chair</u> TYPED OR PRINTED NAME
<u>5-18-11</u> DATE	<u></u> SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	<u>Richard Post, Interim V.P. Academic Aff.</u> TYPED OR PRINTED NAME
<u>12 May 2011</u> DATE	<u></u> SIGNATURE, ACADEMIC SENATE PRESIDENT	<u>Matthew Crow, Academic Senate Pres.</u> TYPED OR PRINTED NAME

**CAREER TECHNICAL EDUCATION ONLY:**

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

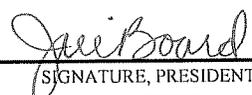
<u>12 May 2011</u> DATE	<u></u> SIGNATURE, ADMINISTRATOR OF CTE	<u>Valerie Karnes, CTE Dean</u> TYPED OR PRINTED NAME
----------------------------	---	--

Changes proposed in this application been reviewed by the Career Technical Education Regional Consortium, and approval was recommended on Oct. 3, 2011 (date).

<u>Oct. 3, 2011</u> DATE	<u></u> SIGNATURE, CHAIR, REGIONAL CONSORTIUM	<u>Joyce Johnson</u> TYPED OR PRINTED NAME
-----------------------------	---	---

**COLLEGE PRESIDENT:**

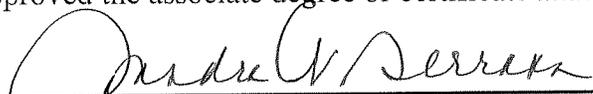
All provisions of Title 5, Section 55130 have been considered. All factors, taken as a whole, support establishment and maintenance of the proposed changes to an existing, approved program.

<u>5/15/11</u> DATE	<u></u> SIGNATURE, PRESIDENT OF THE COLLEGE	<u>Jill Board, President</u> TYPED OR PRINTED NAME
------------------------	---	---

**DISTRICT APPROVAL (check one):**

On June 9, 2011 (date), the governing board of the Kern Community College District approved the proposed changes to this existing program attached to this request.

The governing board has delegated to me the authority to approve substantial changes to existing programs, and I have approved the associate degree or certificate attached to this request.

<u>11/15/11</u> DATE	<u></u> SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	<u>Sandra V. Sorzano</u> TYPED OR PRINTED NAME
-------------------------	--	---

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



01/09/2012

Margaret Mauldin  
Instruction Office Specialist  
Cerro Coso Community College  
3000 College Heights Blvd. Ridgecrest, CA 93555

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **CERTIFICATE OF ACHIEVEMENT:12 to fewer than 18 semester (or 18 to fewer than 27 quarter) units** in **Welding Processes** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **095650** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **CERTIFICATE OF ACHIEVEMENT:12 to fewer than 18 semester (or 18 to fewer than 27 quarter) units** in **Welding Processes** with program control number **31066**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin



Desert Regional Consortium  
c/o Riverside Community College  
4800 Magnolia Avenue  
Riverside, CA 92506-1299  
Phone (951) 222-8026  
Fax (951) 222-8877

#### Member Colleges

Barstow Community College  
Cerro Coso Community College  
Chaffey College  
College of the Desert  
Copper Mountain College  
Crafton Hills College  
Mt. San Jacinto College  
Palo Verde College  
Riverside Community College  
San Bernardino Valley College  
Victor Valley Community College

#### Vision

Premier source for facilitating  
quality educational and  
training opportunities for the  
Inland Empire/Desert Region.

#### Mission

To:

- communicate
- coordinate
- collaborate
- promote and plan

career and technical  
education and workforce &  
economic development in the  
Inland Empire/Desert Region.

DATE: October 13, 2011  
TO: Saily Montemayor Lenz  
California Community Colleges Chancellors Office  
FROM: Joyce Johnson, Chair  
Region IX Occupational Deans  
RE: **Regional Certificate/Degree Approval**

At the October 3, 2011 meeting of the Desert Regional Consortium CTE Deans subcommittee, Cerro Coso College sought regional recommendation for the following certificate and/or degree:

**BSOT Welding Technology Certificate**  
**BSOT Paralegal Studies Certificate**  
**BSOT Office Clerk Certificate**  
**BSOT Administrative Office Assistant**

The CTE Deans subcommittee carefully reviewed this proposal and determined that this program represents an effort to meet the labor market needs for entry-level and career positions that are in demand in this area and does not represent unnecessary duplication of programs already in existence at other regional community colleges.

