Congratulations on selecting Cerro Coso Community College to begin your pursuit of higher education!

At Cerro Coso our outstanding faculty members will encourage you to use your critical thinking skills, your natural creativity, and your ability to learn and master new skills and theories. Your learning needs will be supported by our professional support staff, assisting you every step of the way to attaining your educational goals.

The mission of Cerro Coso Community College is to support your pursuit of learning for university transfer, career training, upgrading current job and life skills, and instilling an appreciation of lifelong learning. It has long been proven that individuals who possess higher education certificates and degrees compete more strongly in the job marketplace and greatly increase their learning power throughout their lives.

Cerro Coso offers student activities that include theater productions, art exhibits, and athletic team events, student government, travel opportunities with faculty leaders, special speakers and other events. Information about college activities is always available on our website.

On behalf of the faculty, staff and administration, I wish you great success in your studies and welcome you to Cerro Coso Community College!

Dr. Mary Retterer
Interim President, Cerro Coso Community College
CERRO COSO COMMUNITY COLLEGE
2006 - 2008 Catalog

INDIAN WELLS VALLEY CAMPUS
3000 College Heights Boulevard, Ridgecrest, California 93555-9571
Telephone (760) 384-6100, FAX (760) 375-4776

KERN RIVER VALLEY CAMPUS
5520 Lake Isabella Boulevard, P. O. Box 3204, Lake Isabella, California 93240
Telephone (760) 379-5501, FAX (760) 379-5547

EASTERN SIERRA COLLEGE CENTER
BISHOP - 4090 West Line Street, Bishop, California 93514
Telephone (760) 872-1565, FAX (760) 872-5319
MAMMOTH - 101 College Parkway, P.O. Box 1865, Mammoth Lakes, California 93546
Telephone (760) 934-2875, FAX (760) 924-1613

SOUTH KERN CAMPUS
140 Methusa Avenue, Building 2453, Edwards AFB, California 93524-1400
Telephone (661) 258-8644, FAX (661) 258-0651

CC-ONLINE CAMPUS
Telephone (760) 934-2796, Toll Free (888) 537-6932
cc-online.cerrocoso.edu
http://www.cerrocoso.edu

The Cerro Coso Community College catalog reflects all course actions taken by the Curriculum and Instruction Committee (CIC) through Spring 2006. While every reasonable effort has been made to ensure its accuracy, the catalog should not be considered an irrevocable contract between the college and its students.

Catalog cover designed by Cori Ratliff
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GENERAL INFORMATION

Cerro Coso Community College is a member college of the Kern Community College District and is fully accredited by the Western Association of Schools and Colleges and approved by the University of California and the State Department of Education.

Mission
The mission of Cerro Coso Community College is to provide high quality degree and certificate curricula in lower division arts and sciences and in professional/technical education. Essential to this mission is providing support services which enhance student opportunities for success. As part of this mission, the college will respond to the interests, aspirations, and capabilities of students while encouraging them to develop as useful, contributing members of society.

Service Philosophy
Cerro Coso Community College is committed to providing equal opportunity for access to quality community college education for all eligible individuals within its service area irrespective of geographic location. In keeping with this philosophy, the College has established the following goals:

1. Maximize use of community resources and expand instructional facilities to meet the varying needs, interests, and capacities of individuals geographically distant from the campus.
2. Maintain a high level of quality for instructional programs offered at all sites by thorough adherence to the same admissions, grading, and graduation standards; by insuring that all faculty members possess the same or equivalent qualifications; and by facilitating regular and frequent interaction among all instructors and staff of all campuses and/or centers.
3. Assess the educational needs of college clientele and facilitate the design and delivery of educational programs specifically tailored to meet those needs.
4. Continually strive to upgrade and improve the support services and physical facilities at all campuses such as learning resource centers, student counseling, financial aid information and assistance, and other student services normally offered on the traditional college campus, or provide such services electronically.

General Education Philosophy
The general education program at Cerro Coso Community College reflects the College’s conviction that it is our charge to provide our students the tools necessary to live successfully in a changing world. A general education program in humanities, social and behavioral sciences, natural sciences, and language and rationality encourage the development of critical thinking, an appreciation for the rich diversity of human cultures and traditions, and an understanding of political, social, physical, and ecological environments sufficient to offer the flexibility needed for our students to prosper in a global society.

Values
Cerro Coso maintains campuses in four communities: the Indian Wells Valley, the Kern River Valley, South Kern County, and the Eastern Sierra. Each campus and the communities it serves are unique and have special educational needs. At the same time, the communities are united in their desire for access to the highest quality learning opportunities. Cerro Coso is dedicated to providing members of these communities with excellent educational experiences based on the following values:

COMMUNITY: Responsiveness to the educational needs of our individual communities.
STUDENTS: Students as individuals with unique capabilities and needs.
PARTICIPATION: Full participation by all members of the college community in charting the future of the college.
LEARNING: A teaching-learning process that motivates students toward excellence.
PREPARATION: A comprehensive curriculum that prepares students to be competitive in the job market or transfer programs.
PROFESSIONAL GROWTH: Professional growth based on personal self-assessment.
ACCESS: Open access to educational success.
INNOVATION: Innovation and creativity.
DIVERSITY: Staff and student diversity.

Strategic Long Range Goals, 2006-2008
1. Implement a three-year student recruitment and retention program that will increase the number of full-time students by 30% and achieve an internal semester retention rate of 90% at all college locations.
2. Increase the viability of the College’s Student Learning programs in all its communities through outcome-based research, program review, and student follow-up assessment.
3. Integrate the use of technology throughout the college to increase student access to learning, improve organizational efficiency, and enhance services to our communities particularly through online and interactive instruction.
4. Promote College leadership in the economic and cultural development of each community served by the college.
5. Ensure the financial stability of the college by achieving staffing levels that reflect KCCD Board direction, by increasing college income, and by controlling administrative/operational costs.

Accreditation
Cerro Coso Community College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges. The college and its programs are also approved by the California Community College Board of Governors, the Board of Vocational Nursing and Psychiatric Technicians, and the California Department of Education for the enrollment of veterans. The University of California and other universities and colleges give full credit to appropriate lower division courses completed at Cerro Coso Community College.

Instructional Centers
Cerro Coso Community College (established 1973) is a comprehensive community college serving the eastern Sierra Nevada and eastern Kern County regions of the State of California. Cerro Coso has four instructional sites which together cover the largest geographical service area (18,200 square miles) of any community college in California, serving a population of approximately 85,000.

The 320-acre Indian Wells Valley Campus is located in the upper Mojave Desert in the community of Ridgecrest, with a population of 28,000. Ridgecrest is located 130 miles northeast of Los Angeles and 120 miles east of Bakersfield.

The South Kern Campus serves the communities of Edwards Air Force Base, North Edwards, Mojave, Boron, and California City. The program is administered from Edwards Air Force Base where the college maintains an office provided by the United States Air Force. Associate degree programs in General Education and Social Science are offered through the South Kern Campus.

The Eastern Sierra College Center serves the communities of Mammoth Lakes, Bishop, Big Pine, Lone Pine, Independence, and Death Valley, as well as other locations in Inyo and southern Mono Counties. A comprehensive educational program with both day and evening classes is provided, including courses for transfer, general interest, general education, and occupational programs. College Centers are maintained in the communities of Bishop and Mammoth.

The Kern River Valley Campus serves the communities of the Kern River Valley from its campus at the Kern Valley Plaza in Lake Isabella. Students in Lake Isabella, Wofford Heights, Kernville, Mt. Mesa, South Lake, and Onyx can find easy access to the campus via public and private transportation. The campus offers both day and evening classes to provide educational alternatives including two-year programs leading to transfer to the university level, two-year AA and AS degrees, short-term vocational programs, single-course options which may lead to immediate employment, G.E.D. certification, personal enrichment classes, and professional upgrade classes. Kern River Valley Campus offers testing, counseling, advisement, and financial aid assistance, which can enable students to meet their educational goals.

CC Online, Cerro Coso Community College’s virtual campus, currently offers associate degrees online, the general education courses necessary to meet transfer requirements to a four year institution, and student support services. CC Online has an international reputation for excellence and provides an extraordinary opportunity for those too distant from
a community college or too involved in business or family to pursue higher education during traditional hours. For more information about CC Online, Cerro Coso’s Virtual Campus, please access its website located at http://cconline.cerrocoso.edu or by telephone at 1-888-537-6932.

**Schedule of Classes**

Cerro Coso Community College publishes a schedule of classes prior to the beginning of each school term and intersession. The schedule of classes is the official listing of courses for a specific term or intersession, which includes information on registration dates, locations, course prerequisites, instructors, and special course fees at each of our locations. The college reserves the right to make additions or deletions to the schedule of classes. Any class offered in which the enrollment is too small to justify continuation is subject to cancellation.

**Servicemembers’ Opportunity College**

Cerro Coso has been designated as an institutional member of Servicemembers’ Opportunity Colleges (SOC), a group of over 400 colleges and universities providing postsecondary education to members of the military throughout the world. As an SOC member, Cerro Coso recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. For detailed information on credit available and completion of contract arrangements, contact the college representative at Edwards Air Force Base or the Counseling Center at the IWV campus in Ridgecrest.

**Open Classes**

It is the policy of Cerro Coso Community College that unless specifically exempted by statute, every course, course section or class which is to be reported for State aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who can benefit from instruction.

**Notice of Nondiscrimination**

Cerro Coso Community College and the Kern Community College District do not discriminate on the basis of race, color, national origin, sex (including sexual harassment), disability, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color or national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (pertaining to disability) and the Age Discrimination Act of 1975 (pertaining to age). The nondiscrimination policy covers admission and access to, and treatment and employment in, the college’s programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, reasonable accommodation in employment, academic adjustments or auxiliary aids and services, or to request a copy of the grievance procedures covering discrimination complaints, may be directed to:

Ms. Jill Board, Vice President of Student Services/Chief Student Services Officer
Coordinator, Title IX (pertaining to gender equity, including sexual harassment)
Coordinator, Title VI and Section 504/ADA (pertaining to race, color, or national origin, and disability)

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

Inquiries regarding federal laws and regulations concerning the above may also be directed to the following address:

Office For Civil Rights
U.S. Department of Education
50 United Nations Plaza, Room 239
San Francisco, CA 94102
Aviso De No Discriminación

Cerro Coso Community College y el Distrito de Kern Community College no discriminan por razón de raza, color, nacionalidad, sexo (incluyendo el acoso sexual), discapacidades o edad, de acuerdo con el Título VI del Acta de Derechos Civiles de 1964 (en relación a la raza, al color y a la nacionalidad), el Título IX de las Enmiendas de Educación de 1972 -relativo al sexo-, Sección 504 del Acta de Rehabilitación de 1973 y el Acta de Estadounidenses con Discapacidades de 1990 (ambas en relación con las discapacidades) y el Acta de Discriminación por Edad de 1975 (relativa a la edad). La política de Cerro Coso Community College de no discriminación va dirigida a la admisión, al acceso, al empleo y a las actividades y programas del Centro, incluida la formación profesional.

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

Ms. Jill Board, Vice President of Student Services/Chief Student Services Officer
Coordinadora del Título IX (relativo al sexo)
Coordinadora del Título VI y Sección 504/ADA (relativos a raza, color, nacionalidad o discapacidades).

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

Para solicitar información acerca de las leyes federales y las regulaciones concernientes a lo anteriormente mencionado, pueden dirigirse a:

Office for Civil Rights (Oficina de Derechos Civiles)
U.S. Department of Education
50 United Nations Plaza, Room 239
San Francisco, CA 94102

Key Catalog Terms

**Associate of Arts, A.A.:** General degree granted by California Community Colleges.

**Associate of Science, A.S.:** General degree granted by California Community Colleges requiring significant work within a specific major, often an occupational major.

**Advisory:** Skills or courses that are not prerequisites but are highly recommended for student success.

**Assessment:** The process of collecting student information through standardized tests, academic transcripts, surveys, and interviews for the purpose of assisting students with the development of educational plans.

**Bachelor’s Degree:** Degree granted by four-year colleges. Usually the Bachelor of Arts (B.A.) or the Bachelor of Science (B.S.).

**Catalog Rights:** Refers to the “right” of the student to elect to meet the graduation requirements in effect the academic year of first enrollment, as long as continuous enrollment is maintained, or at the time of graduation.

