

ANTHC122

Proposal Information

Proposer

Sarah King

Action

This is Replacing a Previous COR

Justification

Cyclical review. Updated textbook and advisories, edited outline for errors, added examples to methods of instruction.

Effective Term

Fall 2024

Course Information

Course Subject and Number (CB01)

ANTH C122

Course Title (CB02)

Biological Anthropology Laboratory

Catalog Description

This laboratory course is offered as a supplement to Biological Anthropology and must be taken concurrently with ANTH C121. Laboratory exercises are designed to introduce students to the scientific method, and explore genetics, human variation, human and non-human primate anatomy and behavior, the primate/hominin fossil record, and other resources to investigate processes that affect human evolution.

TOP Code (CB03)

2202.00 Anthropology

CIP Code

SAM Priority Code (CB09)

E - Non-Occupational

Repeatability

Not repeatable

Grading Option

Standard letter with P/NP option

Recommended Section Size

35

Credit Status (CB04)

D - Credit - Degree Applicable

Transfer Status (CB05)

A - Transferable to both UC and CSU

Course Units (CB06 & CB07)

1.00 Unit

Basic Skills Status (CB08)

N - Course is not a basic skills course.

Co-operative Work Experience Status (CB10)

N - Is not part of a cooperative work experience education program

Course Classification Code (CB11)

Y - Credit Course

Special Class Status (CB13)

N - Course is not a special class.

Prior to Transfer Level Status (CB21)

Y - Not Applicable

Non-credit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (funding not used to develop course.)

Program Status (CB24)

Yes - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course.

Upper Division Status (CB27)

N - course is not an upper division course.

Credit for Prior Learning

No

Materials Fee

No

Faculty Minimum Qualifications

Field Service Areas

- Anthropology (Masters)

Hours and Units

Credit Type

Credit Course

Hours and Units

Category	Hours	Units
Lecture	0	0.00
Lab	54	1.00
Activity	0	0.00
Non-Standard		0.00
Outside of Class	0.00	-
Total	54.00	1.00

Requisites

Co-requisites

Requisite Course

ANTH C121 or ANTH C121H

Rationale for Requisite

This is a laboratory class only. Since there is no lecture portion, students must take the Anth 121 lecture

course in order to understand the theories and methods that will be applied in this laboratory section; Without the background information on concepts, such as mendelian genetics, mechanisms of evolution, natural selection, adaptation, and primate anatomy, they will not be successful in this course.

Outcomes and Objectives

SLO 1

Outcome

Discuss the key theories and concepts related to the forces of evolution, including mutation, natural selection, genetic drift, and gene flow.

Expected Performance

70%

SLO 2

Outcome

Identify modern non-human primate species and describe their skeletal morphology and social behavior.

Expected Performance

70%

SLO 3

Outcome

Identify the main hominin species by their skeletal morphology and describe the key adaptations in human evolution.

Expected Performance

70%

SLO 4

Outcome

Analyze the influence of the environment on humans including the resulting biological and cultural differences.

Expected Performance

70%

Course Objectives

Apply the scientific method.

Identify the outcomes of evolutionary processes.

Describe structure and function of DNA and RNA.

Demonstrate how human traits are inherited.

Identify anatomical and behavioral features of non-human primates.

Compare the morphology of primates and early hominins.
Describe the biological and behavioral adaptations of the genus Homo.
Identify defining features of anatomically modern humans.

General Education and Program Applicability

IGETC

Area

Area 5C - Physical and Biological Sciences: Laboratory Activity

Status

Active

Approval

CSU

Area

Area B3 - Scientific Inquiry and Quantitative Reasoning: Laboratory

Status

Active

Approval

LOCAL

Area

Area 1.1 - Natural Science: Life Sciences

Status

Active

Approval

April 10, 2024

C-ID

Number

ANTH 115 Biological Anthropology Laboratory

Status

Approval

Instructional Specifications

Topical Outline

This course will consist of hands-on laboratory activities that cover the following concepts:

