CERRO COSO COMMUNITY COLLEGE/ BURROUGHS HIGH SCHOOL TECH PREP PROGRAM ARTICULATION COMPLETION FORM

This certifies that the student named below has successfully completed an articulated course with Cerro Coso Community College. (Please Use Ballpoint Pen or Typewriter)

Today's Date:			New ☐ Revise ☐ Review ☐

PART 1: TO BE COMPLETED BY STUDENT					
Last Name:		First Name:		M.I.	
Street Address:		City:		State:	
Date of Birth:				Zip:	
Phone:		Email:			
School Name:		High School District:			

I am applying for Cerro Coso Community College advanced course placement or course credit for the following course(s):

High School/Adult School/ROP Course Title	Grade Received	CCCC Course #	CCCC Course Title	Units

The student has been advised that:	
☐	The student must enroll in at least one course at Cerro Coso Community College within 2 years from the semester date in which the course was completed to obtain college credit.
☐	The articulation process will not be completed until this form is received by the Tech Prep office at CCCC. At this time, the student will be advised on the process for obtaining college credit based on the existing articulation agreement.
☐	The student will receive credit for Cerro Coso Community College coursework based upon current articulation agreement provisions.

PART 2: TO BE COMPLETED BY HIGH SCHOOL/ROP INSTRUCTOR			
Instructor Name	Instructor Signature	Grade	Date
		A ☐ B ☐ C ☐	
Student has met articulation requirement?	Yes ☐ No ☐		

PART 3: TO BE COMPLETED TECH PREP/SCHOOL-TO-CAREER COORDINATOR	
Tech Prep/School-to-Career Coordinator – CCCC	Date:
*	

FOR OFFICE USE ONLY	
Form Posted By:	Date:

White	*Yellow*	*Pink*
Tech Prep Program	*High School/Adult School/ROP*	*Student*

CERRO COSO COMMUNITY COLLEGE
TECH PREP ARTICULATION AGREEMENT FORM
2012-2013

Agreement Year:	**2012-2013**	**Articulation Agreement (check one) :**	**New ☐ Revise ☐ Review ☐ Updated ☐**
CERRO COSO COMMUNITY COLLEGE COURSE INFORMATION			
Department:		**Department:**	
Course Number:		**Articulated Course Title:**	
College Faculty Name:			
HIGH SCHOOL/ROP/ADULT SCHOOL COURSE INFORMATION			
Institution Name:		**District:**	
Course Number:		**Articulated Course Title:**	
High school Instructor Name:			
PERMISSION FOR CERRO COSO COLLEGE TO PUBLICIZE HIGH SCHOOL AND COLLEGE SYLLABUS			
High school Instructor Name:		**DATE**	
College Faculty Name:		**DATE**	

I. SUMMARY OF ARTICULATION DISCUSSION	**NAME**	**DATE**	**YES**	**NO**	**N/A**
Reviewed Existing Articulation Agreement?			☐	☐	☐
Exchanged Course Outline?			☐	☐	☐
Exchanged Course Syllabus?			☐	☐	☐
Compared Course Content and Learning Objectives?			☐	☐	☐
Reviewed Course Final Exam?			☐	☐	☐
Reviewed CCCC Catalog?			☐	☐	☐
Reviewed Existing Articulation Agreement?			☐	☐	☐

Comment/Note:	**Name**

NOTE 1: GRADE NEEDED ON EXAM TO RECEIVE COLLEGE CREDIT

NOTE 2: ALL DOCUMENTATION SHOULD BE ATTACHED (E.G. OUTLINES, SYLLABI, EXAMS)

II. MEETING OUTCOMES	**YES ☐**		**NO ☐**
Grade requirement in class to obtain credit (Please Circle)	**A**	**B**	
Grade requirement on exam to obtain credit (Please Circle)	**A**	**B**	

APPROVAL OF ARTICULATION AGREEMENT

Signature	**Institution**	**Date**

CTE DEAN/FACILITATOR

Printed Name	**Signature**	**Institution**	**Date**

CCCC VICE PRESIDENT REVIEW AND APPROVAL

Printed Name	**Signature**	**Institution**	**Date**

FOR OFFICE USE ONLY		
Recorded at A&R	☐	**Date:**
Submitted to CCCC Website	☐	**Date:**

CERRO COSO COMMUNITY COLLEGE
TECH PREP ARTICULATION AGREEMENT FORM
2012-2013

COURSE CONTENT:

COMPETENCIES AND SKILL REQUIREMENTS
At the conclusion of the course, the student should be able to:

SAMPLE TEXTBOOKS OR OTHER SUPPORT MATERIALS (INCLUDING SOFTWARE):

OFFICE USE ONLY:	
TOPS Code:	

CERRO COSO COMMUNITY COLLEGE
TECH PREP ARTICULATION AGREEMENT FORM
2012-2013

Articulation Conference Agenda

March 2, 2012

EW 206, 8:30am - 2:00pm

8:30-9:00 am – Continental breakfast/Check in

9:00 am – Welcome from Cerro Coso Vice Presidents! Introductions and agenda review

Vice President of Academic Affairs, Corey Marvin

Vice President of Student Services, Heather Ostash

Dean of Career Technical Education, Valerie Karnes

10:00 am – Employment Trends in our service areas

10:15 am – Introduce Cerro Coso Pathways/Discuss new programs at Cerro Coso

10:30-10:45 am – Break

10:45 am - What's new?

- CATEMA - Karee
- Dual Enrollment Model
- Financial Aid changes impacting educational communities

11:30 am – Articulation process and documentation

11:45 pm-12:15 pm – Lunch

12:15 pm – Break out of articulation groups/Administrators Roundtable

1:45 pm – Return to conference room for wrap up

2:00 pm – Thank you for coming! Look for your articulation agreements on the web.

Cerro Coso Community College

Articulation Conference
March 2, 2012
9:00am - 2:00pm
At Cerro Coso Community College

Conference Topics

Employment Trends
Introduction of New Pathways and Degrees
Review of Current Pathways
Overview of Articulation Process
Dual Enrollment/Concurrent Enrollment
Articulation Workshops (Break Out Sessions)

Lunch Provided
Please RSVP Angela Sellers (asellers@cerrocoso.edu) by completing the attached Articulation Conference Registration Form
Due no later than February 16, 2012

December 9, 2011

Greetings!

You are invited to attend Cerro Coso Community College's Articulation Conference on Friday, March 2, 2012 from 9:00am – 2:00pm at our Cerro Coso Ridgecrest campus.

The Conference will cover the following topics: Pathways, New Cerro Coso degrees, employment trends, and classes that are appropriate for articulation between your high school and Cerro Coso College. The goal of the conference is to provide the opportunity for renewal and/or creation of articulation agreements. To complete the articulation agreements you will need to bring a copy of your Course Outline of Record, Syllabus, and Final Exam/Rubric for each class that you are interested in articulating with Cerro Coso. To see a list of current articulation agreements and Cerro Coso Career Technical Education programs, please visit our website at http://www.cerrocoso.edu/cte/articulation/status.htm

Costs for substitutes will be covered by the college. Transportation can be covered by prior authorization. Please work with your high school administrator regarding these issues. Lunch will be provided to all registered attendees.

A tentative agenda will be provided for your planning purposes in late January. Please RSVP no later than February 16th by completing the attached Articulation Conference Registration Form and returning to Angela Sellers, asellers@cerrocoso.edu.

I look forward to hearing from you.

Sincerely,

Valerie Karnes

Dean of Career Technical Education

Cerro Coso Community College Articulation Conference Registration

Friday, March 2, 2012

Yes, I am attending

Name & Title _____

Contact Phone (_____)_____

Email address _____

High School _____

Subject/Discipline _____

Authorizing Supervisor's Name _____

Please check the discipline(s) for the breakout session you plan to attend

	Administration of Justice		Business Administration
	Business Office Technology		Child Development
	Computer Science		Digital Media Arts
	Health Careers		Industrial Technology (Electronics & Engineering Tech)
	Other_____		Other_____

RSVP by February 16, 2012

Please fax this form to: 760 384-6192 OR email to: asellers@cerrocoso.edu

Articulation Conference North (Inyo & Mono Counties) April 27, 2007

Eastern Sierra College Center—Bishop
4090 W Line St
Bishop, CA

Agenda:

8:30-9:00	Continental Breakfast
9:00-9:30	Welcome, Overview Benefits of Collaboration - Recruitment & Retention - Broadens Future Choices - Transition Easier
9:30-9:45	Break
9:45-12:00	Break Out Sessions By Program— Tech Prep Articulation Agreement
12:00-12:30	Lunch (provided)
12:30-2:00	Career Pathways Breakouts

Articulation Conference – Cerro Coso Community College/Bishop High School
Articulation Courses Status - April 27, 2007

Discipline	CC Faculty	HS Faculty	CC Course	HS Course	Steps to Articulation	Status	Notes
Media Arts/ Office Occupations	Suzie Ama	Kathy Lammiman (Bishop HS)	MA C103 - Career Planning & Portfolio Development	Business Apps I/II	Outlines Course Syllabi SLO Reviewed Final Exams	On File Pending Done See Note	Final Exam = project Rubric to be developed
Media Arts/ Computer Applications	Suzie Ama	Veronica Daugherty (Bishop HS)	MA C102 - Digital Imaging	Computer Apps	Outlines Course Syllabi SLO Reviewed Final Exams	On File Pending Done See Note	Final Exam = project Rubric to be developed
CIS/Office Occupations	Debby Kilburn Matt Hightower	Kathy Lammiman (Bishop HS)	CSCI C070 - Computer Literacy	Business Apps I	Outlines Course Syllabi SLO Reviewed Final Exams	On File On File Done Pending	Final Exam to be reviewed
BOT/Office Occupations	Debby Kilburn Matt Hightower	Kathy Lammiman (Bishop HS)	BSOT C131 Beg Key BSOT C132 - Inter Key	Business Apps I	Outlines Course Syllabi SLO Reviewed Final Exams	On File On File Done Pending	Final Exam to be reviewed