**Class Schedule:** The listing of courses including hours, instructor, and room assignments to be offered each semester.

**Credit Course:** Courses for which units are granted.

**Credit/No Credit Grading:** A grading system allowing a course to be taken for a grade of Credit or No Credit rather than for a letter grade of A, B, C, D, F.

**Electives:** Courses elected by the student which do not fulfill any specific requirement but provide units toward a degree.

**General Education:** Certain groups of courses required of all degree candidates regardless of their major.

**Grade Point Average (G.P.A.):** The average of a student’s grades.

**Lower Division:** The first two years of college work, i.e., freshman- and sophomore-level courses. By law, only lower division work can be offered by Cerro Coso Community College.
**Major:** A specific program of study a student plans to pursue.

**Placement:** The process of advising a student to enroll into a particular course based on prerequisites, valid standardized tests, and other multiple measures.

**Prerequisite:** A requirement which must be completed prior to enrollment in a course. Prerequisites are listed in the course description.

**Repeatability:** Courses that are designed to build skills may be taken more than one time. The number of times a course may be taken, if more than once, is indicated in the course catalog description.

**Semester Unit:** In general, 54 hours of student work which can be lecture, laboratory, or a combination of both lecture and laboratory. Graduation requires 60 semester units. Courses in this catalog are indicated in semester units and total hours of instruction.

**Student Education Plan:** A plan developed for each student which identifies the student's educational objectives and the courses, services, and programs to be used to achieve them. These plans are to be on file in the Counseling Center.

**Transcript:** A copy of a student's college record prepared by the Admissions and Records Office.

**Upper Division:** The last two years of college work, i.e., junior- and senior-level courses. Upper division work is not offered by or generally accepted in transfer at Cerro Coso Community College.

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**MATRICULATION**

**Student Rights and Responsibilities**

Matriculation is a process consisting of a set of policies and procedures which has been designed to bring Cerro Coso College and its students into a partnership. The purpose of this “contract” is the realization of the students’ educational goals.

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

You, the student, in turn, have the responsibility to inform us of your educational and career goals. If you are undecided in either or both areas, our staff can assist you in clarifying your directions. Listed below are the basic components of your partnership with Cerro Coso.

You agree to:

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

Cerro Coso agrees to:

- Process your application for admission.
- Provide orientation services addressing questions concerning college procedures, course scheduling, academic expectations, financial assistance and other relevant issues.
- Provide for assessment of your skills in conjunction with counseling/advisement.
- Provide for assessment of Math and English placement, including:
  a. Assistance in identification of aptitudes, interests and educational objectives.
  b. Evaluation of study and learning skills.
  c. Referral to specialized support services.
  d. Advisement concerning course schedules.
◆ Provide evaluation of your educational progress, which is available through counseling/other support services
◆ Provide a wide variety of course offerings, including pre-collegiate basic skills.
◆ Provide advisement of all nonexempt students with particular emphasis on students enrolled in pre-collegiate basic skills who have not declared a specific educational goal, as well as to students who have been placed on probation.

**Additional Rights of Students**

1. Right to appeal requirements of any prerequisite based on unavailability of the necessary course.
2. Right to acknowledge any prerequisite believed to be discriminatory through the appropriate office.
3. Right to challenge matriculation regulations/procedures. Students have the right to waive one or more of the following: assessment, orientation, and counseling/advisement.
4. Right to be provided alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities.

Questions concerning your rights under Matriculation?

See: Ms. Heather Ostash
Matriculation Coordinator

**Matriculation Status**

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

1. The student is also considered matriculated if the student has an associate degree or higher.
2. The student is exempt from assessment upon satisfactory completion of course work equivalent to college level English or college level math.
3. The Vice President of Student Services or designee may, upon appeal, exempt students for circumstances not covered by this policy from participation in these services.

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

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

**Course Requisites: Prerequisites, Corequisites, and Advisories**

Complete course prerequisites, corequisites, and advisories are listed in the course descriptions. These requirements are intended to ensure students a reasonable chance of success. For more information please contact the Counseling Center.

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

**Prerequisite courses must be completed with a grade of “C” or better.**

**Corequisite** is a course or courses students are required to take simultaneously in order to enroll in another course. Corequisites represents a set of skills or a body of knowledge students must acquire through concurrent and continued enrollment in another course or courses in order to receive a grade of “C” or better in the course requiring the corequisite.
Advisory is a condition of enrollment which students are advised, but not required, to meet before or concurrently with enrollment in a course or educational program. An Advisory suggests skills, experiences, or a body of knowledge with which students would achieve a greater depth or breadth of knowledge or skill development, but without which students are likely to receive a satisfactory grade.

The College has established procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process.

A student may challenge any prerequisite or corequisite on one or more of the following grounds:

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

The determination of whether a student meets a prerequisite or corequisite shall be made prior to the student’s enrollment in the course.

The student is responsible and bears the burden for showing that grounds exist for the challenge. The challenge must be made in writing to the Matriculation Coordinator, prior to the student’s enrollment in the challenged course.

The Matriculation Coordinator, in collaboration with the appropriate faculty shall resolve challenges within five (5) school days of the receipt of the challenge.

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

Prerequisite challenge forms are available in the Counseling Center for students seeking to challenge a course prerequisite and online at www.cerrocoso.edu/prerequisite.htm.

Credit From Other Accredited Post-Secondary Institutions

Credit earned from other accredited colleges or universities may be transferred to Cerro Coso upon admission. Students will provide official transcripts showing satisfactory scholarship and an honorable dismissal. Transcripts from all previously attended colleges are to be mailed directly to Cerro Coso Community College, attention Office of Admissions and Records.

Student Right-To-Know (SRTK) Disclosure

In compliance with the Student Right-To-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Kern Community College District and Cerro Coso Community College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2001, a cohort of all certificate, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Cerro Coso Community College, nor do they account for student outcomes occurring after this three-year tracking period.
Based upon the cohort defined above, 34.4% attained a certificate, degree, or became “transfer-prepared” during a three-year period from Fall 2001 to Spring 2004. Students who are “transfer-prepared” have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 24.6% transferred to another postsecondary institution (UC, CSU, or another California Community College) prior to attaining a certificate, degree, or becoming “transfer-prepared” during a five-semester period from Spring 2002 to Spring 2004.

More information about SRTK rates and how they should be interpreted can be found at the California Community College’s “Student Right-To-Know Information Clearinghouse Website” located at http://srtk.cccco.edu.

ADMISSION AND REGISTRATION

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

General Admission Procedures
Students wishing to enter Cerro Coso Community College must do the following:

1. Complete and submit an enrollment application to the college Admissions and Records (A&R) Office. This application and many matriculation steps can be completed online at www.cerrocoso.edu/admissions.

2. Request official high school transcripts as well as transcripts from each college attended. Official transcripts should be sent to the A&R Office at 3000 College Heights Blvd. (not normally required for those who already possess a college degree).

3. Schedule an appointment to take the College Placement Test (CPT). The CPT is required for all new students entering Cerro Coso. For exemptions to this policy, see Matriculation Exemption Policy.

4. Attend an Orientation Session prior to registering for classes (unless the student meets one of the exceptions in the Matriculation Exemption Policy). Appointments for orientation are made through the Counseling Center on the IWV campus or with the counseling staff at the Centers. (Online students see below.)

5. Schedule a counseling appointment. All new students are expected to see a counselor prior to registering for classes unless they meet one of the exceptions in the Matriculation Exemption Policy.

6. Register for classes. Students are strongly encouraged to enroll via the Coyote Connection, Cerro Coso’s web registration system (CC Online) by using the college website at www.cerrocoso.edu. Please check the schedule of classes for instructions on accessing CC Online, as well as for registration dates for web and on-campus registration.

Special Admission for K-12 Students
Students who are enrolled in K-12 programs may be admitted as special part-time or full-time students upon recommendation of the school principal or designee, and with parental consent. Colleges are authorized to restrict the admission or enrollment of a special part-time or full-time student based on age, completion of a specified grade level, and demonstrated eligibility for instruction using approved assessment methods and procedures adopted by the Board of Governors. After submitting a College application or Update form, students must obtain a Concurrent Enrollment form, have it
appropriately filled out by their school principal or designee, secure a parent’s signature, then meet with a college counselor for approval of placement. For more information regarding this process, students should contact the Counseling Center at their campus.

**Vocational Nursing/Health Career Programs and Other Special Projects**

In addition to the general requirements listed above, applicants for admission to the Vocational Nursing Program as well as the Certified Nurses Aide course must qualify on the basis of a special application. Further information and applications are available from the counseling staff.

On occasion, the college may receive funding for a special program which also may have special admission criteria.

**Admissions for International Students**

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

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

Contacts, processes, and forms for the above can be located at [www.cerrocoso.edu/admissions/internationalstudents](http://www.cerrocoso.edu/admissions/internationalstudents) or an International Student Packet can be sent to you upon request.

**California Residents**

College residency status is established by one of the following conditions:

1. If the applicant is under the age of 18, his/her parents must have resided within the State of California for 12 consecutive months and one day preceding the first day of the semester.
2. If the applicant is 18 but not yet 19 years of age, both the applicant and the applicant’s parents must have resided within the State of California for 12 consecutive months and one day preceding the first day of the semester.
3. If the applicant is 19 years of age or older, the applicant must have resided within the State of California for 12 consecutive months and one day preceding the first day of the semester.

**Non-California Residents**

An out-of-state student may be admitted to Cerro Coso Community College under the following conditions:

1. Students who are not residents of the State of California as of the day immediately preceding the first day of classes in any given semester or summer session will be required to pay an out-of-state tuition fee.
2. Active duty military and their dependents are treated as California residents for enrollment purposes.
3. Minors (under 18 years of age and not married) will be required to pay the out-of-state tuition fee if their parents or legal guardians reside outside the state even though such minors may have lived in the State of California for one year or more.
Non-California residents who wish to become residents of California must reside in the State for one year and one day prior to the beginning of the semester and provide evidence of intent to establish residence (e.g., driver’s license, a filed state income tax, auto license, etc.).

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

**Educational Expenses**

*Note: All fees and tuition charges are current as of August 2006 and subject to change pending California legislative action and/or KCCD Board action.*

**Enrollment Fee.** All California Community College students are charged a state-mandated enrollment fee of $26 a unit with no cap; e.g., 10 units = $260.00, 12 units = $312.00, etc.

**Non-Resident Tuition.** There is no tuition for California residents. Out-of-state and international students who are not legal residents of California are required to pay a tuition fee at an annual or per semester unit rate as established each year by the Kern Community College District Board of Trustees. All nonresident students of the State of California will be charged tuition at the rate of $175 per unit, payable at the time of registration. Out-of-state tuition will be assessed immediately up to a maximum of 15 units, or a total of $2,625 per semester. Students paying non-resident tuition are also required to pay the enrollment fee. In addition, a Capitol Outlay fee to international students of $43.00 per unit will be charged.

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

**Instructional/Special Materials Fees.** In accordance with Section 59400-59408 of the California Code of Regulations Title V, students can obtain required supplemental course materials by obtaining a list from the instructor and purchasing class supplied from any outside source of their choosing OR students may purchase required supplemental course materials from the college bookstore.

**Tuition and Fee Refunds.** Tuition and class enrollment fees are refunded if a student drops a course

1. within 2 weeks after the starting date (NOT ADD DATE) of the semester for full term course; or

2. prior to a date calculated to be 10% from the starting date of a course less than semester length. For example, if a course is 10 days or less in length, a student must withdraw before the second meeting to be credited a refund.

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

**Associated Students Membership**

All students are asked to purchase a student identification (ID) card. This card and validation sticker signifies membership in the Associated Students of Cerro Coso and entitles the student to bookstore discounts, reduced tutorial fees, admission to special campus events, and participation in the Community Discount Program. Funds collected support the student association, student organizations, scholarship activities and co-curricula events.
**Schedule Changes**

Great care should be exercised when the student plans a semester’s program. Students in the following categories or status should exercise caution when making class program changes that could adversely affect their eligibility: Veterans, Financial Aid, EOPS, Handicapped, Academic Probation, Intercollegiate Athletics, and High School Concurrent Enrollment.

All veteran students receiving VA educational assistance are required to immediately report all class program changes to the Counseling Center on the IWV campus or to the counseling staff at the community campuses.