- I. Nature of scientific inquiry and the scientific method
 - a. Application of scientific methods
- II. Molecular, mendelian, and population genetics
 - a. Investigation of cell biology
 - b. Examination of genetic traits
- III. Mechanisms of evolution
 - a. Mutation
 - b. Natural selection
 - c. Gene flow
 - d. Genetic drift
- IV. Comparative primate taxonomy, anatomy, and behavior
 - a. Mammals and primates
 - b. Lemurs, lorises, and tarsiers
 - c. Platyrrhini
 - d. Cercopithecoidea
 - e. Apes
- V. Investigation of human osteology: Forensic and anthropometric methods
 - a. Cranial bones and landmarks
 - b. Post-cranial bones and landmarks
- VI. Biocultural adaptations and modern human variation
 - a. Age and sex assessment
 - b. Race
 - c. Pathology
 - d. Environmental adaptations
- VII. The nature of the fossil record including dating techniques
- VIII. Fossil and genetic evidence of human evolution
 - a. Australopithecine anatomy
 - b. Early Homo anatomy
 - c. Archaic Homo sapiens
 - d. Anatomically modern humans

Methods of Instruction

Laboratory

Sketch and describe the features of Narikatome Boy's cranium.

Case Study

Read the case study on human chimerism, and apply your knowledge of mitosis, meiosis, and sexual reproduction to explain how this condition might occur.

Group Work

Students practice using seriation dating to date individual sites and multiple sites across a region.

Methods of Evaluation

Tests

Quizzes and exams - Quiz on cell replication and DNA. Questions cover key terms such as mitosis, meiosis, haploid, diploid, autosome, sex chromosome, somatic cells, gametes, cross-over, and recombination.

Participation

Presentation - students will be expected to present in class on an independent project related to their coursework. Presentations will be graded based on a rubric. For example - student groups analyze lithic scatter from a mock archaeological site and present their findings to the class.

Other

Lab reports - Students will be expected to write lab reports each week. Lab reports will be graded based on a rubric. For example - lab report on the comparative anatomy of archaic and modern Homo sapiens.

Assignments

Out-of-class assignments include reading chapters from the lab manual prior to class, preparing for quizzes and exams, and completing write up on labs performed in class. For example, students may be asked to compare the measurements of several australopithecine skulls and then explain what the observed differences indicate about environmental adaptation.

Textbooks and Instructional Material

Shook, B., Nelson, K., Aguilera, K., & Braff, L. (Eds.). (2023). Explorations: An open invitation to biological anthropology laboratory manual 2ed. American Anthropological Association

Distance Education Addendum

Distance Education Approval

During Emergency Conditions Only

Correspondence Education Approval

During Emergency Conditions Only

DE/CE Rationale and Rigor Statement

Instruction Office Addendum

COR Status

Active

CIC Approval

February 23, 2024

Board Approval

April 16, 2024

Course Control Number

CCC0005577025

Assignment Load Factor

15 - Lecture, Laboratory

Load Amount

0.2

COR Listing History

Updated: April 29, 2024 04:11:15. Created: April 10, 2024 04:34:44.

Report pulled April 29, 2024.

Cerro Coso College
Program Outline Report

Program Basics

Program Title:	Paralegal Studies Associate in Science Degree
Department:	Business Information Technolog
Award Type:	A.S. Degree Major
Program Description	PARALEGAL STUDIES ASSOCIATE OF SCIENCE DEGREE. This program is designed to prepare students for work in the legal environment as professional paralegals. Students receive training in all aspects of the legal system including the court system, legal research, client interviews and communication, legal ethics, preparation of legal documents, memoranda, and correspondence, and federal and state civil procedures. The program prepares students for various areas of legal employment including law firms, local court jurisdictions, government offices, corporate law offices, private and public sector positions, and self-employment as a contract paralegal or California Legal Document Assistant (LDA). This degree is not specifically designed for transfer. Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for a major at a four-year school. If students plan to transfer, they should consult a counselor and visit www.assist.org to identify the courses needed for the major at the transfer school and to develop a plan that will best meet their goals. Students must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C" in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.
Program Control Number:	15579
Transferability:	Transferable to CSU only
Program TOP Code (SP01):	1402.00
Program TOP Code (SP01):	Paralegal
Student Program Award (SP02):	Associate of Science (A.S.) degree
Maximum Credits:	60
Minimum Credits:	60
Curriculum Committee Approval Date:	01/31/2020
Board of Trustees Approval Date:	03/12/2020
External Review Approval Date:	03/12/2020

Proposal Details

Proposal Start:	Fall 2020
Rationale for Non-Fall Start:	No value
Program Justification:	The department, dean, and advisory committee have discussed changes to reduce the number of required units, add and remove courses, and otherwise streamline the program for successful completion. Two courses (PARA C130 and C140) are being combined into PARA C130. Many students involved in the program attend part-time and work full-time, so this will also help them. A minimum of 24 units is required under the California Business and Professions Code section 6450 (Ca. Bus. & Prof. Code §6450). Modification of PLOs and description per program review goals.