As a result, the full membership of the Desert Regional Consortium voted on October 3, 2011 to recommend program approval for the above referenced program.

If you have any questions about the Desert Regional Consortium program approval process, please contact me.

  
\_\_\_\_\_  
Joyce Johnson, Chair  
Region IX, Occupational Deans  
Mt San Jacinto College  
(951) 639-5350  
[jajohnso@msjc.edu](mailto:jajohnso@msjc.edu)

**DESERT REGIONAL CONSORTIUM MEETING  
HILTON – SAN BERNARDINO**

October 3, 2011  
10:30 A.M. – 1:30 P.M.

**MINUTES - DRAFT**

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
<i>WELCOME &amp; INTRODUCTIONS</i>	Vito	33 in attendance.
<i>PROGRAM</i>		
❖ <b>CTE Job Development</b>	Joni Cowgill- <a href="mailto:joni.cowgill@rcc.edu">joni.cowgill@rcc.edu</a>	Presented on Riverside City College's effort to match CTE graduates with potential employers.
❖ <b>Regional Colleges Partnership with California Baptist University</b>	Pehkonen	Master of Arts in Education with specialization in Leadership and Adult Education. (10 month/ 30 unit program). Would there be an interest to host this program at your site? Any input on the curriculum? No action was taken.
❖ <b>Center of Excellence 2011 – 12 Projects</b>	Lindstrom	Lindstrom – <a href="mailto:elindstr@sbccd.edu">elindstr@sbccd.edu</a> Shared current & planned COE studies for 2011/2012. Handout provided.
<i>REVIEW MINUTES/AGENDA</i>	Vito	May 23, 2011 Minutes approved (M/S/C- Grajeda / Johnson)
<i>REPORTS FROM BREAKOUTS:</i>		
❖ <b>Economic Development/Contract Ed</b>	Levesque	Levesque – <a href="mailto:rlevesqu@sbccd.edu">rlevesqu@sbccd.edu</a> Provided highlights of the Economic Development / Contract Ed breakout meeting.
❖ <b>CalWORKS</b>	Valcarecel / Dutton	No report.
<b>CTE Deans</b>	Johnson	Johnson- <a href="mailto:jjohnso@msjc.edu">jjohnso@msjc.edu</a> Provided highlights of CTE Deans breakout meeting. <u>Program Approvals: First Read</u> <ul style="list-style-type: none"> <li>● <b>Norco-</b> Computer Numerical Control; Electronics; Supply Chain Technology</li> <li>● <b>Copper Mountain-</b> Culinary Arts</li> <li>● <b>Cerro Coso-</b> Renewal Technology Program</li> </ul> <u>Program Approvals: Second Read</u> <ul style="list-style-type: none"> <li>● <b>Cerro Coso-</b> BSOT Welding Technology BSOT Paralegal Studies; BSOT Administrative Office Assistant; BSOT Office Clerk</li> <li>● <b>SBVC-</b> Medical Administrative Assistant; Medical Coding &amp; Billing</li> <li>● <b>MSJC-</b> Viticulture, Enology &amp; Winery Certificate</li> </ul>
❖ <b>SB70 Project Directors</b>	Pehkonen	To meet immediately after lunch, 1:00 - 3:30 (approx. time)