**Adding Classes.** Full-semester classes may be added to the student’s program, subject to available class space, and with the required appropriate signatures, during the first two weeks of the semester. Requests to add classes at a later date must include a written explanation of extenuating circumstances and are subject to review and approval.

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

Courses dropped prior to the fifth week or first 30% of the term will not be included as part of the student’s permanent record. For courses dropped from the fifth week to the withdrawal deadline date, a “W” will be recorded. After the withdrawal deadline, a grade symbol other than a “W” will be recorded. It is not appropriate to use an “I” (incomplete) as a withdrawal grade.

Although a “W” will not be used to calculate grade point average, excessive “W’s” shall be used as factors in probation and disqualification.

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

Official withdrawal from a class is accomplished by completing and submitting a course withdrawal form to the Office of Admissions and Records, the web system, or appropriate site location. **Simply ceasing to attend a class does not constitute withdrawal.**

**Auditing Courses.** Students wishing to audit a graded course may do so only under the following conditions and only with the permission of the Vice President of Student Learning or designee.

1. Course attendance as an auditor shall be permitted only after students enrolling for credit toward a degree or certificate have had an opportunity to enroll.

2. No student auditing a course shall be permitted to change enrollment status in that course to receive credit.

3. Course attendance as an auditor shall be permitted only after payment of the appropriate audit fees. Auditors do not pay out-of-state tuition.

**Withdrawing from the College.** Any student leaving Cerro Coso Community College at any time after registration must be formally dismissed from the institution by completing a course drop slip secured from the Office of Admissions and Records. Students may also withdraw from the college by using the Coyote Connection, or the web system, Coyote Connection Online. When this has been accomplished, the student will be eligible for honorable withdrawal in good standing. “In good standing” means that student conduct has been satisfactory. It does not necessarily mean that academic progress is satisfactory.

The student who discontinues work without formal dismissal does so at the risk of having registration privileges curtailed and recommendations to another institution or employer denied.

**ACADEMIC POLICIES**

**Code of Student Rights and Responsibilities**

The principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that the college student is mature and self-respecting and can be relied upon to act as a responsible and ethical member of society. Each student is obligated to observe the College Code of Student Rights and Responsibilities, both on campus and at college-sponsored events away from campus.
The California Education Code (Section 66300) requires that each public institution of higher education adopt specific rules and regulations governing student behavior. Such a document has been prepared and is made available to all students at the time of registration, in the Student Handbook, or may be obtained from the Counseling Center. Included in this document are the standards of student conduct, applicable penalties for violations and the guarantees of due process in any disciplinary proceedings. All matters pertaining to student conduct should be referred to the Vice President of Student Services.

**Plagiarism and Cheating**

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

Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a range of many options, which may be as severe as giving the student a failing grade for the course. Furthermore, the student may face other penalties as stated in the college’s Student Conduct Policy. Finally, it must be understood that a student who knowingly aids in another student’s cheating, e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense. A student charged with cheating or plagiarism is entitled to appeal that charge by means of the college’s Student Conduct Policies and Procedures.

**Academic Freedom**

Cerro Coso Community College’s faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general.

**Student Grievance**

Students with a grievance concerning academic programs should contact the Office of Student Learning concerning student rights and responsibilities and concerning policies and procedures relating to due process.

**Attendance Requirements**

Regular and prompt class attendance is expected of every student. A student’s absence means that the student is not able to participate in the class.

Only approved college activities (e.g., field trips, college sponsored conferences, athletic events for the specific athletes) are deemed excused absences for which the student has the right to make up work. Instructors have the right to set their own make-up policy, if any, for missed work due to other types of absence.

While it is the final responsibility of the student to drop a class that she/he is no longer attending, instructors may at their discretion drop students without consultation with the student when unexcused absences number the equivalent of two weeks or exceed 10% of the total hours of class sessions, up to the 10th week of the semester or the 60% date of the enrolled course. No student may be dropped from any class after the 10th week. Students will be assigned the appropriate letter grade.

**Study Load**

The usual academic load per semester for a full-time college student is a minimum of 12 units (6 units for Summer Session). Eighteen units constitute a maximum study load (8 units for Summer Session). Only students with proven academic ability should enroll for a maximum study program. Permission to exceed the maximum study load must be obtained from the Vice President of Student Learning or designee.

**Minimum Study Loads**

The college does not specify a minimum load except when the student desires to meet certain requirements such as:

1. Course work approved for the training of veterans under Chapter 30, 31, 32, 34, 1606 (Veterans) or Chapter 35 (War Orphans), Title 39, U.S. Code:

<table>
<thead>
<tr>
<th>Regular Semester</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 units</td>
</tr>
<tr>
<td>Three-fourths</td>
<td>9-11 1/2 units</td>
</tr>
<tr>
<td></td>
<td>Please see counselor</td>
</tr>
</tbody>
</table>


One-half time 6-8 1/2 units Please see counselor
*Less than half time 5 1/2 units or less Please see counselor
*Less than one-half time and active duty are limited to tuition and fees only under Chapters 30, 34, and 35.

2. Full-time load to maintain “F-1” Visa status for international students is 12 units per semester.

3. Eligibility to participate in intercollegiate athletics is 12 or more units.

4. Occupational/Career Work Experience educational credit is 7 units per semester, including work experience courses for enrollment in both Work Experience C101 and C102. There is no credit load requirement for enrollment in Work Experience C101 only.

5. If a student wishes to maintain full-time status for any reason other than those listed above:
   a. Full-time student status is defined as 12 or more units per semester.
   b. Full-time student status is defined as 4 units or more in summer session.

**Grading System**

Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of a course, the instructor will explain the course objectives and the basis upon which grades are determined.

Grades and grade points are earned in each course on a semester basis and the student’s level of achievement is recorded on his/her permanent transcript of record by one of the following: (Title V, Sections 51301, 51302, 51306)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 per unit</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 per unit</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2 per unit</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1 per unit</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0 per unit</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (“C” level work or above)</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (less than satisfactory or failing)</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (Excessive “W”s shall be used as factors in academic probation and disqualification)</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (See below)</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress (See below)</td>
<td>Not computed in GPA</td>
</tr>
</tbody>
</table>

I - A grade of “I” indicates the student has not completed the requirements of the course. A grade of “I” may be assigned for unforeseeable, emergency, and justifiable reasons at the end of the term. The instructor must submit a statement of the requirements for clearance of the incomplete and also indicate the grade to be assigned if the requirements are not completed. An “I” must be made up no later than one year following the end of the term in which it was assigned. An “I” may not be assigned as a withdrawal grade. If the work stipulated is not completed within the time limitation agreed upon by the student and the instructor (not to exceed 1 year), the grade assigned in lieu of the work being completed will be entered on the permanent record.

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

**Credit/No Credit Grading**

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

Regulations and procedures for Credit/No Credit Grading (CR/NC) are: (Title V, Section 55752)

1. CR/NC grading may not be used for courses in a student’s major field.

2. Units earned shall not be used to calculate grade point averages. However, units attempted for which “NC” is recorded shall be considered in probation and dismissal procedures.

3. A student must file or rescind a petition in the Office of Admissions and Records to take a course under CR/NC grading no later than the first 30% of the term (end of the fourth week or equivalent).

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

**Grade Point Average (GPA)**

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

**Grade Reports**

Grades are available to students via the Coyote Connection online. See the semester’s schedule of classes for specific instructions on obtaining final grades via the web. Students needing a hard copy of their grades for employers, etc., may request a computer print out at the Office of Admissions and Records.

In the absence of error, fraud, incompetence or bad faith, the determination of the student’s grades by the instructor shall be final once they have been filed in the Office of Admissions and Records. Questions regarding final grades should be brought to the attention of the Admissions and Records Office personnel during the semester immediately following.

**Family Education Rights and Privacy Act**

The Family Education and Privacy Act outlines certain rights students have concerning access to and release of their educational records. A college policy outlining these rights is available from the Admissions and Records Office. Students are encouraged to obtain a copy.

Briefly, the Act ensures that the students will have access to their educational records and that the college will not release their records to anyone who is not designated by the student to receive them, except as provided in the law itself.

The law authorizes the release of directory information in the absence of student objection. Directory information includes name, address, e-mail, date and place of birth, major field of study, current class schedule, participation in activities, dates of attendance, degrees and awards, and last institution attended. This information will be released to educational institutions, government agencies, and the media upon receipt of a written request, signed by an employee of the organization requesting the information. All requests for directory information should be forwarded to the Office of Admissions and Records Office for action.

If a student does not want this information released, the student must check the privacy requested boxes on the admissions form, on the update form, or by requesting the change at the Office of Admissions and Records.

**College Transcripts**

Each student who has an academic record on file at Cerro Coso Community College is entitled to two official transcripts of record without charge. After two free transcripts have been provided for the student, all additional copies are $4.00 each. On demand transcripts are $8.00.
Upon written application an official transcript of all work completed at Cerro Coso Community College will be prepared and forwarded in accordance with the wishes of the student. Under no circumstances can Cerro Coso Community College release or mail a transcript originally issued by another educational institution. Direct requests for transcripts to the Office of Admissions and Records, IWV campus.

**Academic Honors**

Special recognition is awarded students who maintain a 3.75 grade point average during a semester in which they accumulate at least 40 grade points. Student vocational nurses must maintain a 3.75 GPA and have successfully completed clinical components of the course(s). Students whose academic achievement is at this level are placed on the President’s List and are given general recognition on campus and in the community.

Students who have earned academic distinction during their progress toward a degree are graduated with honors. Honors graduates must have earned a cumulative GPA of 3.75 at the time of degree completion.

**Academic Progress**

Students who maintain a minimum cumulative GPA of 2.0 and successfully complete at least one-half of all units attempted each term are considered to be making satisfactory progress.

**Academic Probation and Disqualification**

The purpose of academic probation at Cerro Coso Community College is to insure that students who are deficient in scholastic achievement receive special counseling and/or tutoring assistance.

**Academic Probation:** A student who has attempted at least twelve (12) cumulative semester units at Cerro Coso shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0.

**Progress Probation:** A student who has attempted at least twelve (12) cumulative semester units at Cerro Coso shall be placed on progress probation when the percentage of all units for which entries of “W,” “I,” and “NC” reaches or exceeds fifty percent (50%).

**Transfer Probation:** A student transferring from another collegiate institution will be placed on academic or progress probation at Cerro Coso if he/she was on probation at the previous institution.

**Status While on Probation:** Probationary students may be limited to a unit load in specified courses as recommended by a counselor. Students on probation will have a hold placed on registration. The student must see a counselor and complete a Registration Authorization form before the student will be permitted to register. Second semester probation students will be limited to 12 units.

**Disqualification:** A student who has been placed on academic probation for three (3) consecutive semesters shall be disqualified for admission to classes the following semester.

A student who has been placed on progress probation for any three (3) semesters shall be disqualified for admission to classes the following semester, unless during the last semester of enrollment, the percentage of units with entries of “W,” “I,” and “NC” was less than fifty percent (50%), in which case the student shall be placed on continued probation.

Semesters shall be considered consecutive on the basis of student enrollment (i.e., fall semester followed by a fall semester shall be considered consecutive regardless of the number of intervening semesters in which the student was not enrolled).

**Reinstatement**

A disqualified student may be conditionally reinstated as a result of a petition for readmission. The petition must be completed with the assistance and recommendation of a college counselor. Petition for Readmission forms are available in the Counseling Center or from the student’s local college office.

Under normal circumstances, a student may be readmitted without a lapse of a semester on the basis of an appeal.

Students who are conditionally readmitted after disqualification are limited to enrollment in seven (7) units and must maintain at least a 2.0 grade point average and earn credit in more than one-half of the units attempted to remain eligible for a subsequent semester.
Such students must also obtain approval of their class programs during each subsequent semester until they are removed from disqualification status. Attendance in a personal development class and/or regular counseling appointments are also required.

**Academic Renewal Policy**

A maximum of 20 units of substandard grades (“D” and “F” and “NC” grades) previously recorded may be alleviated and disregarded for the purpose of determining a satisfactory grade point average. This may be accomplished under the following conditions:

1. Five years must have elapsed since the substandard course work to be disregarded was completed.
2. The student must have successfully completed with a grade point average of 2.0 or higher at least 12 units of work at any regionally accredited institution subsequent to the course work to be alleviated.
3. The student must complete a petition with the assistance of a Cerro Coso Community College counselor for submittal to the Academic Review Committee. The petition must certify in writing all of the following:
   a. That the past course work he/she wishes to have disregarded is substandard and not representative of present scholastic ability and level of performance.
   b. That the level of performance represented by the substandard course work was due to extenuating circumstances.