Articulation Conference – Cerro Coso Community College/Lone Pine High School
Articulation Courses Status - April 27, 2007

Discipline	CC Faculty	HS Faculty	CC Course	HS Course	Steps to Articulation	Status	Notes
Media Arts/ Multimedia	Suzie Ama	Carlos Padilla (Lone Pine HS)	MA C102-Digital Imaging	Digital Imaging	Outlines Course Syllabi SLO Reviewed Final Exams	On File Pending Done See Note	Final Exam = project Rubric to be developed
BOT/ Computer Applications/ Multimedia	Debby Kilburn Matt Hightower	Carlos Padilla (Lone Pine HS)	BSOT C131 Beg Key BSOT C132 - Inter Key	Basic Keyboarding	Outlines Course Syllabi SLO Reviewed Final Exams	On File On File Done Pending	Final Exam to be reviewed

April 5, 2007

Dear ____*High School*__:

Cerro Coso Community College will be holding the first Articulation Conference North on Friday, April 27th from 8:30-2:00 at the Eastern Sierra College Center in Bishop, CA. You are invited to bring your instructors, counselors and administrators responsible for occupational/vocational courses including ROP career tracks. The purpose of this Articulation Conference is to assemble as many of the high schools in the northern part of our service area to review, evaluate and potentially articulate high school courses to the community college.

Articulation of courses provides non-duplicated seamless transition to students from high school to college. In addition to reviewing courses that are offered at your high school for evaluation and consideration for articulation, we will also be developing career pathways for students which will provide a suggested sequence of courses in high school in preparation for entry into career technical education programs at Cerro Coso Community College.

The following Career Technical Education disciplines will be represented from Cerro Coso Community College and ready to review coursework and develop career pathways:

- Industrial Technology (Automotive, Machine Tool and Welding)
- Business and Information Technology (Business, Business Office Technology and Computer Information Systems)
- Child Development
- Public Service (Administration of Justice, Fire Technology, EMT)
- Health Careers (Certified Nursing Aide, Medical Assistant, Licensed Vocational Nurse, Registered Nurse)
- Media Arts (Digital Animation, Web Design)

Faculty from the high school and college will need to bring the following for courses to be considered for articulation:

- Course outlines of record
- Syllabi
- Final Exams for course

When courses are identified in a discipline for articulation, the articulation agreements will be completed by the faculty and administration from both institutions. Once the articulation agreements are complete, high school students can be issued credit for identified articulated courses.

I have attached the tentative schedule for the day. This is a Tech Prep activity and as such, we will be able to reimburse the high schools for substitutes teachers and travel to the Bishop conference.

We are looking forward to meeting your staff. Please RSVP as soon as possible by contacting Angela Sellers at (760) 384-6258 so we can ensure we have adequate materials and food prepared for everyone.

Sincerely,

Valerie Karnes
Dean, Career Technical Education & Workforce Development
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
(760) 384-6258

October 1, 2007

Big Pine High School
Wendy Cox
PO Box 908
Big Pine, CA 93513

Dear Wendy Cox:

Cerro Coso Community College will be holding the second Articulation Conference North on Friday, October 26th from 8:30-2:00 at the Bishop campus. You are invited to bring your instructors, counselors and administrators responsible for occupational/vocational courses including ROP career tracks.

This purpose of this Articulation Conference is to assemble as many of the high schools in the northern part of our service area to review, evaluate and potentially articulate high school courses to the community college. Once these courses are reviewed and agreements have been completed, high school students will be eligible to receive college credit for these courses upon entry to Cerro Coso Community College.

In April of 2007, several of the high schools in the Eastern Sierra participated and several course articulation agreements were began. In order to complete these agreements, some additional steps need to be completed. I have attached a status form of courses that were started.

In addition to reviewing courses that are offered at your high school for evaluation and consideration for articulation, we will also be developing career pathways for students which will provide a suggested sequence of courses in high school in preparation for entry into career technical education programs at Cerro Coso Community College.

The following Career Technical Education disciplines will be represented from Cerro Coso Community College and ready to review coursework and develop career pathways:

- Industrial Technology (Automotive, Machine Tool and Welding)
- Business and Information Technology (Business, Business Office Technology and Computer Information Systems)
- Public Service (Administration of Justice, Fire Technology, EMT)
- Health Careers (Certified Nursing Aide, Medical Assistant, Licensed Vocational Nurse, Registered Nurse)
- Media Arts (Digital Animation, Web Design)

Faculty from the high school and college will need to bring the following for courses to be considered for articulation:

- Course outlines of record
- Syllabi
- Final Exams for course

This is a Tech Prep activity and as such, we will be able to reimburse the high schools for substitutes for instructions and travel to the Bishop conference.

We are looking forward to meeting your staff. Please RSVP to Angela Sellers at 760 384-6258 or asellers@cerrocoso.edu as soon as possible so we can ensure we have adequate materials and food prepared for everyone.

Sincerely,

Valerie Karnes
Dean, Career Technical Education

March 11, 2008

Dear :

Cerro Coso Community College will be holding an Articulation Conference North on Friday, April 4th from 8:00a-2:00p at the Eastern Sierra College Center in Mammoth, CA. You are invited to bring your instructors, counselors and administrators responsible for occupational/vocational courses including ROP career tracks. The following areas will be represented from Cerro Coso Community:

- Business and Information Technology (Business Office Technology and Computer Information Systems)
- Child Development
- Health Careers (Certified Nursing Aide, Medical Assistant, Licensed Vocational Nurse, Registered Nurse)
- Industrial Technology (Automotive, Machine Tool and Welding)
- Media Arts (Digital Animation, Web Design)
- Public Service (Administration of Justice, Fire Technology, EMT)

In addition, we are planning an Advisory Dinner on April 3rd for the local high schools and Cerro Coso. The place will be determined.

If you have any questions and if you are interested in attending the Articulation Conference or Advisory Dinner, please RSVP as soon as possible by contacting Angela Sellers at (760) 384-6258. We look forward to meeting with you.

Sincerely,

Valerie Karnes
Dean, Career Technical Education

ARTICULATION CONFERENCE – NORTH

Friday, April 27, 2007
8:30 to 1:00 p.m.
Bishop, CA

Attendees:

Suzie Ama, CCCC
Larry Board, CCCC
Steve Busby, CCCC
Mike Cadieau,
Wendy Cox, Big Pine HS
Veronica Daugherty, Bishop HS
Lisa Fuller, CCCC
Cheryl Gates, CCCC
Dr. Jane Harmon, CCCC
Matt Hightower, CCCC
Valerie Karnes, CCCC
Debby Kilburn, CCCC
Mary Kowalski, CCCC
Kathy Lammiman, Bishop HS
Gregg Newcomb, Bishop HS
Carlos Padilla, Lone Pine HS

Minutes:

Conference began at 8:30 am with a Continental Breakfast.

A Welcome speech was given by the Cerro Coso Community College Vice President of Student Learning, Dr. Jane Harmon.

Valerie Karnes spoke regarding the benefits of the collaboration, recruitment and retention and making the transition easier for the high schools students.

At 9:45 a Break-Out Session occurred and groups were formed according to discipline.

At 12:20 a Wrap-Up Session began and each group reported their progress.

Susie Ama, CCCC Media Arts Instructor reported that the group has begun articulating three courses with Lone Pine and Bishop High School. The group has agreed to meet again to develop a project in lieu of a final for students to finalize the Articulation agreements.

Debby Kilburn, CCCC Computer Information Systems Instructor reported that the group has begun articulation one high school course with three Cerro Coso College 1 unit courses between Lone Pine and Bishop High School.

Steve Busby, CCCC Administration of Justice Instructor reported the group would like to form and Advisory Group to get buy in from the different agencies from the surround areas. In addition, the group would like to review the possibility of combining the Firefighter and Forestry Training.

Larry Board, CCCC Automotive Instructor reported the group would like to meet and visit Bishop High School immediately following the end of the college semester, after May 18th. In addition, the group found they have the same software and would like to brainstorm and look at programs that have been shutdown and possibly bring them back. They would also like to introduce a Welding evening class for the Adult Education.

Mary Kowalski, CCCC Health Career Instructor reported in the last two days there has been progress in the Health Careers field and they are working well with the community.

Greg Kost, CCCC Counselor reported that a list was developed to help Big Pine students with Career Pathways to benefit the students similar to that which has been established for Bishop High School.

Jim Meadowcroft, Superintendent of Schools reported that he was happy to see these groups come together to sit and articulate.

A general consensus among the group believes keeping in contact as well as open communication with other will aide in the process of the articulation process.

The group agreed on October 26th for the next meeting date to for Articulation Close the Loop and Career Pathways in Bishop, CA.

The conference was concluded by a tour of the Bishop campus given by Greg Kost at 1:30pm.

Articulation Meeting – North (October 26, 2007)
Department of Business & Information Technology Notes/Questions

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<tr><th>High School</th><th>CC Course</th><th>HS Course</th><th>Questions/Notes</th></tr>
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Decision to use a rubric for the final exam was noted. No rubric was in the package

Documents were not attached to the articulation agreements. Many documents were together in the package, but none were marked. Unable to determine which documents belonged to specific high schools

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C121/123 are in same package
CC documents missing – see below.

Final Exam to be reviewed.

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Final Exam/Rubric not in file.

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Word final exam documents not labeled – Are they Mammoth High School’s or Cerro Coso’s.

Missing documents noted below.

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Articulation Meeting – North (October 26, 2007)
Department of Business & Information Technology Notes/Questions

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<tr><td>COR</td><td>On File</td><td>Missing</td></tr>
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<tr><td>Mammoth HS</td><td>CSCI C070-Cmptr Literacy</td><td>Computer</td><td>Documents not complete.