TOPIC	DISCUSSION LEADER	INFORMATION GATHERED/NEXT STEPS
<i>UPDATES:</i>		
❖ <b>Chancellor's Office Update</b>	Casillas	September 2011 CCCCO CTE Update provided in packet
❖ <b>CCCAOE</b>	Burks	Fall Conference October 19-21, 2011 Westin Hotel, San Diego, CA <a href="http://www.cccaoc.org">http://www.cccaoc.org</a> .
<i>REGIONAL CONSORTIUM UPDATE:</i>		
❖ <b>Chairs Update</b>	Vito	September 19, 2011 Regional Consortia Chairs meeting notes provided in packet.
❖ <b>Regional Retreat: February 1-2, 2012</b>	Pehkonen	Pala Mesa Resort, Fallbrook, CA – Flyer in packet. Please RSVP to <a href="mailto:meriel.anderson-mcdade@rcc.edu">meriel.anderson-mcdade@rcc.edu</a> WIB Partners will also be invited.
❖ <b>Press Releases</b>	Lindstrom / McSherry	15 press releases scheduled to be published in 2011/12. 1 <sup>st</sup> one was issued on September 12, 2011 (included in packet). 2010/11 recap handout provided. Lindstrom, <a href="mailto:elindstr@sbccd.edu">elindstr@sbccd.edu</a> or Lauren McSherry, <a href="mailto:lauren@businesscopywriter.net">lauren@businesscopywriter.net</a>
<i>TASKFORCES: Committees agree to meet twice and report out before regional retreat in February 2012</i>		
❖ <b>The Outland Empire (Gap Analysis)</b>	Karnes, Eaves, Jaramillo, Lindstrom, Brown(G), Schiel	Task completed. Re-evaluate need for taskforce at February Retreat.
❖ <b>Git 'er Done! (Regional Marketing)</b>	<b>Eaves</b> , Dixon, Fleming, Conner, Simmons, Smith, Goetzle	No report; committee to meet during lunch and report out at next Regional meeting.
❖ <b>Who's Who in the Zoo (Identify new CTE people in region, welcome, etc.)</b>	<b>Burks</b> , Johnson, O'Conner, Yamamoto, Fisher, Valcarcel, O'Conner	No report
❖ <b>Grants R Us (Identify funding opportunities)</b>	<b>Levesque</b> , Dutton, Camak, Isaac, Grajeda, Pehkonen, Luther, Carter, Sanchez	No report
❖ <b>High Energy</b>	<b>Smith</b> , Karnes	No report
<i>CLOSE</i>		Next meeting will be held during CCCAOE Conference, October 19-21, San Diego, CA



## PROGRAM OF STUDY

### CC Welding Processes Cert Certificate of Achievement

WELDING PROCESSES CERTIFICATE: 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.

#### Career Opportunities in Welding

Areas in which welders work include mining, manufacturing, marine welding , ship building, metal art sculpting, machine shops, construction, railroads, automotive, plumbing and pipefitting, as well as the aircraft, aerospace, and renewable energy industries.

**Complete all of the following core courses:**

WELD C101	Oxyacetylene Welding	3
WELD C102	Shielded Metal Arc Welding	2
WELD C200	Gas Metal Arc Welding (GMAW)	2
WELD C203	Gas Tungsten Arc Welding (GTAW)	2
WELD C201	Welding Fabrication	3

---

**Total Units**

**12**

PID 457

# DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

## Welding Processes Certificate of Achievement

### Criteria A. Appropriateness to Mission

1. Statement of goals and objectives for existing program, including new changes.

**Department Mission:** It is the mission of the Industrial Technology Department is to provide quality curricula that reflect the cutting edge developments of industry standards so students who complete the program are well prepared for the workforce environment.

The Industrial Technology Department will offer relevant up-to-date programs to students both in the daytime and evening timeslots to provide maximum opportunities for both full time students and others in the workforce returning to update technical skills.

**Program Mission:** The mission of the Welding Program teaches 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 covered.

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.

2. Catalog description for existing program, including new option.

**PROGRAM NAME:** WELDING TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

**PROGRAM DESCRIPTION:** (60 units total, 20 units in the major) This program 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.

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.

Job prospects of graduates from this program are excellent.

### COURSES:

Complete all of the following courses:

<u>Course Number</u>	<u>Course Name</u>	<u>Units</u>
MATH C056	Technical Math for Trades	3
DRFT C108	Reading Technical Drawings	3
MCTL C107	Basic Hand Tools	2
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

---

20 Units

**PROGRAM NAME:** WELDING TECHNOLOGY CERTIFICATE (20 units) Any student completing 20 units required for the major qualifies for a certificate of Welding Technology.

**COURSES:**

Complete all of the following courses:

Course Number	Course Name	Units
MATH C056	Technical Math for Trades	3
DRFT C108	Reading Technical Drawings	3
MCTL C107	Basic Hand Tools	2
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

20 Units

**PROGRAM LEARNING OUTCOMES:** Upon successful completion of the program, the student will be able to:

- A. Demonstrate competency in major welding processes used in industry. This will be assessed through final projects in all the courses in the program and scored with a rubric.
- B. Apply welding processes, use of hand tools and shop equipment to fabricate metal projects. This will be assessed through final projects in all the courses in the program and scored with a rubric.
- C. Read, interpret and use shop drawings and specifications in the fabrication of metal projects. This will be assessed through final projects in select courses in the program and scored with a rubric.
- D. Apply and practice workplace safety policies and procedures in the course of learning welding and related skills. This will be assessed through examination and safety practice during all the courses in the program and will be scored using a rubric.