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

The student’s academic record will clearly indicate that some course work and a specified number of credits have been disregarded (“forgiven”) for purposes of the degree program. However, students should be aware that all course work is subject to reevaluation by each subsequent college attended.

**Remedial Course Work Limitation**

Beginning fall semester 1990, no student shall receive more than thirty (30) semester units of credit for remedial course work within the Kern Community College District, except as noted below: (These courses are identified by the letter “P” following the course title.)

1. Students currently enrolled in ENSL (English As a Second Language).
2. Students identified by the college as having a learning disability.

The college President or designee may waive the 30-unit limitation for any student who shows significant measurable progress toward the development of college-level skills. Appropriate forms are available in the Learning Assistance Center (LAC) on the IWV Campus or from the counselor/educational advisors at the Centers.

**Repeatability**

As of fall 1983, the State of California limited the number of times any community college course could be repeated. Certain Cerro Coso Community College courses are identified as repeatable. All other courses may be repeated only under the following conditions:

1. The student is repeating the course to alleviate substandard work which has been recorded on the student’s record. The term “substandard” shall be defined as course work for which the grading symbol “D”, “F”, or “N/C” has been recorded; or
2. The district finds that the student’s previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student; or
3. The district has determined that a student should repeat a course because there has been a significant lapse of time since the student previously took the course.
Other circumstances require the approval of the Vice President of Student Learning or designee.

Activity course repetitions shall be restricted to no more than three semesters per subject matter. If the course is part of a sequenced transfer curriculum in the visual and performing arts disciplines (music, fine arts, dance or theater arts) course repetitions shall be restricted to no more than three semesters per course.

Credit for courses which are direct high school equivalents (e.g., elementary foreign language, beginning algebra, geometry, etc.) will be allowed only upon recommendation of the student’s counselor and approval of the Vice President of Student Learning. It is recommended that approval to apply such credit to a degree program be obtained prior to enrolling in classes.

If a student repeats a course for which substandard work was not recorded, the grade awarded under this condition shall not be counted in the calculation of the student’s grade point average.

In each of these instances, the permanent record will indicate that the course was previously taken. The grades and the grade points earned will be recorded for each semester. The cumulative grade point average will be determined in cases of repeated courses for which a substandard grade was previously recorded, by including credits attempted and grade points earned in both the original and repeated enrollment of the courses. Students are required to pay enrollment fees on repeated courses.

Transfer Credit and Non-Traditional College Credit

Cerro Coso Community College recognizes work taken at other accredited colleges and for experiences outside of the traditional classroom setting. Accordingly, college credit is awarded in the following areas:

1. College: Lower division college credits earned at any fully accredited institution of higher education.

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

3. Military Service: First aid is waived and two units of physical education credit will be awarded for the equivalent of basic training for military personnel now on active duty or veterans who have received a discharge other than dishonorable. Upon verification and evaluation of appropriate records, credit may be granted for military schools and experience in accordance with the recommendations of the American Council on Education. Elective credit granted will be designated on the student’s permanent record as credit earned while in military service.

4. Correspondence and Extension Courses: A maximum of 12 units will be allowed for college level correspondence or extension course work completed through accredited colleges and universities.

5. Peace Corps or Other Public Service: Two units of general elective credit may be awarded for the usual period of training or indoctrination.

6. Upper Division Credit: Cerro Coso Community College does not award nor normally accept upper division credit.

Note: All students are advised that evaluations made and credits allowed by Cerro Coso Community College are subject to review and reevaluation by any college or university to which they may later transfer.

Credit by Examination

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

1. The student must be in good standing and concurrently enrolled at Cerro Coso Community College.

2. The student must have completed a minimum of 12 units at Cerro Coso Community College with a grade point average of 2.0 or higher. This requirement may be waived for active duty military personnel in accordance with the provisions of an SOC Contract.
3. The Cerro Coso Community College faculty will determine which courses are eligible for credit-by-examination. A list of eligible courses is available in Admissions and Records and at each Campus.

4. All courses challenged must be listed in the College Catalog.

5. The number of units granted for a course will equal the number of units listed for the course in the College Catalog.

6. The course challenged cannot be one in which the student has received academic recognition. A student cannot challenge a course for which he/she has received upper division college credit.

7. The student may attempt credit by examination only once in a particular course.

8. Courses successfully challenged by examination (grade of “C” or better) will be entered on the student’s transcript and indicated as “credit by examination,” with the appropriate earned letter grade.

9. Units earned by examination are not considered as part of the student’s semester study load. Therefore, such units cannot be used for reports to Social Security, Veterans Administration, financial aid, and similar agencies or be considered in determining eligibility for athletics or student offices.

10. A maximum of 30 semester units can be earned through credit-by-exam and can be applied to degree or certificate programs at Cerro Coso Community College.

To apply for Credit by Examination a student obtains a Credit-by-Examination application form and a Student Check Off List in the Counseling Center on the IWV campus or from the college office at other sites.

**College-Level Examination Program (CLEP)**

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

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

<table>
<thead>
<tr>
<th>Examination Title</th>
<th>GE Category</th>
<th>Semester Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>Language and Rationality</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Natural Science</td>
<td>Natural Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Social Science-History</td>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Language and Rationality</td>
<td>6</td>
</tr>
</tbody>
</table>

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

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

**Advanced Placement Program (AP)**

Cerro Coso Community College recognizes the Advanced Placement Program conducted by the College Entrance Examination Board in accordance with the following policies.
By successfully completing any of the examinations listed below, a student may earn college credit applicable to the Associate of Arts or Associate of Science degree and the California State University General Education Requirements as follows:

<table>
<thead>
<tr>
<th>Examination Title</th>
<th>Score</th>
<th>Course Equivalent</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Gov’t &amp; Politics</td>
<td>3, 4, 5</td>
<td>POLS C101</td>
<td>3</td>
</tr>
<tr>
<td>American History</td>
<td>3, 4, 5</td>
<td>HIST C131 &amp; HIST C132</td>
<td>3, 3</td>
</tr>
<tr>
<td>Biology</td>
<td>3, 4, 5</td>
<td>BIOL C105</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3, 4, 5</td>
<td>CHEM C111 &amp; CHEM C113</td>
<td>5, 5</td>
</tr>
<tr>
<td>Comparative Gov’t &amp; Politics</td>
<td>3, 4, 5</td>
<td>POLS C102</td>
<td>3</td>
</tr>
<tr>
<td>Economics-Micro</td>
<td>3, 4, 5</td>
<td>ECON C111</td>
<td>3</td>
</tr>
<tr>
<td>Economics-Macro</td>
<td>3, 4, 5</td>
<td>ECON C112</td>
<td>3</td>
</tr>
<tr>
<td>English Comp. &amp; Literature</td>
<td>3, 4, 5</td>
<td>ENGL C101</td>
<td>4</td>
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<td>Engl Language &amp; Comp.</td>
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<td>4</td>
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<tr>
<td>European History</td>
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<td>HIST C103 &amp; HIST C104</td>
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<tr>
<td>Math AB</td>
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<td>MATH C141</td>
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<tr>
<td>Math AB</td>
<td>4, 5</td>
<td>MATH C141 &amp; MATH C151</td>
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<tr>
<td>Math BC</td>
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<tr>
<td>Spanish</td>
<td>4, 5</td>
<td>SPAN C201 &amp; SPAN C202</td>
<td>5, 5</td>
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</table>

Credit in other AP subject matter areas may be granted upon the approval of the Academic Review Petitions Committee.

A student must complete 12 units of course work at Cerro Coso Community College before AP credit will be recorded on his/her permanent record.

**STUDENT SUPPORT SERVICES**

**New Student Orientation**
An orientation program is presented for new students. Information concerning the college’s responsibility to the student, the student’s responsibility to the college and all areas of student support services are discussed. Orientation programs are informational sessions designed to acquaint students with academic procedures and campus activities, to introduce college staff members, and to outline areas in which students may participate in the college community. Orientation sessions are held throughout the year in conjunction with placement testing.

**Counseling**
The college counseling staff provides assistance to each student in planning an academic program of studies for graduation, for transfer, or for personal interest. The rapid changes in requirements and prerequisites for institutions and careers make continuing guidance a necessary part of students’ academic lives. All students are encouraged to define educational objectives and plan how to achieve them.

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

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

**Transfer Center**
The Transfer Center is available to assist students in making their transition to a four-year college or university a successful one. Among the many services available to students are CSU/UC application workshops, on-campus visits by university representatives, visits to university campuses, articulation information, and agreements with colleges and universities, as well as information on the California Articulation Numbering System (CAN). At the community campuses, this information can be acquired from the counseling staff.

**Testing/Assessment Services**
Cerro Coso provides testing and assessment services to students for the purpose of evaluating academic potential, determining career or occupational interests, and measuring general or specific aptitudes. A College Placement Test
battery is administered to incoming students and the scores are used to assist students in appropriate course selection and to determine if minimum proficiencies in writing, reading and mathematics have been met.

Students may be referred for individual or group testing by counselors, instructors, or other qualified staff, or agencies. College counselors will assist students in the interpretation and application of their test scores.

Cerro Coso Community College serves as an official test center for the tests of General Educational Development (GED), the College-Level Examination Program (CLEP), and the University of California (Berkeley) correspondence course examinations.

Additional information for specific tests and examination procedures is available in the Learning Assistance Center at the IWV campus or from the college office at other sites.

**Career Planning/Placement Services**

Career Planning/Placement Services assist individuals in making career decisions. These services, located in the Counseling Center, are open to all students and visitors from the community and include computerized career information and search programs, a career information library, occupational interest inventories, individual counseling and classes in career planning. Materials relating to job seeking skills, interview and resume writing techniques, and current employment opportunities outside the Indian Wells Valley are also available.

**Financial Aid**

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

**How to Apply for Financial Aid.** All students who wish to participate in federal or state financial assistance programs must adhere to the following procedures:

1. File a free application for Federal Student Aid (FAFSA) with the Student Support Center at the IWV campus or with the counseling staff at the community campuses.

2. With the approval of a college counselor, declare a specific educational objective which may be realistically pursued at Cerro Coso Community College.

3. Request that copies of high school transcripts and transcripts of work completed at other collegiate institutions, if any, be sent directly to Cerro Coso Community College, Office of Admissions and Records.

4. File a petition in the Counseling Center for evaluation of all previous college work and other relevant educational experience to determine the amount of credit that will be accepted and applied to a degree program at the college. Request Financial Aid Transcripts from all prior colleges attended.

5. Notify staff at the Counseling Center at the IWV campus or the counseling staff at the community campuses immediately of any changes in address or enrollment status. This includes all changes in class programs during each term of attendance.

The Financial Aid Office has specific details on the many programs available to students. Below is a brief description of the various sources of financial aid available to students.

**Student Employment.** The college and the Associated Students provide a limited number of part-time jobs for currently enrolled students. Applicants must complete and submit an “Application For Student Employment” to the Financial Aid Office on the IWV campus.

**College Work Study.** This is a federally-funded program which provides part-time employment for students from low-income families. To be eligible, the student must apply for financial aid, show financial need, and be a citizen or permanent resident of the United States.

**State Work Study.** This is a state-funded program which provides part-time employment for students from low-income families. To be eligible, the student must apply for financial aid, show financial need, and be a citizen or permanent resident of the United States.
Pell Grant. This is a federal program designed to provide financial assistance for students attending post-high school educational institutions. Students who are enrolled in six or more units and are U.S. citizens or are permanent residents are eligible to apply.

Supplemental Educational Opportunity Grant. The SEOG Program is available to a limited number of students who require grants in order to go to college. Funds are awarded on a “first-come, first-served” basis.

CARE Grants. These are grants designed to assist low-income individuals, who also meet certain educational criteria. Funding for this program is provided through the State of California.

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

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

CAL Grant. The State of California sponsors the following scholarships under the Cal Grant Program:

- **Cal Grant A** provides tuition for students from low- and middle-income families with financial need and academic ability. Cal Grant A recipients who attend a California community college will have their awards put on reserve until such time as they transfer to a 4-year college or university.

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

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

A student can receive only one Cal Grant award.