Final Exam/Rubric not in file.

Documents:
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Word final exam documents not labeled – Are they Mammoth High School’s or Cerro Coso’s.

Missing documents noted below.

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<table>
<tr><th>High School</th><th>CC Course</th><th>HS Course</th><th>Questions/Notes</th></tr>
<tr><td>Palisade Glacier HS</td><td>CSCI C070</td><td>Business Apps II</td><td>Paperwork not completed.

Decision to use a rubric for the final exam was noted. No rubric was in the package

Documents were not attached to the articulation agreements. Many documents were together in the package, but none were marked. Unable to determine which documents belonged to specific high schools

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Articulation Meeting – North (October 26, 2007)
Department of Business & Information Technology Notes/Questions

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Decision to use a rubric for the final exam was noted. No rubric was in the package

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<tr><td>Bishop HS</td><td>CSCI C070-Cmptr Literacy</td><td>Business Applications I (Kathy Lammiman)</td><td>Paperwork not completed.

Decision to use a rubric for the final exam was noted. No rubric was in the package

Documents were not attached to the articulation agreements. Many documents were together in the package, but none were marked. Unable to determine which documents belonged to specific high schools

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<tr><td>Bishop HS</td><td>CSCI C121-Beg Word</td><td>Business Apps I</td><td>Pending.

C121/123 are in same package
CC documents missing – see below.

Final Exam to be reviewed.

Documents
<table>
<tr><th></th><th>HS</th><th>CC</th></tr>
<tr><td>COR</td><td>On File</td><td>On File</td></tr>
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<tr><td>Bishop HS</td><td>CSCI C123-Beg Excel</td><td>Business Apps I</td><td>Pending.
C121/123 are in same package
CC documents missing – see below.
Final Exam to be reviewed.

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Final Exam/Rubric not in file.

Documents:
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Word final exam documents not labeled – Are they Mammoth High School’s or Cerro Coso’s.

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Decision to use a rubric for the final exam was noted. No rubric was in the package

Documents were not attached to the articulation agreements. Many documents were together in the package, but none were marked. Unable to determine which documents belonged to specific high schools

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Articulation Meeting – North
October 26, 2007
Industrial Arts Department Notes/Questions

High School	CC Course	HS Course	Questions/Notes
Bishop	WELD C101	?	Documents

	HS	CC
COR		
Syllabi		
Final Exam or Rubric		

High School	CC Course	HS Course	Questions/Notes
Bishop	Auto	?	Documents

COR		
Syllabi		
Final Exam or Rubric		

High School	CC Course	HS Course	Questions/Notes
Lone Pine HS	Auto	?	Documents

	HS	CC
COR		
Syllabi		
Final Exam or Rubric		

Articulation Meeting – North
October 26, 2007
Industrial Arts Department Notes/Questions

High School	CC Course	HS Course	Questions/Notes
Bishop	WELD C101	Industrial Arts (Welding & AutoCAD)	Consider Documents

	HS	**CC**
COR		
Syllabi		
Final Exam or Rubric		

High School	CC Course	HS Course	Questions/Notes
Bishop	Auto	?	Documents

COR		
Syllabi		
Final Exam or Rubric		

High School	CC Course	HS Course	Questions/Notes
Lone Pine HS	Auto C	Pending	Documents

	HS	**CC**
COR		
Syllabi		
Final Exam or Rubric		

Articulation Meeting – North
October 26, 2007
Media Arts Notes/Questions

Near Completion:

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<tr><th>High School</th><th>CC Course</th><th>HS Course</th><th>Questions/Notes</th></tr>
<tr><td>Big Pine HS</td><td>MA C102</td><td>Computer Apps</td><td>HS Syllabus does not have digital imaging or Photoshop identified.
Final Exam of C or better is checked – doesn't it require a B or better?
Box for additional meeting is checked – do you need another meeting to finalize?

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HS outline is not in the package – we need a copy to complete.
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CC missing documents.

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New Agreements Pending Completion:

High School	CC Course	HS Course	Questions/Notes
Mammoth HS	MA C121 – Desktop Publishing	Computers II	Pending Completion Documents

	HS	**CC**
COR	Missing	On File
Syllabi	Missing	**On File**
Final Exam or Rubric	Missing	On File

High School	CC Course	HS Course	Questions/Notes
Mammoth HS	MA C111 – Computer Illustration	Computers II	Pending Completion Documents

	HS	**CC**
COR	Missing	On File
Syllabi	Missing	**On File**
Final Exam or Rubric	Missing	On File

High School	CC Course	HS Course	Questions/Notes
Mammoth HS	MA C102- Digital Imaging	Computers II	Documents:

	HS	**CC**
COR	Missing	On File
Syllabi	Missing	**On File**
Final Exam or Rubric	Missing	On File

High School	CC Course	HS Course	Questions/Notes
Big Pine	MA C102- Digital Imaging	No Course Title or Number on paperwork	No Course Title or Number on paperwork Documents

	HS	**CC**
COR	Missing	On File
Syllabi	Missing	**On File**
Final Exam or Rubric	Missing	On File

Articulation Meeting – North
October 26, 2007
Media Arts Notes/Questions

Near Completion:

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New Agreements Pending Completion:

High School	CC Course	HS Course	Questions/Notes
Mammoth HS	MA C121 – Desktop Publishing	Computers II	Pending Completion Documents

	HS	**CC**
COR	Missing	On File
Syllabi	Missing	Missing
Final Exam or Rubric	Missing	On File

High School	CC Course	HS Course	Questions/Notes
Mammoth HS	MA C111 – Computer Illustration	Computers II	Pending Completion Documents

	HS	**CC**
COR	Missing	On File
Syllabi	Missing	Missing
Final Exam or Rubric	Missing	On File

High School	CC Course	HS Course	Questions/Notes
Mammoth HS	MA C102- Digital Imaging	Computers II	Documents:

	HS	**CC**
COR	Missing	On File
Syllabi	Missing	Missing
Final Exam or Rubric	Missing	On File

High School	CC Course	HS Course	Questions/Notes
Big Pine	MA C102- Digital Imaging	No Course Title or Number on paperwork	No Course Title or Number on paperwork Documents

	HS	**CC**
COR	Missing	On File
Syllabi	Missing	Missing
Final Exam or Rubric	Missing	On File

Articulation Meeting – North
October 26, 2007
Media Arts Notes/Questions

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CC missing documents.

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New Agreements Pending Completion:

High School	CC Course	HS Course	Questions/Notes		
Mammoth HS	MA C121 – Desktop Publishing	Computers II	Pending Completion Documents		
				HS	**CC**
			COR	Missing	On File
			Syllabi	Missing	Missing
			Final Exam or Rubric	Missing	On File
Mammoth HS	MA C111 – Computer Illustration	Computers II	Pending Completion Documents		
				HS	**CC**
			COR	Missing	On File
			Syllabi	Missing	Missing
			Final Exam or Rubric	Missing	On File
Mammoth HS	MA C102- Digital Imaging	Computers II	Documents:		
				HS	**CC**
			COR	Missing	On File
			Syllabi	Missing	Missing
			Final Exam or Rubric	Missing	On File
Big Pine	MA C102- Digital Imaging	No Course Title or Number on paperwork	No Course Title or Number on paperwork Documents		
				HS	**CC**
			COR	Missing	On File
			Syllabi	Missing	Missing
			Final Exam or Rubric	Missing	On File

Articulation Meeting – North
October 26, 2007
Public Service Notes/Questions

<table>
<tr><td>High School</td><td>CC Course</td><td>HS Course</td><td colspan="3">Questions/Notes</td></tr>
<tr><td rowspan="5">Palisade Glacier HS</td><td rowspan="5">FIRE C131</td><td rowspan="5">Basic Wildland Fire Training</td><td colspan="3">CC Faculty not in attendance.

CC COR printed and given to HS faculty. Books noted in packet. Agenda in packet.

Valerie to schedule follow up meeting with HS faculty and CC faculty chair.

Documents</td></tr>
<tr><td></td><td>HS</td><td>CC</td></tr>
<tr><td>COR</td><td></td><td>On File</td></tr>
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Articulation Meeting – North
October 26, 2007
Public Service Notes/Questions

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CC COR printed and given to HS faculty. Books noted in packet. Agenda in packet.

Valerie to schedule follow up meeting with HS faculty and CC faculty chair.

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Articulation Conference – Cerro Coso Community College/Bishop High School
Articulation Courses Status - April 27, 2007

Discipline	CC Faculty	HS Faculty	CC Course	HS Course	Steps to Articulation	Status	Notes
Media Arts/ Office Occupations	Suzie Ama	Kathy Lammiman (Bishop HS)	MA C103 - Career Planning & Portfolio Development	Business Apps I/II	Outlines Course Syllabi SLO Reviewed Final Exams	On File Pending Done See Note	Final Exam = project Rubric to be developed
Media Arts/ Computer Applications	Suzie Ama	Veronica Daugherty (Bishop HS)	MA C102 - Digital Imaging	Computer Apps	Outlines Course Syllabi SLO Reviewed Final Exams	On File Pending Done See Note	Final Exam = project Rubric to be developed
CIS/Office Occupations	Debby Kilburn Matt Hightower	Kathy Lammiman (Bishop HS)	CSCI C070 - Computer Literacy	Business Apps I	Outlines Course Syllabi SLO Reviewed Final Exams	On File On File Done Pending	Final Exam to be reviewed
BOT/Office Occupations	Debby Kilburn Matt Hightower	Kathy Lammiman (Bishop HS)	BSOT C131 Beg Key BSOT C132 - Inter Key	Business Apps I	Outlines Course Syllabi SLO Reviewed Final Exams	On File On File Done Pending	Final Exam to be reviewed

Articulation Conference – Cerro Coso Community College/Lone Pine High School
Articulation Courses Status - April 27, 2007

Discipline	CC Faculty	HS Faculty	CC Course	HS Course	Steps to Articulation	Status	Notes
Media Arts/ Multimedia	Suzie Ama	Carlos Padilla (Lone Pine HS)	MA C102-Digital Imaging	Digital Imaging	Outlines Course Syllabi SLO Reviewed Final Exams	On File Pending Done See Note	Final Exam = project Rubric to be developed
BOT/ Computer Applications/ Multimedia	Debby Kilburn Matt Hightower	Carlos Padilla (Lone Pine HS)	BSOT C131 Beg Key BSOT C132 - Inter Key	Basic Keyboarding	Outlines Course Syllabi SLO Reviewed Final Exams	On File On File Done Pending	Final Exam to be reviewed

May 10, 2007

ICOE ROP Director
PO Box 970
Big Pine, CA 93513
Attn: Jim Meadowcroft

Dear Meadowcroft:

I wanted to thank you for your recent attendance at the Cerro Coso Community College Articulation Conference – North held on the Bishop campus on April 27th.