**MATRIX:**

Courses	Program Learning Outcomes			
	A.	B.	C.	D.
MATH 056		X	X	
DRFT C108			X	
MCTL C107		X		X
WELD C101	X	X		X
WELD C102	X	X		X
WELD C200	X	X		X
WELD C201	X	X	X	X
WELD C203	X	X		X

3. New program requirements.

**PROGRAM NAME: WELDING PROCESSES CERTIFICATE**

**PROGRAM DESCRIPTION:** (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.

**COURSES:**

Complete all of the following courses:

- 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

12 units

**PROGRAM LEARNING OUTCOMES:** Upon successful completion of the program, the student will be able to:

- A. Demonstrate competency in major welding processes used in industry.
- B. Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
- C. Accurately fabricate items from technical drawings using appropriate math skills.
- D. Apply and practice workplace safety policies and procedures while learning welding and related skills.

Courses	Program Learning Outcomes			
	A.	B.	C.	D.
WELD C101	X	X		X
WELD C102	X	X		X
WELD C200	X	X		X
WELD C201	X	X	X	X
WELD C203	X	X		X

4. **Optional:** Discussion of background and rationale (if needed).

The purpose of this application is to record the existing local certificate in the state inventory.

The 12 certificate is a starting point for some students to prepare them for the degree program. Other students use completion of the certificate to augment their other work experience in order to find jobs or advance in existing employment.

**Criteria B. Need**

**5. Enrollment and Completer Projections:** As of Spring 2011 there are 52 declared majors in Welding.

Enrollment has been around 114 students per semester. 20 - 22 completers per semester is projected.

The Welding Technology Associate of Science program is expanding to meet the documented labor market demand for degree and certificate completers. The program has just entered the fourth year of reorganization including curriculum updates and ongoing attention to lab and equipment upgrades. The number of declared majors in this field is growing 2007 (5) to 2009 (46). The cycle of course offerings is about to show a major increase in graduates to meet the known demand for welders in our area. In the Cerro Coso service area there are many known jobs that are not documented because employer's corporate offices are out of state. For example, new welding positions and training of existing employees required by the naval air warfare center, NAWS (China Lake), Searles Minerals (Trona), plus existing and renewable energy industries such as Terragen (Coso Operating Company-Geothermal) as well as their wind and solar assets, are not captured in reporting systems because the corporate offices are located outside our service area. Further, companies such as Searles minerals send their existing employees (several per semester) for training to enable employees to advance to millwright status.

**6. Place of proposed change in the curriculum - relation to existing program and options; relation to other programs at your college:**

The Welding Processes Certificate of Proficiency exists at the local level as a 12 unit certificate. This application is to include this certificate on the state inventory so it will appear on the transcripts for the many students who achieve this certificate for advancement and placement in existing and new jobs.

**7. Discussion of Impact on other colleges in region:**

The program does not represent unnecessary duplication of training programs and other regional colleges offering a similar program are too far away to impact employer's needs in our service area.

**8. Analysis of labor market need or job availability (for career technical education only).**

The four county region includes 1,614 occupational jobs in 2010 and projected 1649 jobs in 2015 with annual openings of 58 with a median hourly earnings of \$23.70. However, new welding positions and training of existing employees required by the naval air warfare center, NAWS (China Lake), Searles Minerals (Trona), plus existing and renewable energy industries such as Terragen (Coso Operating Company-Geothermal) as well as their wind and solar assets, are not captured in reporting systems because the corporate offices are located outside our service area. Further, companies such as Searles minerals send their existing employees (at least ten at this time) to enable employees to advance to millwright status.

According to researchers at reputable sources like the Wall Street Journal the demand for welders is at an all time high. An article entitled "Where are all the welders?" describes companies needing welders "...like a starving person needs food." The Journal has stated there is a shortage of Welders; the average age of welders is currently 54 and climbing.