Stafford Loans. These are student loans granted by designated private lending institutions and insured by the federal government. The college provides information and applications for these loans.

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

Scholarship and Grants. Community individuals and organizations have contributed monies to develop various college scholarships and grants. Each year the college publishes a Scholarship Handbook which provides the most current information on available scholarships. This handbook is available in the Counseling Center on the IWV campus or from the counseling staff at the community campuses.

Veterans’ Services

Cerro Coso Community College maintains a full-time program of Veterans’ Services to assist veteran students and their dependents. Financial aid staff are available to work with the Veterans Administration to assist veterans and their dependents in claiming and receiving the educational benefits to which they are entitled.

All veterans and dependents who wish to receive VA educational benefits must adhere to the following procedures:

1. File an application for eligibility with the financial aid office at your campus location.

2. With the assistance of a college counselor, select a specific educational objective that may be realistically pursued, at least in part, at Cerro Coso Community College.

3. Request that copies of transcripts of work completed at other collegiate institutions, if any, be sent directly to Cerro Coso Community College Admissions and Records Office.
4. Notify the Financial Aid Office at your campus location immediately of any changes in address or enrollment status. This includes all changes in class programs during each term of attendance.

Students should contact the financial aid office at their campus location for further information regarding Veterans’ educational benefits.

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

**Special Services Program**

The Special Services Program offers assistance and services to all students who have special needs because of economic, educational, physical, communication or learning disabilities. The goal of the program is to provide each student with the maximum opportunity for a successful and satisfying learning experience.

Services provided include: academic, career, and personal counseling; diagnostic testing; book vouchers; bus passes; special parking; test-taking; reading and note-taking services; use of special equipment; mobility assistance; peer counseling, tutorial and learning assistance; taped book assistance; leadership and social activities; transition services for school and job. Not all services may be available at all sites. Please consult staff.

The Special Services Program consists of the following categorically funded programs that are integrated into a single service program.

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

**Learning Skills Program.** A part of DSPS is the Learning Skills Program. It offers individualized assessment, coping strategies, academic accommodations, instruction, and services to eligible learning disabled and other students with special needs. The college has approved a policy for students with learning disabilities that allows extended time for testing, oral testing, taped books, readers, notetakers, proofreaders, and other such services. In some cases, certain academic requirements may be waived based on a thorough assessment conducted by the Learning Disabilities Specialist and college staff. A High Tech Center (HTC) is equipped with adaptive computerized equipment and software and is available for students with special needs.

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

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

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

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

**Students with Disabilities.** The college will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college’s courses, programs, and activities, including extracurricular activities. Students with disabilities, who are requesting academic accommodations, auxiliary aides or services, should contact Special Services at 760-384-6250.
Participation by students with disabilities in Special Services is voluntary. Any student choosing not to participate in the program may elect an alternative path for support services through the Office of Student Learning. See Ms. Jill Board, Vice President of Student Services.

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

TRiO Program. The TRiO Program is a federally funded program under the Student Support Services grant. The goal is to assist students with their academic endeavors, whether it is to graduate from Cerro Coso Community College and/or transfer to a university. Services are designed to enhance student skills, increase student’s leadership capabilities, and reinforce their college survival skills, all necessary to be an effective and successful college student. Services available to TRiO students include academic advising, college skills workshops, cultural enrichment events, financial aid and scholarship application assistance, career research, tutoring, and transfer assistance. For eligibility requirements contact the Counseling Center at the IWV campus or the college office at other sites.

Learning Assistance Center (LAC)
The LAC, located on the second floor of the Learning Resource Center at the Indian Wells Valley campus, provides a variety of instructional support services for students enrolled in academic and vocational courses: tutorial assistance for all courses offered through the college, make-up testing (if permitted by the course instructor) for students unable to take exams during class time and computerized instruction for students needing assistance with English and math. Self-paced, individualized labs for GED preparation are also available to students who need to brush up on their skills.

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

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

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

Print, non-print, and e-book collections can be searched in Horizon, the LRC’s online catalog. Online, full text periodical, newspaper, and reference resources are available at all Cerro Coso sites and by remote access to current students, faculty, and staff.

The LRC web page, www.cerrocoso.edu/lrc, offers students and other internet users information about the LRC services and staff.

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

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

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

The Associated Students of Cerro Coso (ASCC) is the official student organization, with membership open to all students. The ASCC, through its governing body, promotes the Student Activities Program at the college. A system of self-government has been established by which the students, through democratic action, formulate and execute policies and programs and prepare the student body annual budget.

Cerro Coso Community College students are expected to become members of the ASCC through purchase of a student identification card and validation sticker each semester at the time of registration. These funds, in turn, support the Student Activities Program which benefits the college and contributes to the welfare of all students. The Student Activities Program is also supported by funds in the District Co-Curricular Student Development Budget.

Active membership in the Associated Students qualifies an individual to hold office, to join student organizations, to be eligible for student loans, to participate in the athletic programs and to receive student discounts in the community, college bookstore and snack bar, and reduced or free admission to various on-campus and off-campus events.

**Student Clubs and Organizations**

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

**Food Services**

The Coyote Kitchen, the snack bar at the IWV campus, is located in the Student Center. The snack bar provides food services for the entire college. A variety of food items may be purchased at the Coyote Kitchen during most of the hours that classes are normally in session.

**College Bookstore**

The Book Nook, the college bookstore at the IWV campus, is located in the Student Center. The bookstore is normally open during most of the hours that classes are in session, both day and evening, Monday through Friday. All required textbooks, paperbacks and school supplies are available for purchase. Bookstore services are also available at the community campuses.

**Athletics**

Cerro Coso Community College participates in a program of intercollegiate athletics under the auspices of the California Commission on Athletics. At the IWV campus, students are afforded opportunities for competition with other community college teams in the sports of men’s baseball and women’s basketball. To participate in intercollegiate athletics, a student must meet the State Athletic Code eligibility requirements. Information on athletic eligibility is available from the Director of Athletics and the Vice President of Student Services at the IWV campus.

**Honors Program**

The Cerro Coso Community College Honors Program at the Indian Wells Valley Campus is an academically challenging, rewarding experience for students who want to develop extended knowledge in a subject area or areas and to develop enhanced analytical and critical thinking skills. Honors students take honors courses meeting transfer requirements for IGETC and CSU transfer. Each honors course has one extra hour for the students to meet in small groups for discussion and exploration of topics in greater depth than is possible in the regular course.

The Cerro Coso Honors Program has established transfer agreements with UC Irvine, UC Riverside, UC Santa Cruz, Chapman University, Pepperdine University, Occidental College, Pitzer College, Pomona College, and San Diego State University. These transfer agreements entitle honors scholars to benefits, such as priority consideration for transfer, guaranteed housing, and scholarships. The Cerro Coso Honors Program is also a member of the Transfer Alliance Program (TAP) at UCLA, which entitles successful Cerro Coso Honors students to guaranteed priority admissions to the College of Letters and Science at UCLA.

To be accepted into the Honors Program students must have an overall 3.5 GPA in college preparatory courses in high school or an overall 3.5 in transfer-level courses and a minimum 12 transfer-level units at the college. To assure good standing in the Honors Program, students must maintain a 3.25 GPA in transfer courses and participate in honors courses activities. To complete the program students must have a minimum of 16 units of honors courses, have a 3.25
GPA in transfer courses, and complete the necessary courses for transfer to a four-year college or university. For more information, contact the Counseling Center at the IWV campus.

**Phi Theta Kappa**

Cerro Coso is the Beta Kappa Chi chapter of Phi Theta Kappa, the International Honor Society of the Two Year College, founded in 1918. Its mission is to encourage the academic achievement of two-year college students and provide development opportunities through participation in leadership and service. Phi Theta Kappa also offers more than $36 million in scholarships to its members. To be eligible, students must have a minimum 3.5 GPA in 12 or more units of degree- or transfer-level coursework and must maintain a minimum 3.25 GPA until graduation. To become a member of Phi Theta Kappa, eligible students complete an application and pay the one-time membership fees. Contact: Christine Swiridoff, (760) 384-6312 or cswirido@cerrocoso.edu. Website: [http://www.cerrocoso.edu/campuslife/clubs/ptk/](http://www.cerrocoso.edu/campuslife/clubs/ptk/).

**Student Housing**

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

**Student Insurance**

Broad coverage student health and accident insurance is not carried by the college or the Kern Community College District. Students who desire individual protection may make arrangements to be included in a student group insurance policy. More information and applications are available in the Counseling Center at the IWV campus or from the counseling staff at the community campuses.

**GRADUATION REQUIREMENTS**

**The Associate Degree**

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

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

1. **Total Units:** Satisfactory completion of a minimum of 60 Associate-degree semester units.
2. **Scholarship:** A cumulative grade point average (GPA) of 2.0 (“C” average) or better.
3. **Residence:** At least 12 of the 60 semester units must be completed at Cerro Coso Community College. Units applied to meet graduation requirements cannot include pre-collegiate basic skills courses. These courses are not degree-applicable.
4. **Major:** Satisfactory completion of at least 18 semester units of study in a specific discipline or in related disciplines. Course work used to satisfy general education requirements can also be used to satisfy major field requirements.
   a. Associate of Arts degree: a general education major consisting of a program of study intended primarily to prepare the student for transfer to a four-year institution.
   b. Associate of Science degree: a science or occupational/career major consisting of a program of 18 or more units of designated courses representing a single area of concentration.
5. **Minimum Proficiencies for Graduation:** All associate-degree students must meet required levels of proficiency standards in the areas of writing, reading, and mathematics for graduation from Cerro Coso Community College. Levels are determined by the multiple measures assessment process in which a student meets with a counselor and discusses the results of the placement test as well as other factors including other college coursework, high school grades, and relevant work experience. During the first semester of enrollment, students should begin to take courses which will lead to the required level of proficiency and continue in such courses until Level 1 is attained. Required
course work on each level must be successfully completed with a grade of “C” or better before moving to the next highest level (see charts on pages 32 and 33). The levels of proficiency in each area are outlined below.

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

- Level 1 - Minimum Standards satisfied. No writing course required.
- Level 2 - ENGL C070 (course credit may be applied to graduation requirement in Language and Rationality)
- Level 2 - ENGL C151 (course credit may be applied to graduation requirement in Language and Rationality)
- Level 2 - MA C125 (course credit may be applied to graduation requirement in Language and Rationality)
- Level 3 - ENGL C040 (course credit not applicable to Associate Degree; does not apply to graduation)
- Level 4 - ENGL C030 (course credit not applicable to Associate Degree; does not apply to graduation)
- Level 5 - ENGL C020 (course credit not applicable to Associate Degree; does not apply to graduation)

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

- Level 1 - Minimum standards satisfied. No reading course required.
- Level 2 - READ C056 (course credit applicable to Associate Degree as an elective)
- Level 3 - READ C046 (course credit not applicable to an Associate Degree; does not apply to graduation)
- Level 4 - READ C036 (course credit not applicable to an Associate Degree; does not apply to graduation)

**Mathematics** - On the basis of the math level attained through the assessment process or completion of the second year of algebra in high school with a grade of “C” or better, the courses required to reach proficiency Level 1 are as follows:

- Level 1 - Minimum standards satisfied. No math course required.
- Level 2 - MATH C055, C057, C101 or complete second year of high school algebra with a “C” or higher
- Level 3 - MATH C050 or MATH C051 + C052
- Level 4 - MATH C040 or MATH C041+C042 (course credit not applicable to an Associate Degree; does not apply to graduation)
- Level 5 - MATH C020 (course credit not applicable to an Associate Degree; does not apply to graduation)

Competence in Elementary Algebra: Student must have an official record of a grade of “C” or better in MATH C050, or in both MATH C051 and MATH C052, or equivalent from another college, or a grade of “C” or better in both semesters of first year algebra in high school, or an appropriate score on the Elementary Algebra placement test.

Experience in Advanced Mathematics: Student must have an official record of a grade of “C” or better in course with a prerequisite of MATH C050 prerequisite or higher, such as MATH C055, MATH C057 or MATH C101, or equivalent from another college, or a grade of “C” or better in both semesters of second year algebra or geometry in high school, or an appropriate score on the Intermediate Algebra placement test.

*Note:* The Academic Accommodations Policy provides students with learning disabilities alternate modes of satisfying minimum proficiency requirements and achieving specific course objectives.