Your participation was vital to the success of this first meeting of our schools. Six courses were determined to be eligible to form articulation agreements between the institutions. Course outlines, syllabi, student learning outcomes and final exams need to be compared to finalize these agreements. I have attached a table with the status of each of the courses noting what needs to be completed to finalize the agreements. Once the agreements are in place, students taking courses in high school can receive college credit for those classes once they enter Cerro Coso Community College and complete 12 units of other college credit.

Our first meeting was an exciting beginning to the development of our partnership to provide seamless, non-duplicated sequencing of classes for students. A follow up meeting is tentatively scheduled for October 26, 2007. All Inyo and Mono counties high schools are invited to attend and bring their faculty to discuss possible articulated courses. In addition to articulation of courses, faculty will be developing career pathways to identify course sequencing in high school and college.

For additional information, please don't hesitate to contact Deanna Campbell at the Eastern Sierra College Center Campus, Bishop (760) 872-1565, Mammoth (760) 934-2875 or myself at the Indian Wells Valley campus (760) 384-6258.

Sincerely,

Valerie Karnes
Cerro Coso Community College
Dean, Career Technical Education

May 10, 2007

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Valerie Karnes
Cerro Coso Community College
Dean, Career Technical Education

Articulation Meeting Notes
December 12, 2006
Rm 214

Presenter: None, informal discussion

Attendees: Valerie Karnes, Jill Board, Heather Ostash, Laura Hickle, Shirley Kennedy

Notetaker: Lia Bement

Articulation Day

Discussion: Currently we're too scattered to hold the articulation conference with other school's faculty, but with what we learn, we will develop a model for use with other schools. We will hold the conference with SSUSD & Trona only this time. Every spring, all counselors get together, but it wouldn't be a good idea to include that with the articulation meeting. At the last meeting, when we broke for lunch it was hard to bring everyone back.

Action: Schedule of articulation conference:
Feb 9th, 2007
7:30 to 8:30 SSUSD to meet at BHS
9:00 Begin here at IWV
1:00 SSUSD will meet together

Laura will meet with the SSUSD for an hour prior to the articulation meeting to get faculty prepared to articulate.

Heather will create a chart and provide copies of where we left off in the spring with Articulation agreements and program discussions.

Use Coyote Kitchen for Lunch 2/9/07.

Changes to be made from last year:

Discussion: Before students had to self identify, it was the student's responsibility to bring to our attention articulated classes to get the articulated credit.

SSUSD can flag the student's transcript and give them a letter (hard copy). We scan the transcripts when we receive the batch of student transcripts. There's an initiative whereby we'll receive electronic information directly from the high schools. Sierra Sands can hand out a certificate for Cap Stone classes so they walk away with something.

DRAFT

Summary of Articulation:

--Course outlines (includes both course content and outcome)
--Syllabi
--Pacing Guide (Sequencing…CCCC Catalog…)
--Final Exam

B or better is the only was to show they meet competencies.(hours in ROP).
Credit by Exam - the final would meet the competency. B or better in class doesn't mean that student can pass the final with a B or better. Sierra Sands can put a * next to course if student gets B or better on free exam showing, articulated credit applies.

We would put in college file as transfer units just like any other college transfer. We can't put anything in Banner until they complete 12 units.

Articulation agreements are presented to CIC as an informational item only and were all signed by Mitjl Capet.

Action: Determine outcomes, what we want to accomplish.
Determine requirement for maintaining the articulations.
Credit by exam process will need to be looked at.
Determine how to obtain the final exam grade.
Jill will email Sue Vaughn and Ed at BC to get more information.
Discuss with Dave Cornell how to indicate student grade on Cerro Coso transcript.
Sierra Sands will work to locate the gaps so students can complete career paths.
Sierra Sands will locate and look at sequencing of courses.

Responsibilities

Discussion & Action:

Cerro Coso responsibilities:
Copy list of articulation agreements and provide copies of all articulation agreements to Laura.
2/9/07, 9:00 am - counseling and vocational faculty to begin here at IWV. Provide lunch.

SSUSD responsibilities:
Review articulation agreements with their faculty beforehand. Laura will meet with the SSUSD for an hour prior to the articulation meeting to get faculty prepared to articulate, from 7:30 to 8:30 at Burroughs High School
At 1:00 SSUSD will meet again and leave with an action plan

DRAFT

Cerro Coso Community College
Articulation Agreements

BHS Course	Cerro Coso Course
Basic Keyboarding	BSOT C 131 Computer Keyboarding
Advanced Keyboarding II	BSOT 133 Advanced Computer Keyboarding
Accounting I &II	BSAD C072 Intro to Accounting
Business Computer Applications	CSCI C070 Computer Literacy
Word Processing I &II	CSCI C121 Beginning MS Word
	CSCI C110 PC Operating Systems
	CSCI C111 PC Hardware
ROP Business Graphics	MA C102 Digital Imaging
Video Technology 1, 2	MA C 127 Digital Video Production

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DRAFT

What is Articulation?

Articulation is a planned process that links two or more educational institutions together to facilitate a smooth transition for students to move from one course, program, or educational level to the next, while minimizing or eliminating course repetition. In the Tech Prep program, articulation plays an integral role in this transition for students in high schools and ROP programs. It provides students with an opportunity to earn credit for high school/ROP courses that are deemed equivalent to those at Cerro Coso Community College.

How are Articulation Agreements Made?

Articulation agreements are created as a result of partnerships among Cerro Coso Community College (CCCC) and local high schools and ROP programs. Together, faculty from CCCC and these institutions examine course curriculum of their respective disciplines and determine that select courses are equivalent in content. A formal agreement is written that identifies the equivalency among these courses. These agreements are reviewed on a yearly basis.

Benefits of Articulation

Creating and maintaining partnerships among differing levels in the educational system fosters communication and a sense of community. The articulation process in the Tech Prep program results in many benefits for all parties involved:

Students

• Allows students to receive college credit for articulated courses completed in high school/ROP programs
• Creates opportunities for a seamless transition from high school/ROP programs to college
• Encourages students to set educational goals and provides a framework to develop plans to achieve these goals

Faculty

• Increases interactions among faculty members across institutions
• Provides the opportunity for instructors to compare and align curriculum to streamline the educational system
• Allows for the sharing of resources and ideas among faculty members
• Encourages enrollment in articulated high school and ROP curricula and continued enrollment in advanced courses in college

Counselors

• Builds stronger relationships with counselors from other institutions
• Provides a structure to assist students in creating educational plans
• Offers an educational/vocational option for students to pursue
• Promotes student advancement, success, and program completion

Cerro Coso Community College
Steps to Articulation
Meeting with High School and Cerro Coso Faculty

1. Review courses offered in discipline area and determine appropriate courses to compare for equivalency.

2. Compare relevant curriculum documents for course content that is shared between the courses. Documents to consider:

- **Existing Articulation Agreement (if relevant)**
- **Course Outline**
- **Course Syllabus**
- **Course Content and Learning Outcomes**
- **Course Final Exam**
- **Cerro Coso Catalog**

3. If courses are determined to be equivalent, begin Tech Prep Articulation Agreement Form.

4. Discuss level of mastery of course content necessary in the high school course for college equivalency. Determine course grade required to obtain college credit.

5. Discuss and review credit-by-exam process. Determine if :

- **Current high school final examination is sufficient; or**
- **Current high school final examination is sufficient with revisions; or**
- **an alternate examination required (The examination must be established for articulation to be completed)**

5. Obtain necessary signatures to finalize agreement:

- **High School and College Faculty**
- **Cerro Coso Vice President of Instruction**

6. Attach copies of curriculum documents reviewed in establishing the articulation to the Articulation Agreement Form.

7. Tech Prep Representative will submit completed Articulation Agreement Form to CIC to be recorded and added to G-drive by Curriculum Specialist. High school will be notified of established articulation to be added to high school transcript.

Established agreements must be reviewed on an annual basis.