At our own Employer Summit Meetings, practically all of the industries represented expressed a need for welders. The American Welding Society said that last year (2010) the demand for skilled welders outstripped supply by about 200,000.

In an article published by Ray Shook the Executive Director for the American Welding Society entitled Welding Trends for 2010 and Beyond

<http://www.weldingandgasestoday.org/index.php/2009/12/welding-trends-for-2010-and-beyond/>

He states;

As we begin 2010 and examine what we can expect for the future of welding, we see that the industry is exploding with new opportunities, both for those already in the field and for those looking toward a new career path.

For the past few years, the metal fabrication and construction industries have faced a challenge in finding skilled welders. With approximately 500,000 welders in the workforce, the average welder today is in his or her mid-50s and nearing retirement. With welders retiring at twice the pace of new welders coming into the field, it's anticipated that in the years to come, we will have a significant shortfall of qualified welders. Since welding is the most common way to join metals—which is critical to manufacturing, construction, energy and infrastructure—it is vital to rebuild our welding workforce.

Looking toward the future, the trends in welding will continue to be the growth of technology in manufacturing and quality, but with it will come the increasing demand to have skilled welders available to do the jobs we need to keep America going. Whether it's repairing an aging bridge, welding together parts for more effective wind power, or monitoring an arc welding robot, we will continue to realize the importance of attracting personnel and training skilled welders for the future workforce as we move forward.

Excerpt from Practical Welding Today;

Close to a half-million people held a job as a welder, cutter, or welding machine operator last year, three-fourths of them in manufacturing and services. Include other trades, such as ironworkers, boilermakers, and pipefitters, and the total surges to about 2 million. That's 10 percent of the work force, according to the [Department of Labor's Bureau of Statistics](#).

## Criteria C. Curriculum Standards

9. Transfer applicability to **two** 4-year institutions (if applicable).

**Attachment:** Course outlines for required courses (required for all applications).

**Attachment:** Articulation Agreements (if applicable).

### If applicable to revised program:

10. **Criteria D-Adequate Resources:** Currently, the program offerings, including the 12 unit local certificate are covered by one full time and one adjunct instructor.

11. **Criteria E-Compliance:** Enrollment restrictions and licensing or accreditation standards



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted 05/05/2011

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
05/13/2011

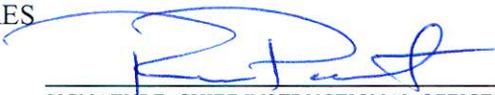
	<b>FIELDS</b>	<b>AS LISTED in CURRENT INVENTORY</b>	<b>AS REVISED (fill in updated fields only)</b>
<b>A</b>	Unique Code	19148	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		095650
<b>C</b>	Local Title	Industrial Technology	Welding Technology
<b>D</b>	Units for Degree Major or Area of Emphasis	30 to 30	21 to 21.00
	Total Units for Degree		60 to 60.00
<b>E</b>	Certificate Units	0 to 0	
<b>F</b>	Degree Type		A.S. DEGREE
<b>G</b>	Year Approved	2009	2009
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>5-18-11</u>		<b>Richard Post, V. P. Acad. Aff.</b>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*



**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



08/11/2011

Margaret Mauldin  
Instruction Office Specialist  
Cerro Coso Community College  
3000 College Heights Blvd. Ridgecrest, CA 93555

Dear Margaret Mauldin:

The Chancellor's Office hereby approves Cerro Coso Community College's **A.S. DEGREE** in **Welding Technology** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **095650** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **A.S. DEGREE** in **Welding Technology** with program control number **1946**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,  
Sally J. Montemayor Lenz  
Interim Dean  
Academic Affairs Division

Cc: Margaret Mauldin

# PROGRAM OF STUDY

## CC Welding Technology AS AS Degree Program

WELDING TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE: 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. 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.

### Career Opportunities in Welding

Employment preparation as welders in fields as diverse as construction, machine shops, mining, manufacturing, marine welding , ship building, metal art sculpting, railroads, automotive, aircraft, aerospace, renewable energy.

#### Complete all of the following courses:

DRFT C108	Reading Technical Drawings	3
	<b>or</b>	
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	2
WELD C200	Gas Metal Arc Welding (GMAW)	2
WELD C201	Welding Fabrication	3
WELD C203	Gas Tungsten Arc Welding (GTAW)	2

Complete general education requirements and electives for a minimum of 60 total units.