6. General Education: Complete the following General Education pattern. Courses used to satisfy the general education requirements may be credited toward the minimum number of units (18) required in the major.
English Course Sequences

READ C036  Developmental Reading

READ C046  Improving Reading Skills

READ C056  Intro to College Reading

ENGL C020  Literacy Skills

ENGL C030  Basic Writing Skills

ENGL C040  Improving Basic Writing Skills

ENGL C070  Introductory Composition
OR
ENGL C151/MA C125  Technical Communication

Supervised Writing Lab

ENGL C101  Freshman Composition

ENGL C102  Critical Thinking Through Literature

Additional Transfer Level Courses

BSAD C145  Business Communication
ENGL C111  Intro to Types of Literature
ENGL C141  Intro to Creative Writing
ENGL C143  Writing for Publication
ENGL C151  Technical Writing
ENGL C161  Newswriting
ENGL C221  World Literature I
ENGL C222  World Literature II
ENGL C231  Survey of British Literature I
ENGL C232  Survey of British Literature II
ENGL C235  Introduction to Shakespeare
ENGL C241  Survey of American Literature I
ENGL C242  Survey of American Literature II
ENGL C245  Women's Literature
ENGL C249  Multi-Ethnic American Literature
Mathematics Course Sequences

NOTE: All flow charts assume student possesses basic arithmetic and pre-algebra skills (see MATH C020, C040, C041 and C042). Suggested sequences only; see catalog for graduation requirements.
GENERAL EDUCATION REQUIREMENTS:

I. NATURAL SCIENCE  (Choose one of the following two options)

OPTION I: Two courses/minimum of 6 units with at least one course selected from each of the two areas (life and physical science).

OPTION II: Minimum of 4 units of lecture with a corresponding lab (L) from either of the two areas (life science or physical science).

A. Life Sciences:  AGRI C102; ANTH C121; BIOL C101, C102(L), C105(L), C111(L), C112(L), C115(L), C121, C122(L), C131, C133, C138(L), C141, C142(L), C251(L), C256(L), C261(L)

B. Physical Sciences:  CHEM C100, C101(L), C111(L), C122(L); GEOG C101, C102(L), C111(L); GEOG C111(L), C121, C131; PHYS C120, C121, C111, C112(L), C121, C122(L), C125(L), C131, C132(L), C141, C142(L), C145(L); PHYS C111(L)

II. SOCIAL & BEHAVIORAL SCIENCES  Two courses/minimum of 6 units/one course selected from two different sub-groups

A. Social:  ANTH C111, C121, C131; CHDV C101; GEOG C121, C131; PSYC C071, C101, C102, C114, C211, C251, C261, C271; SOC C074; SOC C101, C131(D)

B. Econ. & Political:  ECON C101, C102, C103; POLS C101, C102, C204

C. Historical:  HIST C103, C104, C131, C132, C206, C216, C218, C224

D. Interdis. Studies:  FILM/SPAN C211; INST C111, C201(D), C207; INST/SOCI C210(D), C220(D)

E. Ethnic Studies:  ANTH C211(D); HIST C209(D), C226(D); SOCI C121(D)

III. HUMANITIES  Two courses/minimum of 6 units/one course selected from two different sub-groups

A. Active Participation:  ART C101, C105, C106, C191; MUSC C101, C105, C106, C173, C181, C183, C281, C282; THEA C101, C103


C. Literature:  ENGL C102, C111, C221, C222, C231, C232, C235, C241, C242, C245, C249(D); SPAN C282

D. Philosophy:  PHIL C101, C141, C161, C162, C163, C201, C215; PHIL/INST C205

E. Foreign Language:  ASL C101, C102, FREN C101, C102, C201, C202; LATN C101, C102, C201, C202; RUSS C101, C102; SPAN C100, C101, C102, C150, C154, C171, C201, C202, C250, C252, C254, C281

F. Interdis. Studies:  FILM/SPAN C211(D); INST C111, C201(D), C207; INST/SOCI C210(D); SOCI C220(D)

IV. LANGUAGE & RATIONALITY  Two courses/minimum of 6 units/one course selected from each sub-group with C or better

A. English Composition:  ENGL C070, C101, C151; MA C125

B. Analytical Thinking:  ENGL C102 MATH C055, C057, C101, C121, C130, C131, C141, C142, C151, C257; PHIL/INST C205; PSYC C221

V. INFORMATION COMPETENCY  One course/minimum of 1 unit or pass the Information Competency Proficiency Exam

ENGL C051, LIT C075

VI. DIVERSITY  One of the following courses, or any diversity general education class (D):

BSAD C152, CHDV C125, C241; FILM/SPAN C211; HCRS C250; HIST C209, C226; INST C201; INST/SOCI C210, C220; MA C105, SOCI C121, C131

VII. ADDITIONAL REQUIREMENTS  Choose from the following two options:

OPTION I: One course from the following:

HSCI C101; FACE C121; PSYC C231; EMTC C111; CHDV C121

OPTION II: Completion of HSCI C105, CHDV C122, or EMTC C105 plus one option from the following:

a) Two 1-unit Physical Education activity classes

b) PHED C102

Note:  Courses may not be used to satisfy more than one General Education requirement except in area of Diversity.

Note:  Special Studies or Projects courses and Selected Topics courses may not be used to satisfy General Education requirements and are listed as elective credit only.

PLEASE NOTE:  THESE ARE NOT THE GENERAL EDUCATION REQUIREMENTS FOR TRANSFER.  IF YOU PLAN TO TRANSFER TO A FOUR-YEAR SCHOOL, PLEASE CONTACT A COUNSELOR.

Time Limitations

Students graduating within five (5) academic years of initial enrollment shall have the option of completing either: (a) the degree requirements of the College catalog in effect at the time of initial enrollment; or (b) any set of revised degree
requirements published in a subsequent Cerro Coso catalog. Students graduating more than five (5) academic years after initial enrollment must adhere to the specific degree requirements in effect in any Cerro Coso catalog within the five-year period prior to the students’ graduation.

**Additional Associate Degrees**

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

1. Complete all current graduation general education requirements, either through acceptance of previous college credits or by additional course work, and
2. Complete all required major field courses in a recognized general major (excluding an A.A. in General Education) or occupational/career program as outlined in this catalog.

If a student meets the foregoing prerequisites, a second degree may be awarded upon completion of a minimum of 18 units subsequent to the completion of the requirements for the previous degree.

Two degrees may be awarded to a student within the same semester if all requirements for both degrees are completed within that same semester. An A.A. degree in General Education cannot be awarded concurrently with another degree.

*Note: A.A. degree graduates from the Community College of the Air Force (CCAF) are eligible to earn an A.A. degree from Cerro Coso.*

**TRANSFER REQUIREMENTS**

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

**California Articulation Number (CAN)**

Cerro Coso Community College participates in the California Articulation Number System (CAN). CAN is a comprehensive articulation system used to equate introductory, transferable, lower division courses between California community colleges and California four-year universities. CAN uses a common numbering system, and ensures that students who complete CAN courses at a participating campus will receive credit “in lieu of” comparable CAN courses at other participating campuses. For example, CAN ENGL 2 (Cerro Coso’s ENGL C101) completed at one campus is acceptable for CAN ENGL 2 at all other participating campuses. CAN course designators are found at the end of each course description in the catalog. For additional information, please contact the Counseling Center.

**CVHEC Liberal Arts Transfer Associate in Arts Degree**

The CVHEC Transfer Associate Degree guarantees admission into any of the CVHEC universities that have approved the degree (as listed below). It is not a guarantee for impacted majors. Please see a counselor or consult the Transfer Center for specific requirements for impacted majors. This associate degree is not recommended for majors that require extensive lower division preparation. Consult your counselor or the Transfer Center.

Select one of the following options:

1. Option One. Guarantees admission to CSU Bakersfield, CSU Fresno and CSU Stanislaus, with a 2.4 gpa; Fresno Pacific University, University of the Pacific and UC Merced with a 2.8 gpa.
   a. Complete the Intersegmental General Education Transfer Curriculum (IGETC) with a “C” grade or better in each course.
   b. The remaining units may be selected from recommended lower division major preparation for the major at the approved CVHEC university of your choice.
   c. UC transferable elective units, if needed, to total 60 units for the CVHEC Transfer Associate Degree.
d. Achieve a minimum 2.4 gpa for transfer to CSU Bakersfield, CSU Fresno or CSU Stanislaus; achieve a minimum 2.8 gpa for transfer to Fresno Pacific University, University of the Pacific, or UC Merced, and be in good standing at the last institution attended.
e. At least 12 of the 60 units must be completed at Cerro Coso Community College.

OR

2. Option Two. Guarantees admission to CSU Bakersfield, CSU Fresno, and CSU Stanislaus with a 2.4 gpa.
   a. Complete CSU General Education Breadth with a "C" grade or better in each course.
   b. The remaining units may be selected from recommended lower division major preparation for the major at the approved CVHEC university of your choice.
   c. CSU transferable elective units, if needed, to total 60 units for the CVHEC Transfer Associate degree.
   d. Achieve a minimum 2.4 gpa for transfer to CSU Bakersfield, CSU Fresno, or CSU Stanislaus.
   e. At least 12 of the 60 units must be completed at Cerro Coso Community College.

Important Notes:

1. File an application to the university of your choice during the initial filing period for the semester you wish to transfer. The CVHEC website lists the filing periods for each campus: www.CollegeNext.org
2. All community college campus specific graduation requirements are waived for this transfer associate degree. Note: Students are encouraged to complete matriculation including the educational planning component so they will have early registration rights.
3. Students who achieve a 2.0-2.39 gpa will earn the CVHEC Transfer Associate Degree but will not be guaranteed admission to a CVHEC University.
4. Please consult with a community college counselor or an outreach counselor, at the university where you plan to transfer, to inquire about requirements for your major and/or impacted programs.

Independent California Colleges and Universities

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

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs available in the Transfer Center at the IWV campus.

University of California (UC)

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

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

Students who were eligible on the basis of their high school record may transfer at any time so long as the community college grade point average is 2.40 or higher. A student may transfer a maximum of 70 community college units to a UC. (After 70 units of transferable credit have been earned, no further unit credit will be granted for community college courses.)

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

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

Note: The IGETC can be used to satisfy Cerro Coso’s General Education requirements for graduation.

California State University (CSU)

Students who were ineligible for the California State University on the basis of their high school record may be admitted by achieving a grade point average of 2.0 in a minimum of 56 units of community college work designated as baccalaureate level including making up any missing college preparatory subject requirements.

Students who were eligible on the basis of their high school record may transfer at any time so long as the community college grade point average is 2.0 or higher. A student may transfer a maximum of 70 community college units to a state university. (After 70 units of transferable credit have been earned, no further unit credit will be granted for community college courses.)

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

Note: The CSU General Education certification and 60 CSU transferable units can be used to satisfy Cerro Coso’s General Education requirements for graduation.

Lower-Division Transfer Pattern (LDTP)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with the most direct path to a bachelor’s degree in the CSU system. The LDTP project provides a set of “road maps” for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. Students may enter into an LDTP agreement up to the time they have completed 45 transferable units. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

“Highest priority for admission” is defined as a written guarantee of admission to a particular CSU campus and major, and it goes into effect when both the student and the CSU campus ratify an LDTP agreement. The guarantee is subject both to satisfactory completion of the agreement requirements and to the campus’ ability to accommodate the student. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the systemwide and campus-specific LDTP pattern will total at least 60 units, the number needed to transfer to CSU as an upper-division student. Through CSUMentor and ASSIST, students and counselors will be able to find road maps detailing coursework preparation by CSU campus and major.
CERRO COSO COMMUNITY COLLEGE
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)
2006-2007

Completion of the IGETC will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G.E. requirements. All requirements must be completed for the IGETC to be certified. All course work must have a grade of "C" or better. Completion of the IGETC is not a requirement for transfer to CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. See a counselor for more information. Major preparation is also important; to learn what courses are required for university majors, go to www.assist.org.

Completion of the IGETC will also meet the general education pattern for Cerro Coso graduation. See a counselor for details!