CERRO COSO COMMUNITY COLLEGE / BURROUGHS HIGH SCHOOL
TECH PREP ARTICULATION AGREEMENT FORM

Agreement Year:		**Articulation Agreement (check one) :**	**New** ☐ **Revise** ☐ **Review** ☐
CERRO COSO COMMUNITY COLLEGE COURSE INFORMATION			
Department:		**Department:**	
Course Number:		**Articulated Course Title:**	
HIGH SCHOOL / ROP / ADULT SCHOOL COURSE INFORMATION			
Institution Name:		**District:**	
Course Number:		**Articulated Course Title:**	

ARTICULATION AGREEMENT PARTICIPANTS		
Name	**Discipline**	**College / High School / ROP Center**

I. SUMMARY OF ARTICULATION DISCUSSION	**NAME**	**DATE**	**YES**	**NO**	**N/A**
Reviewed Existing Articulation Agreement?			☐	☐	☐
Exchanged Course Outline?			☐	☐	☐
Exchanged Course Syllabus?			☐	☐	☐
Compared Course Content and Learning Objectives?			☐	☐	☐
Reviewed Course Final Exam?			☐	☐	☐
Reviewed CCCC Catalog?			☐	☐	☐
Reviewed Existing Articulation Agreement?			☐	☐	☐

Comment / Note:	**Name**

NOTE 1: GRADE NEEDED ON EXAM TO RECEIVE COLLEGE CREDIT

NOTE 2: ALL DOCUMENTATION SHOULD BE ATTACHED (E.G. OUTLINES, SYLLABI, EXAMS)

CERRO COSO COMMUNITY COLLEGE/BURROUGHS HIGH SCHOOL
TECH PREP ARTICULATION AGREEMENT FORM

II. MEETING OUTCOMES	YES ☐		NO ☐
Grade requirement in class to obtain credit (Please Circle)	A	B	C
Grade requirement on exam to obtain credit (Please Circle)	A	B	C

III. FOLLOW-UP	YES	NO
Is a follow-up meeting necessary to complete the articulation agreement? If yes, please explain and give date.	☐	☐
Comments:	Date:	
What new courses would you like to see considered for articulation?		

APPROVAL OF ARTICULATION AGREEMENT

Printed Name	Signature	Institution	Date

MEETING RECORDER/FACILITATOR

Printed Name	Signature	Institution	Date

CCCC DEAN REVIEW AND APPROVAL

Printed Name	Signature	Institution	Date

FOR OFFICE USE ONLY

Recorded at A&R ☐	Date:
Submitted to CCCC Website ☐	Date:

UPDATES

Comment	Initial	Institution	Date

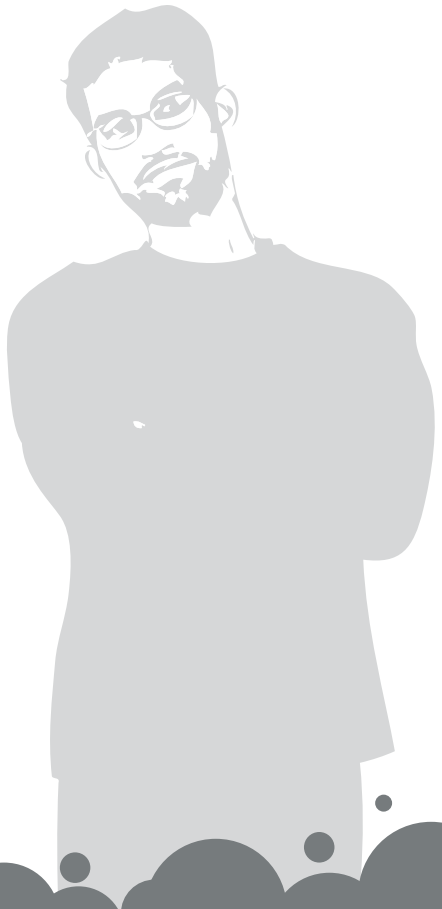
CAREER TECHNICAL EDUCATION

Program Guide

Career Development
Job Skills Training
Occupational Training
Workforce Education

Did you know?

California community college students who earned degrees or vocational certificates increased their income by more than 85% within three years.



CERRO COSO COMMUNITY COLLEGE

CONTENTS

Fact

Cerro Coso offers a wide variety of educational opportunities for students looking for career training or workforce development. We also provide numerous courses to help you enhance job skills and career development.

LEARN MORE

To learn more about these programs, visit the Cerro Coso website at: www.cerrocoso.edu/cte

FUTURE PROGRAMS

- *Digital Media Skills*
- *Legal Transcription*
- *Medical Transcription*

ABOUT CERRO COSO

Cerro Coso Community College is one of three colleges in the Kern Community College District. The College is charged with the responsibility of providing educational opportunities for the widely separated desert, mountain, and valley communities within a sweeping 18,000 mile, four county, region of eastern California.

Cerro Coso's service area includes a population base of just over 85,000 individuals. The College officially opened in the fall of 1973, and within the year, began expanding its service area to include the present region.

Cerro Coso, as an institution, has a long history of valuing students as individuals with unique capabilities and needs and a teaching-learning process that motivates students towards excellence.

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KCCD
KERN COMMUNITY COLLEGE DISTRICT

CERRO COSO
COMMUNITY COLLEGE

Valerie Karnes
Dean, Career Technical Education
(760) 384-6258
vkarnes@cerrocoso.edu

Dr. Corey Marvin
Vice President, Academic Affairs
(760) 384-6201

Visit us on the web:
www.cerrocoso.edu/cte

2011 EDITION

GENERAL INFORMATION

TEACHERS

Teachers receive the benefits of professional development, improvement of pedagogy and development of integrated and contextualized learning "Best practices" for the integration of vocational and academic education including learning communities and instructional centers and development and expansion of career ladders strategies are opportunities available through our workforce education programs.

STUDENTS

Cerro Coso students enrolled in our workforce education programs are better prepared and more highly skilled upon graduation. The relationship between education and earnings is growing to the point where post-secondary education and training is effectively a pre-requisite for the ability to support a family, with more than 50% of jobs requiring this level of education.

BUSINESS

Businesses profit from hiring Cerro Coso graduates who are highly skilled and prepared to enter the workforce through completion of our workforce education programs. Our students have learned from instructors with extensive experience in their professional fields. Need to have your employees re-certified? Cerro Coso workforce education classes can provide continuous workforce skill improvement for your employees.

NOTICE OF NONDISCRIMINATION

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

CAREER TECHNICAL EDUCATION

Work-based learning is at the heart of hands-on instruction and application of real-world experience in the classroom. By providing students with experiences that are in a working environment, they are able to put their education to practical use. The introduction of real-world experiences into the classroom helps students to become familiar with the expectations of the employer/client and gives them many opportunities for problem solving. These skills and experiences enable students to enter into the workforce, with real expectations of how they will conduct themselves as professionals.

Faculty members are able to utilize work-based learning projects to introduce and illustrate concepts that can be addressed in an applicable manner, with the student applying those concepts to a task at hand. This input to outcome transference of information enables faculty and students to see the direct result of their education and how they can apply education when they are on the job. Work-based learning provides faculty a rich and meaningful method of instruction, one that has proven to be invaluable to students.

NEED FOR SPECIALIZED TRAINING

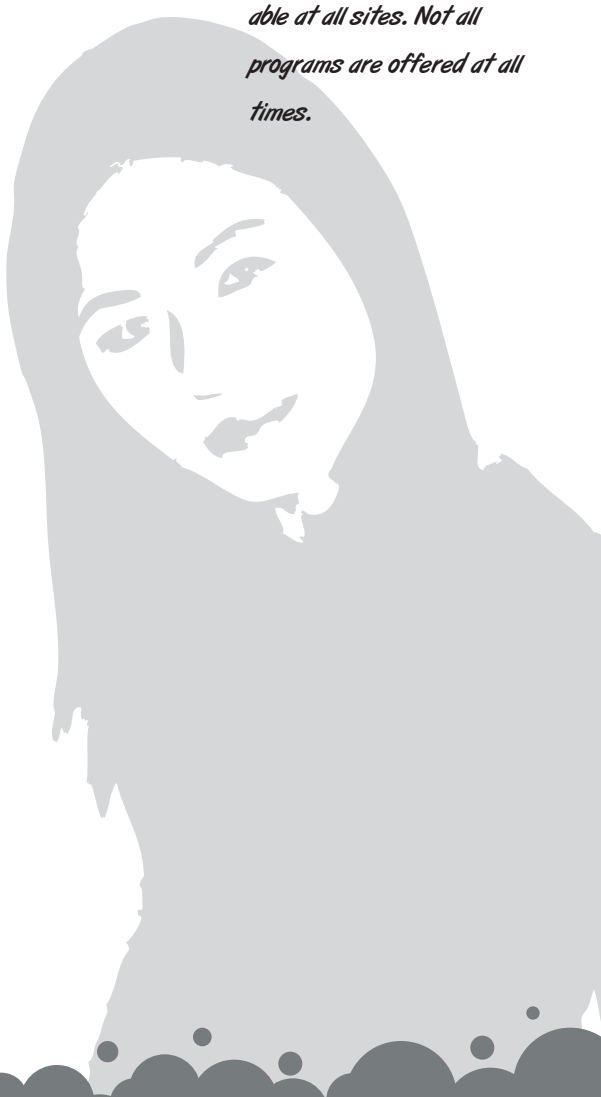
Specialized training is required as occupations and industries continue to evolve to meet an ever increasing demand in a world economy. In order to compete in the marketplace, students need to acquire a continual upgrading of skills. Degree, certificate, award and certification exam programs provide the student with the ability to advance to increased responsibility and better-paying jobs.

Guide

The intention of this program guide is to promote workforce education programs. Please see the Cerro Coso Community College Catalog for official program and course information.

PLEASE NOTE

Not all programs are available at all sites. Not all programs are offered at all times.



ADMINISTRATION OF JUSTICE

Fact

Instructors are currently employed in the Law Enforcement field. This means that in addition to their experience and expertise, all of our instructors have a personal interest in the success of each and every student.