Units

---

**Total Units**

**60**

PID 474

**NAME:** \_\_\_\_\_ **STUDENT ID:@** \_\_\_\_\_ **MAJOR** \_\_\_\_\_

**Minimum Proficiency Requirement:**

**Writing:**

- \_\_\_\_\_ Minimum Standard Met
- \_\_\_\_\_ English C101, C151, MA C125
- \_\_\_\_\_ English C070
- \_\_\_\_\_ English C040\*\*
- \_\_\_\_\_ English C030\*\*
- \_\_\_\_\_ English C020\*\*
- \_\_\_\_\_ # Units Needed

**Reading:**

- \_\_\_\_\_ Minimum Standard Met
- \_\_\_\_\_ Reading C056
- \_\_\_\_\_ Reading C046\*\*
- \_\_\_\_\_ Reading C036\*\*
- \_\_\_\_\_ # Units Needed

**Math:**

- \_\_\_\_\_ Minimum Standard Met
- \_\_\_\_\_ Math C055,C056, C057, C101 or 2 yrs HS Algebra Or Geom. With a "B" or better-within last 2 yrs.
- \_\_\_\_\_ Math C050 or C051+ C052
- \_\_\_\_\_ Math C040\*\*
- \_\_\_\_\_ Math C020\*\*
- \_\_\_\_\_ # Units Needed

**\*\*Does not apply to graduation**

	COMPLETE	IN PROGRESS	AREA COMPLETE
<b>AREA 1: NATURAL SCIENCE</b> (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).  <b>Life Sciences:</b> AGRI C102; ANTH C121; BIOL C101, C102 (L), C105 (L), C111 (L), C112 (L), C115 (L), C121, C122 (L), C131, C133, C138, C141, C142 (L), C251 (L), C255 (L), C261 (L) <b>Physical Sciences:</b> CHEM C100, C101 (L), C111 (L), C122 (L), C221 (L); GEOG C101, C102 (L), C111 (L); GEOL C111 (L), C121, C131; PHSC C101, C102 (L), C111, C112 (L), C121, C122 (L), C125 (L), C131, C132 (L), C141, C142 (L), C145 (L); PHYS C111 (L), C113 (L)  <b>Course from Other College:</b> _____ <b>AP:</b> _____			
<b>AREA 2: SOCIAL &amp; BEHAVIORAL SCIENCES</b> -Two courses/min. 6 units/each course from different subgroup.  <b>Social:</b> ANTH C111, C121, C131; CHDV C101, C104, C105, C106, C115; GEOG C121, C131; PSYC C071, C101, C102, C114, C211, C241, C251, C261, C271; SOSC C074; SOCI C101, C131 (D) <b>Econ &amp; Political:</b> ECON C101, C102, C103; POLS C101, C102, C204 <b>Historical:</b> HIST C103, C103H, C104, 104H, C131, C132, C216, C218, C224 <b>Interdis. Studies:</b> FILM/SPAN C211; INST C111, C201 (D), C207; INST/SOCI C210 (D), C220 (D) <b>Ethnic Studies:</b> ANTH C211 (D); HIST C209 (D), C226 (D); SOCI C121 (D)  <b>Course from Other College:</b> _____ <b>AP:</b> _____			
<b>AREA 3: HUMANITIES</b> -Two courses/min. 6 units/each course from different subgroup.  <b>Active Particip.:</b> ART C111, C115, C121, C125, C126, C131, C141, C151, C161, C165, C166, C231, C241, C242; MUSC 121,C122, C123, C124, C126, C127, C131, C132, C151, C152, C161, C162, C226, C261, C262; THEA C105, C111, C112, C118, C121, C126, C131, C140, C145, C211, C212, C230, C241; ENGL C141, C142, C144 <b>Arts:</b> ART C101 (D), C105, C106, C191; MUSC C101, C105, C106, C118, C173 (D), C181, C183, C281, C282; THEA C101, C103 <b>Literature:</b> ENGL C102, C102H, C111, C221, C221H, C222, C222H, C231, C232, C235, C241, C242, C245 (D), C249 (D); SPAN C282 <b>Philosophy:</b> PHIL C101, C141, C161, C162, C163, C201, C215; PHIL/INST C205 <b>Foreign Lang.:</b> ARAB C101, ASL C101, C102; FARS C101; FREN C101, C102, C201, C202; LATN C101, C102, C201, C202; RUSS C101,C102; SPAN C100,C101,C102,C110,C150,C154,C171,C180,C201,C202, C250, C252, C254, C281 <b>Interdis. Studies:</b> FILM/SPAN C211 (D); INST C111, C201 (D), C207, C220 (D); INST/SOCI C210 (D); SOCI C220 (D)  <b>Course from Other College:</b> _____ <b>AP:</b> _____			
<b>AREA 4: LANGUAGE &amp; RATIONALITY</b> -Two courses/min. 6 units/one course from each group-"C" or better.  <b>English Comp.:</b> ENGL C101, C151; MA C125 <b>Analytical Think.:</b> ENGL C102; MATH C055, C056, C057, C101, C121, C130, C131, C141, C142, C151, C257; PHIL/INST C205; PSYC C221  <b>Course from Other College:</b> _____ <b>AP:</b> _____			
<b>AREA 5: INFORMATION COMPETENCY</b> -One course/minimum 1 unit OR pass IC Proficiency Exam.  <b>Information Comp.:</b> LIT C075; IC C075 <b>PROFICIENCY EXAM-DATE PASSED:</b> _____  <b>Course from Other College:</b> _____ <b>AP:</b> _____			
<b>AREA 6: DIVERSITY</b> -One of the following courses or any diversity general education class (D).  <b>Diversity:</b> ART C101; BSAD C152, CHDV C125, C241; DMA C113 (MA C105); ENGL C245, C249; FILM/SPAN C211; HCRS C250; HIST C209, C226; HMSV C102; INST C201; INST/SOCI C210, C220; MUSC C173; SOCI C121, C131  <b>Course from Other College:</b> _____ <b>AP:</b> _____			
<b>AREA 7: HEALTH &amp; WELLNESS</b> -Choose from the following options:  OPTION I: One course from the following: CHDV C121; EMTC C111; FACE 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 _____  <b>Course from Other College:</b> _____ <b>AP:</b> _____  <b>Verified Veteran Status</b> _____ <b>VN Certificate</b> _____			