1. **ENGLISH COMMUNICATION** (CSU 3 courses/9 units UC 2 courses/6 units)  
   NOTE: Students transferring to a UC do not have to meet the oral communication requirement and only need 6 units in this area.
   ___A. English Composition: **ENGL C101, C101H**
   ___B. Critical Thinking – English Composition: **ENGL C102, C102H**
   ___C. Oral Communication: **SPCH C101**

2. **MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING** (1 course/3 units)
   ___A. **MATH C121, C121H, C130, C131, C141, C151, C152, C251, C255, C257**

3. **ARTS AND HUMANITIES** (3 courses/9 units) At least one course from the Arts and one from the Humanities.
   ___A. Arts: **ART C101, C105, C106, C106H; MUSC C101, C101H, C173; THEA C101, C103**

4. **SOCIAL AND BEHAVIORAL SCIENCES** (3 courses/9 units) Courses from at least two disciplines or an interdisciplinary sequence.
   ___A. **ANTH C111, C121, C131**
   ___B. **ECON C101, C102, C103**
   ___C. **INST/SOCI C220**
   ___D. **INST/SOCI C220**
   ___E. **GEOG C121, C131, C131H**
   ___F. **HIST C131, C131H, C132, C132H, C218**
   ___G. **INST C201, C207**
   ___H. **POLS C101, C101H, C102, C204**
   ___I. **PSYC C101, C101H, C102, C114, C211, C241, C251, C261, C271**
   ___J. **SOCI C101, C121, C131**

5. **PHYSICAL AND BIOLOGICAL SCIENCES** (At least 2 courses required/7-9 units) Requires one Physical Science and one Biological Science, and at least one must include a laboratory.

   *indicates a class with a lab component

6. **LANGUAGE OTHER THAN ENGLISH**  
   Proficiency equivalent to two years of high school study in the same language or one college semester of a foreign language. Courses above proficiency level also meet the requirement. (NOTE: Students transferring to a CSU do not have to meet the foreign language proficiency requirement.)
   ___A. **ASL C101; FREN C102, LATN C102, RUSS C102, SPAN C101**

   *Courses listed in more than one area will be certified in only one area.

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS** (not part of IGETC; may be completed prior to transfer) 6 units, one course from Group 1 and one course from Group 2.

   ___1. **HIST C131, C131H, C132, C132H**
   ___2. **POLS C101, C101H**

   *Courses used to meet this requirement may not be used to satisfy requirements for IGETC for CSU.*
CERRO COSO COMMUNITY COLLEGE  
CSU GENERAL EDUCATION CERTIFICATION  
2006-2007

A bachelor's degree from the CSU system requires completion of a MINIMUM of 48 semester units in general education. Nine units must be upper division. This general education pattern will be certified as meeting the CSU general education pattern. Completion of this pattern satisfies the LOWER DIVISION general education requirements for graduation for the entire CSU system. COMPLETION OF THIS PATTERN DOES NOT GUARANTEE ADMISSION TO A CSU. A student must complete 60 transfer units to be eligible for CSU admission, unless the student was eligible for admission based upon their high school record and maintained a minimum college grade point average of 2.0. Students considering transfer should see a counselor and go to www.assist.org. Completion of the CSU General Education Certification and 60 transferable units will meet all requirements for an AA degree.

A. COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING (3 courses/9 units) One course from each of the following sub-groups.

1. Oral Communication: SPCH C101
2. Written Communication: ENGL C101, C101H; CLEP*, AP**
3. Critical Thinking: ENGL C102, C102H; INST/PHIL C205

B. PHYSICAL UNIVERSE AND ITS LIFE FORMS (3 courses/9 units) One course from each of the following sub-groups.

1. Physical Universe: CHEM C100, C101+, C111+, C111H+, C113+, C113H+, C122+; GEOG C101, C111+; GEOL C111+, C121, C131; PHYS C101, C111, C121, C125+, C131, C141, C145+; PHYS C111+; CLEP*; AP**
3. Laboratory: BIOL C102, C122, C142; GEOG C102; PHSC C102, C112, C132, C142; a course noted above with (+); AP**
4. Mathematical Concepts: MATH C121, C121H, C130, C131, C141, C142, C151, C152, C251, C255, C257; CLEP*, AP**

C. ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGES (3 courses/9 units) At least one course from Arts and one from Humanities.


D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR; HISTORICAL BACKGROUND (3 courses/9 units)

Complete one course in any of THREE DIFFERENT sub-groups.

1. Anthropology and Archeology: ANTH C111, C121, C131
2. Economics: ECON C101, C102, C103, AP**
3. Ethnic Studies: HIST C209, C226; INST/SOCI C220; SOCI C121
4. Gender Studies: INST/SOC C220; SOCI C131
5. Geography: GEOG C121, C131, C131H
7. Interdisciplinary and Behavioral Science: INST C111, C201, C207; PSYC C114, C271
8. Political Science and Government: POLS C102, C204
9. Psychology: PSYC C101, C101H, C211, C231; CLEP*
10. Sociology and Criminology: SOCI C101; CLEP*; ADMJ C101

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT Complete one course from sub-group 1 and two courses from sub-group 2.

1. Integrated Organism: COUN C102, HSCI C101, PSYC C211, C231, C251
2. Activity: Two Physical Education Courses

U.S. HISTORY, CONSTITUTION AND GOVERNMENT REQUIREMENT – The CSU system requires students to demonstrate their competence in U.S. History, Constitution and State and local government (Title V, Admin. Code Section 40404). A student planning to transfer to one of these campuses should complete one course in each of the following sub-groups:

1. U.S. History: HIST C131, C131H, C132, C132H; AP**
2. Constitution and Government: POLS C101, C101H

+Laboratory Course * CLEP-College Level Examination Program/General Examinations ** AP – Advanced Placement Test

NOTE: ONLY History C131 and C132 can be double counted. See a counselor for more information.

With completion of the above general education pattern and 60 CSU transferable units, this pattern can be used to meet the Cerro Coso general education requirements.
ASSOCIATE OF ARTS DEGREES

The philosophy of Cerro Coso Community College is that the educational program of students should be composed of courses of study meaningful to them and appropriate to their unique life goals. Therefore, the college provides maximum flexibility in combining courses so students may obtain their Associate of Arts degree from a broad array of discipline areas. Students who complete the general education requirements and earn 60 units will be awarded the Associate of Arts in General Education.

Students may plan to pursue an Associate degree in a specific program for greater specialization and depth of instruction. Students earning these major degrees must still complete 60 total units in some combination of major coursework, general education requirements, and, if needed, general education electives.

All of the prescribed coursework within each of these majors is baccalaureate-applicable and considered appropriate for students who plan to continue their education at a 4-year college or university. Students should discuss the lower division requirement of specific transfer institutions with a counselor or faculty advisor.

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

Associate of Arts Degrees

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Art

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

Complete all of the following courses:

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

Select 9 units from the following courses:

- ART C131 -------------------------------------------------- Painting I ---------------------------------------------------------------------------------- 3
- ART C141 -------------------------------------------------- Basic Ceramics ------------------------------------------------------------------------ 3
- ART C151 -------------------------------------------------- Sculpture --------------------------------------------------------------------------------3
- ART C165 -------------------------------------------------- Photography I --------------------------------------------------------------------------- 3

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

Business

BUSINESS ASSOCIATE OF ARTS DEGREE (60 units total, 25 units in the major) prepares students for transfer at the junior level to colleges and universities offering Bachelor’s degrees in business.

Complete all of the following courses:

- BSAD C101 --------------------------------- Financial Accounting --------------------------------------------------------------- 4 Units
- BSAD C102 --------------------------------- Managerial Accounting --------------------------------------------------------------- 4
- BSAD C131 --------------------------------- Business Law I ----------------------------------------------------------------------------- 3
- CSCI C101 --------------------------------- Introduction to Computer Information Systems --------------------------------- 3
- ECON C102 --------------------------------- Macroeconomics ----------------------------------------------------------------------- 3
- ECON C103 --------------------------------- Microeconomics ----------------------------------------------------------------------- 3
- MATH C121 --------------------------------- Elementary Probability and Statistics -------------------------------------------- 4

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

FINE ARTS ASSOCIATE OF ARTS DEGREE (60 units total, 24 units in the major) is designed for students with a broad interest in the Arts, and can be completed by taking a combination of courses in the visual arts, music, theatre, and computer graphics.

Select 9 units from the following courses, at least one course from Art, one course from Music, and one course from Theatre:

**ART**

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<tr>
<th>Course</th>
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<th>Units</th>
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<tbody>
<tr>
<td>ART C101</td>
<td>Art Appreciation</td>
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<tr>
<td>ART C105</td>
<td>History of Western Art I</td>
<td>3</td>
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<td>ART C106</td>
<td>History of Western Art II</td>
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<td>MUSC C118</td>
<td>History of American Popular Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSC C173</td>
<td>Jazz Appreciation</td>
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**THEATRE**

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<tr>
<td>THEA C101</td>
<td>Introduction to Theatre</td>
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<tr>
<td>THEA C103</td>
<td>Introduction to Play Reading</td>
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Select 15 units from the following courses:

**ART**

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<tr>
<td>ART C111</td>
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<td>ART C115</td>
<td>Three Dimensional Design</td>
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<td>ART C121</td>
<td>Drawing I</td>
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<td>ART C131</td>
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<td>ART C141</td>
<td>Basic Ceramics</td>
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<td>ART C151</td>
<td>Sculpture</td>
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<td>ART C161</td>
<td>Beginning Photography</td>
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**MUSIC**

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<tr>
<td>MUSC C252</td>
<td>Choir IV</td>
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<tr>
<td>MUSC C181</td>
<td>Music and Technology I</td>
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<tr>
<td>MUSC C183</td>
<td>Fundamentals of Sound Design for Media</td>
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**THEATRE**

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<td>Performance Studies</td>
<td>2</td>
</tr>
<tr>
<td>THEA C111</td>
<td>Fundamentals of Acting</td>
<td>2</td>
</tr>
<tr>
<td>THEA C112</td>
<td>Beginning Acting</td>
<td>2</td>
</tr>
<tr>
<td>THEA C118</td>
<td>Improvisation</td>
<td>2</td>
</tr>
<tr>
<td>THEA C121</td>
<td>Theatre Production</td>
<td>3</td>
</tr>
<tr>
<td>THEA C126</td>
<td>Shakespeare Theatre Production</td>
<td>3</td>
</tr>
<tr>
<td>THEA C131</td>
<td>Technical Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEA C140</td>
<td>Movement for the Actor</td>
<td>2</td>
</tr>
<tr>
<td>THEA C145</td>
<td>Voice for the Actor</td>
<td>2</td>
</tr>
<tr>
<td>THEA C211</td>
<td>Intermediate Acting</td>
<td>2</td>
</tr>
<tr>
<td>THEA C212</td>
<td>Advanced Acting</td>
<td>2</td>
</tr>
<tr>
<td>THEA C230</td>
<td>Directing</td>
<td>2</td>
</tr>
<tr>
<td>THEA C241</td>
<td>Creative Drama</td>
<td>2</td>
</tr>
</tbody>
</table>

**MEDIA ARTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA C115/CSCI C181</td>
<td>Hypertext Markup Language (HTML)</td>
<td>3</td>
</tr>
<tr>
<td>MA C101</td>
<td>Fundamentals of Web Design</td>
<td>3</td>
</tr>
<tr>
<td>MA C102</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>MAC111</td>
<td>Computer Illustration</td>
<td>3</td>
</tr>
<tr>
<td>MAC121</td>
<td>Desktop Publishing</td>
<td>3</td>
</tr>
</tbody>
</table>

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

GENERAL SCIENCES ASSOCIATE OF ARTS DEGREE (60 units total, 18 - 20 units in the major) consists of courses in the natural sciences. Several emphases have been designed to meet the needs of students interested in liberal studies, biology, human biology, and chemistry.

LIBERAL STUDIES EMPHASIS: Select 18 units in the natural sciences which must include at least one laboratory or field experience course in each of the three categories. Laboratory and field experience courses are indicated by an asterisk (*).