PROGRAM DESCRIPTION

The Administration of Justice Program prepares students for careers in the criminal justice field. This course of study offers a broad base of knowledge which is designed to provide the foundation for the pursuit of advanced studies in criminal justice and offers students the opportunity to prepare for careers in law enforcement and corrections. Students learn about the practical aspects of work in these fields, as well as skills such as field tactics in:

Defensive Tactics
Weapons
Physical Fitness

CAREER OPPORTUNITIES

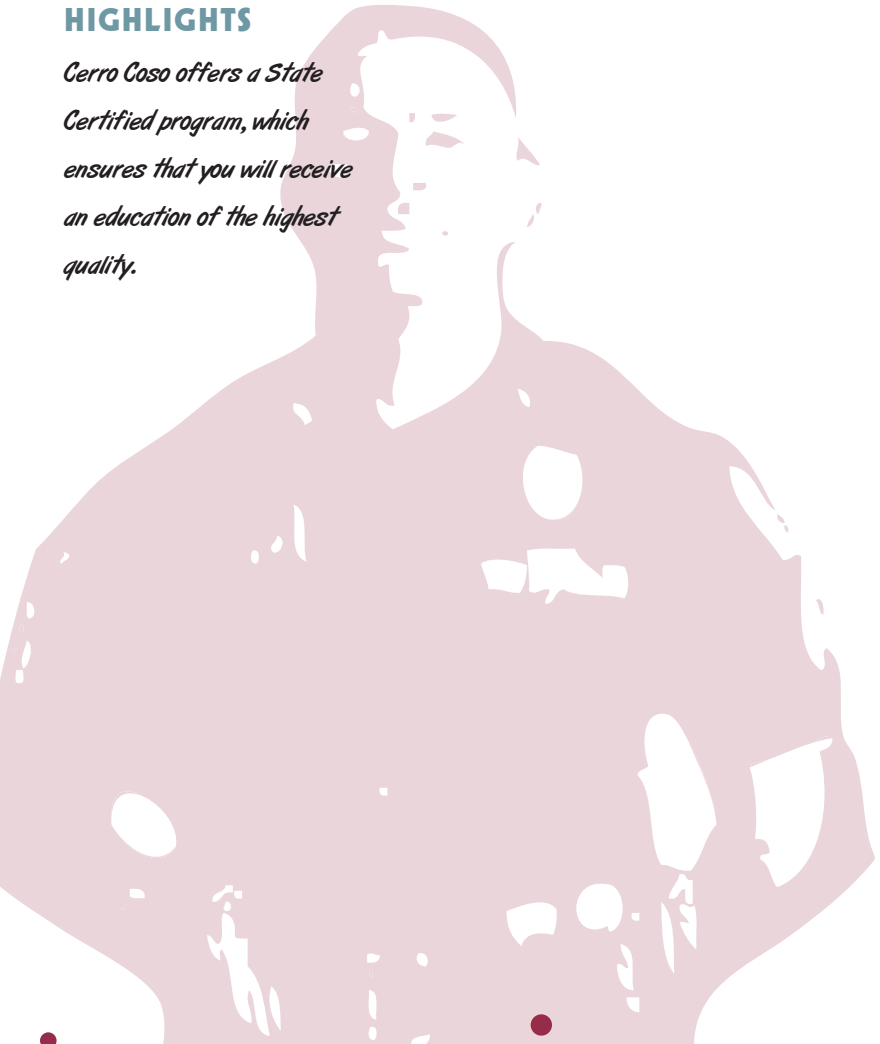
- Police Officer
- Correctional Officer
- Bailiff
- Legal Support Worker
- Other Protective Service Workers

DEGREES & CERTIFICATES

- A.S. in Administration of Justice
- Certificate in Administration of Justice

HIGHLIGHTS

Cerro Coso offers a State Certified program, which ensures that you will receive an education of the highest quality.



Steve Busby
(760) 384-6304
sbusby@cerrocoso.edu

Visit us on the web:
academic.cerrocoso.edu/admj

BUSINESS

ADMINISTRATION/MANAGEMENT/ENTREPRENEURSHIP

CAREER OPPORTUNITIES

- Budget Analyst
- Management Analyst
- Manager/Supervisor
- Loan Officer
- Business Owner

DEGREES & CERTIFICATES

- A.S. in Business
- A.A. in Business Administration
- A.S. in Management
- A.S. in Small Business Management/ Entrepreneurship

Certificates

- Business
- Management
- Small Business Management/ Entrepreneurship

PROGRAM DESCRIPTION

Business
This program develops broad skills for immediate employment and long term careers in an increasingly challenging business environment. Required courses in this program include Business Law, Human Relations, Managing Diversity, International Business, and other general business topics.

Business Administration
This program prepares students for transfer at the junior level to colleges and universities offering Bachelor's degrees in business. Required courses in this program include Statistics, Economics, Accounting, and Computer Information Systems.

Management
This program provides the graduate with key management skills to excel in today's technological business environment. Required courses include Project Management, Problem Solving, Human Relations, Management and Organization, and other general business and management topics.

Small Business Management/ Entrepreneurship
This program is designed to provide the graduate with the entrepreneurial skills that are required to succeed in the small business area. Required courses in this program include Personal Finance, Computerized Accounting, Marketing, E-Commerce, Small Business Management, and other general business topics.

Fact

Management of companies and enterprises will grow by 10.6 percent and add 182,000 new jobs.

The professional and business services industry supersector, which includes some of the fastest growing industries in the U.S. economy, is projected to grow by 27.8 percent and add more than 4.5 million new jobs.

HIGHLIGHTS

"Our instructors aren't just teaching in the field, they work in the field. They are accountants, paralegals, attorneys, administrative assistants, etc."

Margaret Mauldin
Adjunct Faculty

Karen O'Connor
(760) 384-6172
koconnor@cerrocoso.edu

Visit us on the web:
academic.cerrocoso.edu/business

BUSINESS OFFICE TECHNOLOGY

Fact

CCCC is committed to excellence in education and works hand-in-hand with our students to provide them with the most current instruction, software, and industry practices.

PROGRAM DESCRIPTION

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 office.

CAREER OPPORTUNITIES

- Office Assistant
- Administrative Assistant
- Bookkeeper
- Receptionist
- Office Manager
- Data Entry Operator

DEGREES, CERTIFICATES & AWARDS

- A.S. in Business Office Technology

Certificates

- Business Office Technology

Awards

- Office Clerk
- Office Assistant

HIGHLIGHTS

"I have taken four classes online and the experience was great. It is the best thing since sliced bread."

Sharon Burton
Student

"All the classes required for my Business Office Technology degree that I have taken help so much with my job as an office manager."

Heather Martin
Student

Karen O'Connor
(760) 384-6172
koconnor@cerrocoso.edu

Visit us on the web:
academic.cerrocoso.edu/business

CHILD DEVELOPMENT

CAREER OPPORTUNITIES

- Child Care Center Assistant Teacher, Associate Teacher, Teacher, Administrator
- Elementary School Classroom Assistant
- Special Needs Program Teacher, Administrator, Trainer, Consultant

DEGREES, CERTIFICATES & AWARDS

- A.S. in Child Development

Certificates

- Teacher
- Master Teacher
- Site Supervisor

Awards

- Associate Teacher
- Assistant Teacher

PROGRAM DESCRIPTION

The Child Development Program is designed for students interested in infant, toddler, preschool or school-age education. Students may earn an A.S. degree in Child Development or an Assistant Teacher Award, Associate Teacher Award or Teacher Certificate for completing a defined course of study that requires fewer units than the A.S. 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.

Fact

The Child Development Program offers certificates, awards, and degrees at all of our Cerro Coso locations and online. The Child Development degree and all awards & certificates may be earned 100% ONLINE.

"Child Care Worker" is one of the fastest growing professions in California.

Employment Development Department

HIGHLIGHTS

"Current research shows how a baby's earliest experiences and relationships affect the way his/her brain is organized. During these crucial early years of life, the brain is forming connections that may determine a lifetime of skills and potentials. Quality care of young children is key. I LOVE working with children"

Vivian Baker
Graduate

Mary O'Neal
(760) 384-6275
moneal@cerrocoso.edu

Visit us on the web:
academic.cerrocoso.edu/chdv

COMPUTER INFORMATION SYSTEMS

Fact

Jobs in the computer science field are expected to more than double over the next 10 years. The field of computer science offers numerous types of jobs so you can specialize in an area of your interest and skill.

HIGHLIGHTS

"Just being able to have access to the computers has helped me have hands-on experience to apply the knowledge that I learned."

Joey Blakemore
Student

"My major is criminal justice, but now I am thinking of switching to computer science. This is a really great course (Robotics I). I would recommend it to anyone."

Joseph Mondragon
Student

Dozens of IT exams are offered through the IWV campus Testing Center.

PROGRAM DESCRIPTION

Computer Information Systems is one of the fastest growing fields in the United States. Our CIS program is designed for students pursuing professional employment in computer information systems for business. Whether you are enrolled full or part-time, this program is appropriate to both those currently employed and those seeking to enter this field. Students completing the CIS AS degree are also prepared to transfer to a Baccalaureate program in Computer Information Systems, Management Information Systems or related programs.

Students learn in state-of-the-art computer labs with industry experienced faculty in a hands-on environment. Students can take any of the dozens of the Information Technology certification exams available at our Indian Wells Valley campus. Our curriculum is designed to provide students with mastery of fundamentals that will equip them to enter the rapidly changing business environment. Up-to-date certification preparation courses in computer repair, IT Technician, Networking, and Security have been recently added to our online offerings.