School	Units Completed	School	Units Completed
<b>UNITS COMPLETED</b>			
<b>DATE REVISED/INITIALS</b>			

## 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 of 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 of 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.**

## 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.

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

## COUNSELING

The college counseling staff provides assistance to each student in planning an academic program of studies for graduation, for transfer, or for personal interest. 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, help in improving study skills, and career planning.

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

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/student-services/counseling>.

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

	<u>Regular Semester</u>	<u>Summer Session</u>
Full-time	12 units	Please see counselor
Three-fourths time	9-11 1/2 units	Please see counselor
One-half time	6-8 1/2 units	Please see counselor
*Less than half time	5 1/2 units or less	Please see counselor

*The Study Loads apply for full semester length classes only. For short-term classes, see a counselor.*



**California Community Colleges**

**Non-Substantial Changes to Approved Program**

College CERRO COSO  
 District KERN  
 Date Form Submitted 05/05/2011

Contact Person Margaret Mauldin  
 Phone # (760) 384-6257  
 E-mail mmauldin@cerrocoso.edu

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- 1.** Non-substantial change to previously approved program
- 2.** Change from INACTIVE to ACTIVE status.

**Date Program Reactivated**

**If you select Option 3 or 4, complete fields A, B & C below:**

- 3.** Change from ACTIVE to INACTIVE status.
- 4.** Remove/Delete entry from current college program inventory

**Date Program Last Offered**  
05/13/2011

	<b>FIELDS</b>	<b>AS LISTED in CURRENT INVENTORY</b>	<b>AS REVISED (fill in updated fields only)</b>
<b>A</b>	Unique Code	19735	N/A – Unique code cannot change.
<b>B</b>	T.O.P. Code		095650
<b>C</b>	Local Title	Welding Technology	Welding Technology
<b>D</b>	Units for Degree Major or Area of Emphasis		
	Total Units for Degree	0 to 0	
<b>E</b>	Certificate Units	20 to 20	21 to 21.00
<b>F</b>	Degree Type		A.S. DEGREE
<b>G</b>	Year Approved	1970	1970
<b>H</b>	Transfer Status		N/A - Use CCC-510 for Substantial Change.
<b>I</b>	Occupational Status		N/A - Use CCC-510 for Substantial Change.
<b>J</b>	By checking this box, you certify that this change has been approved at the college.		<input checked="" type="checkbox"/> Curriculum Committee Approved