Submission Rationale

- Improvement to Program of Study
- Change to Content
- Additional Program Options

Program Requirements

Paralegal Studies Associate in Science Degree

Program Courses

A.S. Degree Major

Course / Course Block	Required Credits
Complete the core courses	18
PARAC101 - Introduction to Paralegal Studies	3
AND	
PARAC112 - Legal Research & Writing I	3
AND	
PARAC122 - Legal Research & Writing II	3
AND	
PARAC130 - Civil Litigation and Procedure I	3
AND	
PARAC190 - Legal Ethics	3
AND	
PARAC210 - California and Federal Civil Procedure Legal Forms	3
Complete a minimum of 9 units from the following	9
PARAC150 - Law Office Management	3
OR	
PARAC220 - Bankruptcy Law	3
OR	
PARAC240 - Criminal Law & Procedure	3
OR	
PARAC250 - Family Law	3
OR	
PARAC260 - Personal Injury and Tort Litigation	3
OR	
PARAC090 - Legal Document Assistant	3
Total Credits	27

Recommended Sequences

PARA Fall Term Courses

PARAC101 - Introduction to Paralegal Studies
3

OR

PARAC112 - Legal Research & Writing I
3

OR

PARAC210 - California Civil Procedure and Legal Forms
3

OR

PARAC220 - Bankruptcy Law
3

OR

PARAC240 - Criminal Law & Procedure
3

OR

PARAC260 - Personal Injury and Tort Litigation
3

Total Credits:

3

PARA Spring Term Courses

PARAC090 - Legal Document Assistant

3

OR

PARAC101 - Introduction to Paralegal Studies

3

OR

PARAC122 - Legal Research & Writing II

3

OR

PARAC130 - Civil Litigation and Procedure

3

OR

PARAC150 - Law Office Management

3

OR

PARAC190 - Legal Ethics

3

OR

PARAC250 - Family Law

3

Total Credits:

3

Program Outcomes

Paralegal Studies AS Degree PLOS

PSLO

Performance

Understand and apply the fundamentals of the legal process to assist the attorney in representation of the client.

75

Conduct ethical legal research and use other investigative functions to gather relevant information.

75

Process and draft legal documents, written correspondence, records, and court forms including tracking and maintaining case and court deadlines.

75

Apply ethical principles and rules when performing duties within the legal field.

75

Program Narrative

Projected Annual Completers

12

Projected Net Annual Labor Demand (CTE only)

16

Estimated FTE Faculty Workload

2.0

Number of New Faculty Positions

No additional full-time faculty at this time. Adjuncts may be needed.

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?

Program Review was completed in 2017-2018 school year. Program Review is currently on a 5-year cycle.

Enrollment and Completer Projections

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. Since 2012, we have had a maximum of 12 COAs and 8 AS degrees per graduating class. Each year has seen a minimum of 3 graduates or more with either degree. Many students earn both degrees.

Place of Program in Curriculum/Similar Programs

There are no other similar programs offered at the college.

***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 or CoA in our immediate service area. 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. Closest to our area is the CSU Bakersfield extension division offers a Paralegal Certificate through the Center for Legal Studies and requires 360 hours for completion and is at a much greater cost than our program.

Labor Market Information & Analysis (CTE only)

Not applicable for non-substantial change. However, a survey was conducted of 25 lawyers in 2003 prior to the original program approval. This survey is on file at the college and was included in the original application to the state. 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.

Employer Survey (CTE only)

The survey was completed when the program was approved in 2004.

Explanation of Employer Relationship (CTE Only)

Over the past five years, graduating students have been successfully placed in legal positions. Over 65% of graduating students are earning a living wage.

List of Members and Advisory Committee (CTE Only)

Bus Dept. Faculty Chair, Full-time paralegal faculty, area attorneys, judges, and paralegals (currently: Judge Ken Pritchard; Court Commissioner Wagner, Jennifer Saxton, Paralegal/Office Manager for Attorney Wayne Silva; Wayne Silva, Attorney; Steven Boister, Attorney; Dennis Schuster, Attorney; Patricia Vaugh, Office Manager for Dennis Schuster, and Sherri Lloyd, Legal Secretary/Asst. for Law Office of Leslie Anderson; Leslie Anderson, attorney, Laura Vitale, LDA.)