CAREER OPPORTUNITIES

- Computer Programmer
- Computer Repair (A+ Certified)
- Computer Operator
- Computer Support Specialist
- Networking, Systems, or Database Administration

DEGREES & CERTIFICATES

- A.S. in Computer Information Systems

Certificates

- Computer Information Systems
- Intermediate Programming

Karen O'Connor
(760) 384-6172
koconnor@cerrocoso.edu

Visit us on the web:
academic.cerrocoso.edu/cis

EMERGENCY MEDICAL TECHNOLOGY

CAREER OPPORTUNITIES

- Private Ambulance
- Fire Fighting
- Security Officer
- Safety Officer
- Law Enforcement

DEGREES, CERTIFICATES & AWARDS

- Certificate in Emergency Medical Technology
- Degree option for A.S./A.A.
- California State 10 Point Practical Skills Form

PROGRAM DESCRIPTION

To be eligible to work in pre-hospital emergency care individuals must become certified as an Emergency Medical Technician – Basic. The EMT-B works with paramedics, law enforcement officers, fire fighters, air medical crewmembers, and even bystanders to provide care and transportation of sick or injured patients. The care is continued throughout transport to an appropriate medical facility where care is transferred to the nurses and physicians. The EMT course is a one semester course that provides training in the recognition, assessment, treatment, and practical techniques for pre-hospital emergency medical care of patient(s). Students are trained using the national standards and become eligible to complete the state approved testing after completion of this course. Although it is only a one semester course the lecture, practical application and clinical experience require class participation and appropriate study time to be prepared to become an EMT-Basic.

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Visit us on the web:
academic.cerrocoso.edu/emt

Fact

Emergency Medical Technicians are entering many fields in the job market due to the diverse abilities of the EMTB. Once completed and certified as an EMTB, students often continue into other health career programs: vocational nursing, medical assisting, pharmacy technician and other fields from wild land fire fighting to safety officer positions. Having the training is useful in every day activities including coaching, youth group or activity advisors, scout leaders, ski patrol and family or individual functions.

HIGHLIGHTS

"As a student in the EMT class, I have learned how to contribute in my community by becoming educated in Basic Life Support. It is upbeat, informative, and educational to the lay person."

Diana Sterling
Student

FIRE TECHNOLOGY

Fact

Estimated number of workers in 1993: 20,130

Estimated number of workers in 2005: 24,640

Projected Growth 1993-2005: 22%

Estimated openings due to separations by 2005: 10,840

HIGHLIGHTS

Prospective fire fighters are expected to face keen competition for available job openings. Those who have completed some fire fighter education at a community college and have EMT or paramedic certification will have an additional advantage.

Occupational Outlook Handbook
US Department of Labor

PROGRAM DESCRIPTION

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

The fire technology degree/certificate program is designed to prepare those interested in a career in the fire service, either public or private, upgrade the skills of in-service fire personnel in their present positions or prepare in-service personnel for promotional opportunities.

CAREER OPPORTUNITIES

- Firefighter

DEGREES & CERTIFICATES

- A.S. in Fire Technology

Certificates

- Fire Technology

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Visit us on the web:
academic.cerrocoso.edu/fire

HEALTH CAREERS

CAREER OPPORTUNITIES

- Certified Nurses Aide
- Home Health Aide
- Administrative Medical Assisting
- Clinical Medical Assisting

DEGREES, CERTIFICATES & AWARDS

- Administrative Medical Assistant
- Clinical Medical Assistant
- Certified Nurses Aide*
- Home Health Aide*
- Vocational Nurse**

* Certification provided by the California Department of Health Services.

**Licensing provided by the California Board of Vocational Nursing and Psychiatric Technicians.

PROGRAM DESCRIPTION

Cerro Coso Community College offers a variety of health career programs to suit individual student needs. Students have the option of choosing courses that are one or two semesters in length and/or beginning on a path of long-term career goals. Short-term courses such as the Certified Nurses Aide and Home Health Aide or Medical Assisting present the student with the knowledge needed for immediate employment.

Be sure and check the available online courses, many of which are suitable for RN and/or LVN prerequisites. Supplemental courses include medical terminology, nutrition, pharmacology, ethics, and culture.

Fact

Healthcare occupations make up 12 of the 20 fastest growing occupations, while computer occupations account for 5 out of the 20 fastest growing occupations in the economy. In addition to high growth rates, these 17 computer and healthcare occupations combined will add more than 1.8 million new jobs. High growth rates among computer and healthcare occupations reflect projected rapid growth in the computer and data processing and health services industries. Cerro Coso offers courses in healthcare, computer technology, and business!

HIGHLIGHTS

Career Paths: Graduates often start their health careers as a CNA, then complete their LVN training at CCCC. Many continue to obtain their RN license.

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Visit us on the web:
academic.cerrocoso.edu/health-careers

HUMAN SERVICES

Fact

Kern/Inyo/Mono area can expect a rather high (23.3%) increase in jobs for Social and Human Services Assistants through 2012, which is higher than the average growth rate for this occupation in the State (California 16%) and the Nation (U.S. 21%).

HIGHLIGHTS

A survey taken of agencies in Kern/Inyo/Mono indicated that 70% would hire a student who completed this program.

90% of agencies questioned felt that the Human Services Program would qualify them to work within their agency.

PROGRAM DESCRIPTION

The Human Services Program prepares students for employment in a broad range of human services settings. It consists of seven core courses and offers additional 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 A.S. degree requires 60 units total, 26 in the major, in additional to general education requirements and electives.

The Human Services field is very broad covering mental health, substance recovery, families support, domestic violence, child and elderly neglect and abuse, the exceptional child, and the homeless. It is a career concerned with meeting human needs and improving the overall quality of people's lives.

Human Services professionals assist other professionals from a wide variety of fields, from psychology to rehabilitation. They provide client services and support for families. Among the services provided by Human Services professionals may be helping clients identify benefits or social and community services available to them. They also assist social workers in a variety of ways helping to build human and family relationships, address substance abuse situations, and provide rehabilitation or adult day care services. With such a wide range of opportunities available, a Human Services professional has a world of opportunities available to them.

CAREER OPPORTUNITIES

- Human Services Technician
- Case Worker
- Family Development Specialist
- Mental Health Technician
- Independent Living Specialist

DEGREES & CERTIFICATES

- A.S. in Human Services

Certificates

- Human Services Para-Professional

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Visit us on the web:
academic.cerrocoso.edu/humanservices

INDUSTRIAL TECHNOLOGY

CAREER OPPORTUNITIES

- Electronics Technician
- Engineering Technician
- Solar Technician
- Wind Technician

DEGREES, CERTIFICATES & AWARDS

- A.S. in Industrial Technology
  Emphasis Areas:
  - Electronics Technology
  - Engineering Technology
  - Solar Technology
  - Wind Technology
- A.S. in Solar Technology (Wind Tech/Solar Tech)

Certificates

- Engineering Technology
- Electronics Technology
- Wind Technology
- Solar Technology

PROGRAM 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 Electronics Technology, Engineering Technology, Solar Technology or Wind Technology. Employment in aerospace, mining, manufacturing, and renewable energy is projected to increase dramatically over the next several years utilizing cutting edge technologies.

Fact

"Jobs for Solar Energy Installer should grow over the next few years because practical ways to use solar energy continue to evolve."

(http://www.calmis.ca.gov/fileoccguide/solar.htm)

HIGHLIGHTS

The energy related jobs in solar and wind are projected to explode in the next few years.

"The Tehachapi Mojave Wind Resource Area will develop an additional 4500 MW of wind generation; this growth will also have great employment potential for Kern County."

Linda Parker
Kern Wind Energy Association

James O'Connor
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Visit us on the web:
academic.cerrocoso.edu/industrial

PARALEGAL

Fact

CCCC is committed to providing students excellence in Paralegal Studies. We are using experienced personnel in the legal field to provide you with current and realistic instruction in paralegal studies. Our instructors are practicing and former attorneys, licensed private investigators, and all instructors have Juris Doctorate Degrees or equivalent education.

HIGHLIGHTS

"You must recognize the important role you play in the law office or independent certified paralegal role. None of your assignments will be glamorous, but your efforts are essential to the legal process."

Charles E. Quinlan
Paralegal

PROGRAM DESCRIPTION

The Paralegal Studies 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. Career opportunities exist with private attorneys, local court jurisdictions, corporate law offices, and independent paralegals.

Upon completion of the program, learners are able to:

- Analyze data and information to assist attorneys with a client's case throughout the legal process.
- Locate and analyze relevant primary and secondary legal sources in electronic and print media.
- Apply investigative functions and techniques to gather information from witnesses and other sources.
- Process legal documents and maintain legal schedules.
- Draft and organize legal documents and records including pretrial preparation.

CAREER OPPORTUNITIES

- Paralegal
- Legal Assistant
- Legal Document Preparer
- Certified Paralegal in Specialty Areas*
  Real Estate, Social Security, Criminal Law, Constitutional Law, etc.
  **requires continuing education*

DEGREES & CERTIFICATES

- A.S. in Paralegal Studies
- Certificate in Paralegal Studies

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Visit us on the web:
academic.cerrocoso.edu/business

VOCATIONAL NURSING

CAREER OPPORTUNITIES

- Licensed Vocational (Practical) Nurse (LVN/PN)

DEGREES & CERTIFICATES

- A.S. in Vocational Nursing
- Certificate in Vocational Nursing
- Certified Nurses Aide

PROGRAM DESCRIPTION

Vocational Nursing is an intensive program approved by the California Board of Vocational Nursing and Psychiatric Technicians. The Program's hours include anatomy and physiology, psychology, nursing theory, and supervised clinical nursing experiences.

Concepts of the fundamentals of nursing, geriatrics, nutrition, and pharmacology are integrated in the first semester of the Program. Nursing care of clients with varied adult medical-surgical conditions is integrated throughout the three semesters of the program.

Course content also includes concepts of 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 Boards of Nursing (NCLEX-PN).

Cerro Coso College and Bakersfield College have partnered to also offer students an LVN to RN program that is done through distance education. Visit our website to learn more.

Fact

Multiple opportunities for personal growth, professional variety, and career path development exist in the fields of nursing.

HIGHLIGHTS

Nurses are in high demand and job opportunities for nurses vary widely. Employment opportunities are found in long-term care and acute care hospitals as well as in assorted clinics, physician's offices, and correctional facilities.