*Attachments required for this form:*

- *Required signature page*
- *For revised and reactivated programs, attach **proposed program description and requirements** – catalog description, list of required course titles, units, and other completion requirements, including graduation requirements for proposed associate degree.*

### REQUIRED SIGNATURES

College CERRO COSO District KERN

SIGNATURES		
<u>5-18-11</u>		<u>Richard Post, VP of Aca Aff.</u>
DATE	SIGNATURE, CHIEF INSTRUCTIONAL OFFICER	TYPED OR PRINTED NAME

*Please retain the original signature page for your records and upload a scan of the signature page as an attachment.*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



08/23/2011

James Fay  
Vice President, Academic Affairs  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

Dear James Fay:

The Chancellor's Office hereby approves **Cerro Coso Community College's** requested changes to their **Welding Technology Certificate** program. The change(s) has been entered into the Curriculum Inventory.

Thank you.

Sincerely,

Sally Lenz  
Interim Dean, Curriculum & Instruction  
Academic Affairs Division

Cc: Margaret Mauldin



Desert Regional Consortium  
c/o Riverside Community College  
4800 Magnolia Avenue  
Riverside, CA 92506-1299  
Phone (951) 222-8026  
Fax (951) 222-8877

#### Member Colleges

Barstow Community College  
Cerro Coso Community College  
Chaffey College  
College of the Desert  
Copper Mountain College  
Crafton Hills College  
Mt. San Jacinto College  
Palo Verde College  
Riverside Community College  
San Bernardino Valley College  
Victor Valley Community College

#### Vision

Premier source for facilitating  
quality educational and  
training opportunities for the  
Inland Empire/Desert Region.

#### Mission

To:

- ♦ communicate
- ♦ coordinate
- ♦ collaborate
- ♦ promote and plan

career and technical  
education and workforce &  
economic development in the  
Inland Empire/Desert Region.

DATE: October 13, 2011  
TO: Saily Montemayor Lenz  
California Community Colleges Chancellors Office  
FROM: Joyce Johnson, Chair  
Region IX Occupational Deans  
RE: **Regional Certificate/Degree Approval**

At the October 3, 2011 meeting of the Desert Regional Consortium CTE Deans subcommittee, Cerro Coso College sought regional recommendation for the following certificate and/or degree:

**BSOT Welding Technology Certificate**  
**BSOT Paralegal Studies Certificate**  
**BSOT Office Clerk Certificate**  
**BSOT Administrative Office Assistant**

The CTE Deans subcommittee carefully reviewed this proposal and determined that this program represents an effort to meet the labor market needs for entry-level and career positions that are in demand in this area and does not represent unnecessary duplication of programs already in existence at other regional community colleges.

As a result, the full membership of the Desert Regional Consortium voted on October 3, 2011 to recommend program approval for the above referenced program.

If you have any questions about the Desert Regional Consortium program approval process, please contact me.

  
\_\_\_\_\_  
Joyce Johnson, Chair  
Region IX, Occupational Deans  
Mt San Jacinto College  
(951) 639-5350  
[jajohnso@msjc.edu](mailto:jajohnso@msjc.edu)



# PROGRAM OF STUDY

## CC Welding Technology Cert Certificate

WELDING TECHNOLOGY CERTIFICATE: Any student completing the courses required for the Welding Technology major qualifies for a certificate in Welding Technology.

### Career Opportunities in Welding

Employment preparation as welders in fields as diverse as construction, machine shops, mining, manufacturing, marine welding , ship building, metal art sculpting, railroads, automotive, aircraft, aerospace, renewable energy.

**Complete all of the following core courses (21 units):**

DRFT 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	2
WELD C200	Gas Metal Arc Welding (GMAW)	2
WELD C201	Welding Fabrication	3
WELD C203	Gas Tungsten Arc Welding (GTAW)	2

---

**Total Units**

**21**

PID 475