Recommendations of Advisory Committee (CTE Only)

The advisory committee approves the modifications to the program. See meeting minutes attached.

Library and/or Learning Resources Plan

The resources required for the certificate will not exceed those in place to support the existing degree program.

Facilities and Equipment Plan

This is an online program. The resources required for the certificate will not exceed those in place to support the existing degree program.

Financial Support Plan

Additional resources are not required beyond what is currently budgeted for the Paralegal Studies Associate Degree program.

Faculty Qualifications and Availability

Applicable degrees for the paralegal curriculum are Juris Doctor; Masters or Doctorate in Law; Bachelors or Associates in paralegal, legal assisting or law.

Based on model curriculum (if applicable)

This is not applicable.

Licensing or Accreditation Standards

In California, a 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 and satisfy the requirements under the California Business and Professions Code (6500 et seq.). A minimum of 24 units of legal study is required under the California Business and Professions Code section 6450 (Ca. Bus. & Prof. Code §6450). This is an effort to differentiate the paralegal from the Legal Document Assistant (LDA), who does not work 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 program would prepare students for both positions. Students who wished to work independently upon graduation would be eligible for the LDA license.

Student Selection and Fees

This is not applicable.

Catalog Description

No Value

Addiction Counseling Studies Associate in Science

The Addiction Counseling Studies Associate in Science Degree (60 units total, 37 units in the major) is designed to prepare students for careers focused on the treatment of alcohol, drug, and other addictions, and other occupations in the addiction counseling field. Upon successful completion of the program, students demonstrate mastery of treatment modalities, health education and prevention, professional and ethical responsibilities, and client advocacy. Students must complete internship fieldwork with a state-licensed substance abuse services agency. This degree is not specifically designed for transfer. Courses required for the major at Cerro Coso Community College may not be the same as those required for the major at a four-year school. Students who plan to transfer should consult a counselor or advisor and <http://www.assist.org/> to identify the courses needed for the major at the transfer school and to develop an education plan. Students must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College. Completion of the Cerro Coso local general education pattern does not prepare students for transfer. Students should consult with a counselor or educational advisor regarding general education options.

Program Learning Outcomes

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

- Articulate the broad concerns and practices of the addiction counseling field.
- Describe seven or more traits of an effective helping person including establishing a helping relationship with the client characterized by warmth, respect, genuineness, concreteness, and empathy.
- Promote client knowledge, skills, and attitudes consistent with the maintenance of good health (as defined by both the client culture and the treatment culture) and the prevention of HIV/AIDS, TB, STDS, and other communicable diseases.
- Perform the actions necessary to start and run a treatment group, including determination of group

type, purpose, size, goals, outcomes, and rules for participation by members and leadership.

- Describe the dynamics of crisis intervention.
- Construct a treatment plan with the client and appropriate others, based upon client's needs, preferences, and resources available, including any steps to initiate admission or referral to ensure follow through by the client.

Courses

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

Complete the following core courses:

ADST C101	Introduction to Addiction Studies.....	3 units
ADST C102X	Physiological Effects of Addiction	3
ADST C103X	Addiction Prevention, Intervention, Treatment, and Recovery.....	3
ADST C104X	Co-occurring Disorders	3
ADST C105X	Counseling Skills in Addiction Treatment...3	
ADST C106X	Law and Ethics in Addiction Counseling3	
ADST C107X	Family Dynamics of Addiction.....	3
ADST C108X	Case Management in Addiction Counseling	3
ADST C109X	Group Treatment	3
ADST C110X	Addiction Studies Field Experience.....	4.5
ADST C111X	Addiction Studies Field Experience Seminar.....	2.5

Select 3 units from the following courses:

SWHS C101	Introduction to Social Work and Human Services.....	3 units
PSYC C101	General Psychology.....	3
or PSYC C101H	General Psychology: Honors	3
SOCI C101	Introduction to Sociology	3

Complete one of the following general education patterns:

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

Addiction Counseling Studies Certificate of Achievement

The Addiction Counseling Studies Certificate of Achievement (37 units) is designed to prepare individuals for counseling in alcohol, drug, and other addictions. The program emphasizes a public health approach that addresses community, social, and individual-level factors in addiction while providing certificate candidates

with a strong background in treatment modalities, health education and prevention, professional and ethical responsibilities, and client advocacy. Courses are sequenced based on knowledge and skills that are acquired as students move through the program. Students