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Visit us on the web:
academic.cerrocoso.edu/health-careers

WEB DESIGN

Fact

The demand for web professionals continues to exceed the number of qualified workers.

Many web professionals work from home and work with clients all over the world.

HIGHLIGHTS

"I have found that the Cerro Coso Web Design program has been just what I needed. They have some of the best instructors I have worked with who make themselves easily available to assist and are caring, knowledgeable and dedicated individuals. I am very happy with the program and highly recommend it!"

Anne Aylor
Student

"Cerro Coso's excellent online Web Design program has given me the opportunity to study for my degree from Arizona where my choices are limited."

Sharon Albert
Student

PROGRAM DESCRIPTION

The Web Design Program provides students with fundamentals in software tools, design theory, and current practices in Web Design. Working in teams and individually, students develop their creativity and learn to solve design problems in innovative ways. The core courses provide a broad foundation of skills. Students can then use the specified electives to tailor their certificate or degree for a specific niche area of web design, such as graphic design, programming, animation, multimedia, content development, or portfolio development. This program prepares students for entry-level work in Web Design and/or preparation for transfer to a four-year design program at a university.

Students earn the Certificate in Web Design by completing 31 units, including 22 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 (60 units).

CAREER OPPORTUNITIES

- Web Designer
- Flash Animator
- Graphic Designer
- Multimedia Developer
- Web Programmer

DEGREES & CERTIFICATES

- A.S. in Web Design
- Certificate in Web Design

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Visit us on the web:
academic.cerrocoso.edu/media-arts

WELDING TECHNOLOGY

CAREER OPPORTUNITIES

- Pipe Welder
- Manufacturing
- Fitter/Fabricator
- Structural Welder
- Sheet Metal Worker

CAREER INDUSTRIES

- Aircraft
- Aerospace
- Construction
- Manufacturing
- Marine
- Metal Art
- Mining
- Railroad
- Renewable Energy
- Ship Building

DEGREES & CERTIFICATES

- A.S. in Welding Technology
- Certificate in Welding Technology

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Visit us on the web:
academic.cerrocoso.edu/welding

PROGRAM DESCRIPTION

The Welding Technology Program provides training in:

- Oxyacetylene welding and cutting (OAW)
- Shielded Metal Arc Welding (SMAW)
- Gas Metal Arc Welding (GMAW)
- Gas Tungsten Arc Welding (GTAW)
- Plasma Arc Cutting (PAC)
- Fabrication, blueprint reading, and trade math for welders

The program prepares the student for employment as an entry-level welder.

Fact

Welding is the second most in-demand job in the career technical fields, next to nursing, in the State of California.

The demand for welders is so great that companies have to hire welders from out of state to fill their positions.

HIGHLIGHTS

"I love the hands-on experience and personalized instruction in the Welding Program at Cerro Coso."

Billy Freund
Student

CC ONLINE

Digital Media Skills

Need to know how to resize that digital photo so that you can easily send it via email? Want to add extra emphasis to your videos with special effects? Wish you knew how to create documents for publication, like a newsletter or brochure?

In this fast-paced world of podcasts and blogs, it's easy to feel that you're getting left behind. Cerro Coso Community College is developing a Digital Media Skills program that will provide you with the skills you need to stay current in the 21st century – for your present job, your future career, or your special interests.

For more information, visit us online at: www.cerrocoso.edu/cte

DESCRIPTION

CC Online offers 19 degree programs entirely online. Courses are offered year-round. With low-cost tuition, a vareity of resources, and experienced faculty and staff, CC Online is your leader in online education.

What makes learning online different at Cerro Coso:

- Online Associate Degrees
- No self-paced courses
- No on-campus meetings
- Highly interactive courses

Our goal is to provide you with everything that you need to complete your Associate Degree. From our virtual campus you can access courses, learning support services including admissions, records, financial aid and counseling services.

Certificates Continued

- Medical Assistant
- Paralegal Studies
- Web Design

Awards

- Office Clerk
- Assistant Teacher
- Associate Teacher
- Administrative Medical Assisting
- Clinical Medical Assisting
- Medical Assisting Externship

Permits

- Master Teacher
- Site Supervisor

DEGREES, CERTIFICATES, AWARDS & PERMITS AVAILABLE

- A.A. in Business Administration
- A.S. in Business Office Technology
- A.S. in Business
- A.S. in Child Development
- A.S. in Computer Information Systems
- A.S. in Management
- A.S. in Paralegal Studies
- A.S. in Small Business Management/ Entrepreneurship
- A.S. in Web Design

Certificates

- Office Assistance
- Business Office Technology
- Business
- Management
- Entrepreneurship
- Teacher
- Computer Information Systems
- Computer Information Systems Intermediate Programming

(760) 384-6100

Visit us on the web:
cconline.cerrocoso.edu

TESTING CENTER

PEARSON VUE EXAMS

Certification exams offered

- CompTIA Security+ exams
- Oracle
- Sun
- CIW
- Cisco
- more

Sign Up Online

Candidates can schedule an exam appointment in the comfort of their home via the internet at http://www.vue.com/.

1. Decide on the Pearson exam to be taken.
2. Log onto the Pearson scheduling website http://www.vue.com/
3. Follow the scheduling wizard under Find a Test Center.

PROMETRIC EXAMS

Certification exams offered

- Microsoft Professional Exams (MCP, MCSE, MCSA)

How to Sign Up

Cerro Coso is a private testing center for Prometric Exams and offers Microsoft exams through this service. To sign up, do the following:

1. Decide on the exam.
2. Schedule an appointment at Cerro Coso by contacting (760) 384-6161 or emailing testing@cerrocoso.edu (make sure to have subject line Testing Exam Scheduling Request) or call the Cerro Coso testing proctor at (760) 384-6161.

Got Skills?

In the current job market employers won't just take your word for it, you need proof!

PROMETRIC TEST CENTER

PEARSON VUE AUTHORIZED TEST CENTER

Paula Caudill
(760) 384-6209
pcaudill@cerrocoso.edu

Visit us on the web:
www.cerrocoso.edu/certification

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KERN COMMUNITY COLLEGE DISTRICT

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TDD Only: (760) 384-6110
Fax: (760) 375-4776

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South Kern
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Fax: (661) 258-0651

ESCC Mammoth
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(760) 934-2875
Fax: (760) 924-1613

ESCC Bishop
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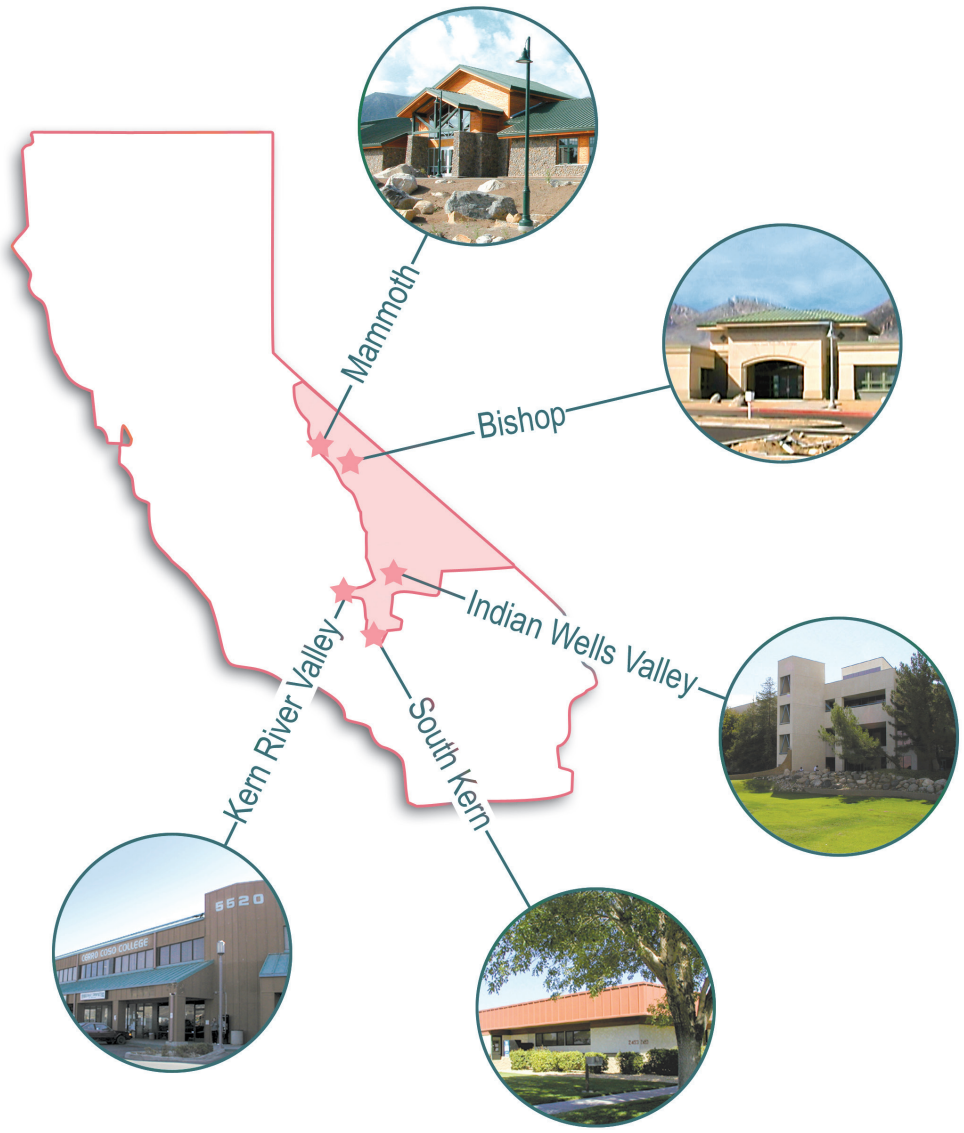

www.cerrocoso.edu/cte