LIFE SCIENCES

BIOL C101 ---------------- Introductory Biology ------------------------------------------------------------- 3 Units
BIOL C102* ---------------- Introductory Biology Lab ------------------------------------------------------ 1
BIOL C105* ---------------- Concepts of Biology ------------------------------------------------------------- 4
BIOL C111* ---------------- General Biology I --------------------------------------------------------------- 5
BIOL C112* ---------------- General Biology II -------------------------------------------------------------- 5
BIOL C121 ---------------- Survey of Anatomy and Physiology ----------------------------------------------- 3
BIOL C122* ---------------- Survey of Anatomy and Physiology Lab ------------------------------------------ 1
BIOL C141 ---------------- The Human Environment -------------------------------------------------------- 3
BIOL C142* ---------------- The Human Environment Lab -------------------------------------------------- 1
BIOL C251* ---------------- Human Anatomy --------------------------------------------------------------- 4
BIOL C255* ---------------- Human Physiology ------------------------------------------------------------- 4

PHYSICAL SCIENCES

CHEM C101* ---------------- Introductory Chemistry --------------------------------------------------------- 4 Units
CHEM C111* ---------------- General Inorganic Chemistry I -------------------------------------------------- 5
CHEM C113* ---------------- General Inorganic Chemistry II -------------------------------------------------- 5
CHEM C211* ---------------- Analytical Chemistry ----------------------------------------------------------- 4
PHYS C101* ---------------- General Physics I ------------------------------------------------------------- 4
PHYS C111* ---------------- Mechanics ------------------------------------------------------------------------ 5

EARTH SCIENCES

GEOG C101 ---------------- Physical Geography ------------------------------------------------------------- 3 Units
GEOL C111* ---------------- Physical Geology --------------------------------------------------------------- 4
GEOL C113* ---------------- Historical Geology ------------------------------------------------------------- 3
PHSC C101 ---------------- General Earth Sciences -------------------------------------------------------- 3
PHSC C102* ---------------- Earth Sciences Laboratory ------------------------------------------------------ 1
PHSC C111* ---------------- Concepts of Physical Science -------------------------------------------------- 3
PHSC C112* ---------------- Concepts of Physical Science Lab ----------------------------------------------- 1
PHSC C121 ---------------- Elementary Astronomy ----------------------------------------------------------- 3
PHSC C141 ---------------- Introduction to Oceanography ----------------------------------------------------- 3
PHSC C143* ---------------- Field Studies in Oceanography -------------------------------------------------- 1

Complete general education requirements and electives for a minimum of 60 total units.
**BIOLOGY EMPHASIS:** The biology emphasis provides students with the core science courses needed for transfer to a four-year institution. Physics requirements for biology majors can vary among institutions. Students should check with a counselor concerning requirements for specific transfer institutions. Graduates with a biology emphasis are prepared for further studies which allow work in a variety of fields including: biochemistry, biotechnology, botany, ecology, entomology, genetics, health, immunology, medicine, molecular biology, oceanography, pharmacy, teaching, wildlife management, zoology and related clinical fields.

Complete all of the following courses:

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

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

**HUMAN BIOLOGY EMPHASIS:** Prepares students planning on careers in the allied health field such as nursing, radiology, and physician’s assistant. Students should check with a counselor concerning requirements for specific transfer institutions.

Complete all of the following courses:

- BIOL C101 Introductory Biology 3 Units
- BIOL C251* Human Anatomy 4
- BIOL C255* Human Physiology 4
- BIOL C261* General Microbiology 4
- CHEM C111* General Inorganic Chemistry I 5
  or CHEM C122* General Inorganic Chemistry I for Nursing and Allied Health Science Majors 5
  or CHEM C220 Fundamentals of Organic Chemistry 4

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

**CHEMISTRY EMPHASIS:** Provides the students who are planning on majoring in chemistry, materials science, or chemical engineering at a four-year university with the first two years of their core chemistry classes. Students should check with a counselor concerning requirements for specific transfer institutions.

Complete all of the following courses:

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

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

*Note: Students with a biology or chemistry emphasis are strongly encouraged to contact their respective transfer institutions to determine the exact physics courses for transfer.*
Humanities

HUMANITIES ASSOCIATE OF ARTS DEGREE (60 units total, 18 units in the major) is designed for students with a broad interest in the Humanities and can be completed by taking a combination of courses in Art, Theatre, Foreign Languages, Literature, Music, and Philosophy.

Select 18 units from the following courses, at least one course from four of the six concentration areas listed below and at least one studio/performance course, indicated by an asterisk (*):

<table>
<thead>
<tr>
<th>ART</th>
<th>3 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART C101*</td>
<td>Introduction to Art</td>
</tr>
<tr>
<td>ART C105</td>
<td>History of Western Art I</td>
</tr>
<tr>
<td>ART C106</td>
<td>History of Western Art II</td>
</tr>
<tr>
<td>ART C111*</td>
<td>Two Dimensional Design</td>
</tr>
<tr>
<td>ART C121*</td>
<td>Drawing I</td>
</tr>
<tr>
<td>ART C131*</td>
<td>Painting I</td>
</tr>
<tr>
<td>ART C141*</td>
<td>Basic Ceramics</td>
</tr>
<tr>
<td>ART C151*</td>
<td>Sculpture</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THEATRE</th>
<th>3 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA C101</td>
<td>Introduction to Theatre</td>
</tr>
<tr>
<td>THEA C103</td>
<td>Introduction to Play Reading</td>
</tr>
<tr>
<td>THEA C105*</td>
<td>Performance Studies</td>
</tr>
<tr>
<td>THEA C111*</td>
<td>Fundamentals of Acting</td>
</tr>
<tr>
<td>THEA C112*</td>
<td>Beginning Acting</td>
</tr>
<tr>
<td>THEA C118*</td>
<td>Improvisation</td>
</tr>
<tr>
<td>THEA C121*</td>
<td>Theatre Production</td>
</tr>
<tr>
<td>THEA C126*</td>
<td>Shakespeare Theater Production</td>
</tr>
<tr>
<td>THEA C131*</td>
<td>Technical Theatre</td>
</tr>
<tr>
<td>THEA C140*</td>
<td>Movement for the Actor</td>
</tr>
<tr>
<td>THEA C145*</td>
<td>Voice for the Actor</td>
</tr>
<tr>
<td>THEA C211*</td>
<td>Intermediate Acting</td>
</tr>
<tr>
<td>THEA C212*</td>
<td>Advanced Acting</td>
</tr>
<tr>
<td>THEA C230*</td>
<td>Directing</td>
</tr>
<tr>
<td>THEA C241*</td>
<td>Creative Drama</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOREIGN LANGUAGES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN C101</td>
<td>Beginning French I</td>
</tr>
<tr>
<td>FREN C102</td>
<td>Beginning French II</td>
</tr>
<tr>
<td>LATN C101</td>
<td>Elementary Latin I</td>
</tr>
<tr>
<td>LATN C102</td>
<td>Elementary Latin II</td>
</tr>
<tr>
<td>LATN C201</td>
<td>Intermediate Latin I</td>
</tr>
<tr>
<td>LATN C202</td>
<td>Intermediate Latin II</td>
</tr>
</tbody>
</table>


**PHILOSOPHY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL C101</td>
<td>Introduction to Philosophical Problems</td>
<td>3</td>
</tr>
<tr>
<td>PHIL C111</td>
<td>Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>PHIL C141</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL C161</td>
<td>Introduction to the Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td>PHIL C162</td>
<td>World Religions of the East</td>
<td>3</td>
</tr>
<tr>
<td>PHIL C163</td>
<td>World Religions of the West</td>
<td>3</td>
</tr>
<tr>
<td>PHIL C201</td>
<td>Introduction to Systematic Theories</td>
<td>3</td>
</tr>
<tr>
<td>PHIL C205</td>
<td>Critical and Comparative Reasoning: Science as a Way of Knowing</td>
<td>4</td>
</tr>
<tr>
<td>PHIL C215</td>
<td>History of Western Philosophy</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**PHYSICAL EDUCATION ASSOCIATE OF ARTS DEGREE** (60 units total, 22.5 units in the major) helps prepare the student for careers in Physical Education and related areas. In addition to the areas of teaching, coaching, recreation and dance, Physical Education majors are finding opportunities in rehabilitation services, exercise specialties and fitness. As the concept of preventive health care becomes more prevalent, the Physical Education major should find an even wider array of opportunities.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C251</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL C255</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HSCI C101</td>
<td>Principles of Health Education</td>
<td>3</td>
</tr>
<tr>
<td>HSCI C105</td>
<td>Community First Aid and Safety</td>
<td>0.5</td>
</tr>
<tr>
<td>PHED C101</td>
<td>Foundation of Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PHED C155</td>
<td>Care and Prevention of Athletic Injuries</td>
<td>3</td>
</tr>
</tbody>
</table>

**FITNESS:** Select two different disciplines from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED C103</td>
<td>Aerobic Dance I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C104</td>
<td>Aerobic Dance II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C203</td>
<td>Aerobic Dance III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C105</td>
<td>Weight Training I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C106</td>
<td>Weight Training II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C205</td>
<td>Weight Training III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C107</td>
<td>General Conditioning I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C108</td>
<td>General Conditioning II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C129</td>
<td>Cardiovascular Fitness I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C130</td>
<td>Cardiovascular Fitness II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C229</td>
<td>Cardiovascular Fitness III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C131</td>
<td>Wellness Walking I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C132</td>
<td>Wellness Walking II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C231</td>
<td>Wellness Walking III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C151</td>
<td>Conditioning for Athletes I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C152</td>
<td>Conditioning for Athletes II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C251</td>
<td>Conditioning for Athletes III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C252</td>
<td>Conditioning for Athletes IV</td>
<td>1</td>
</tr>
</tbody>
</table>
INDIVIDUAL and TEAM SPORT: Select three different disciplines from the following courses:

- PHED C109 ------------------------------- Golf I ------------------------------------------------------------- 1 Unit
- PHED C110 -------------------------------- Golf II ---------------------------------------------------------- 1
- PHED C209 -------------------------------- Golf III ---------------------------------------------------------- 1
- PHED C113 -------------------------------- Tennis I ---------------------------------------------------------- 1
- PHED C114 -------------------------------- Tennis II ---------------------------------------------------------- 1
- PHED C213 -------------------------------- Tennis III ---------------------------------------------------------- 1
- PHED C115 -------------------------------- Volleyball I -------------------------------------------------------- 1
- PHED C116 -------------------------------- Volleyball II -------------------------------------------------------- 1
- PHED C215 -------------------------------- Volleyball III ------------------------------------------------------- 1
- PHED C117 -------------------------------- Basketball I -------------------------------------------------------- 1
- PHED C118 -------------------------------- Basketball II -------------------------------------------------------- 1
- PHED C217 -------------------------------- Basketball III ------------------------------------------------------- 1
- PHED C123 -------------------------------- Softball I ---------------------------------------------------------- 1
- PHED C124 -------------------------------- Softball II ---------------------------------------------------------- 1
- PHED C223 -------------------------------- Softball III --------------------------------------------------------- 1
- PHED C125 -------------------------------- Soccer I ----------------------------------------------------------- 1
- PHED C126 -------------------------------- Soccer II ----------------------------------------------------------- 1
- PHED C225 -------------------------------- Soccer III --------------------------------------------------------- 1
- PHED C135 -------------------------------- Jazz Dance I --------------------------------------------------------- 1
- PHED C136 -------------------------------- Jazz Dance II ------------------------------------------------------- 1
- PHED C235 -------------------------------- Jazz Dance III ------------------------------------------------------ 1
- PHED C175 -------------------------------- Competitive Baseball I ----------------------------------------------- 1
- PHED C176 -------------------------------- Competitive Baseball II ----------------------------------------------- 1
- PHED C275 -------------------------------- Competitive Baseball III ----------------------------------------------- 1

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

Note: Intercollegiate Physical Education courses **may not be used** to satisfy any Physical Education Associate Degree requirements.
Pre-Engineering

PRE-ENGINEERING ASSOCIATE OF ARTS DEGREE (60 units total, 40 units in the major) prepares students for transfer to colleges and universities offering bachelor’s degrees in engineering and physical science. This major provides a student with the specialized preparation for a career in the scientific and technical areas of industry. Mathematics, chemistry, physics and computer science provide a solid background for future academic and occupational success.

Complete all of the following courses:

- CHEM C111 ------------------------------- General Inorganic Chemistry I ----------------------------------------------- 5 Units
- CHEM C113 ------------------------------- General Inorganic Chemistry II ------------------------------------------ 5
- MATH C151 -------------------------------- Analytic Geometry & Calculus I -------------------------------------- 5
- MATH C152 -------------------------------- Analytic Geometry & Calculus II --------------------------------------- 5
- MATH C251 -------------------------------- Analytic Geometry and Calculus III ------------------------------------- 5
- PHYS C111 -------------------------------- Mechanics -------------------------------------------------------- 5
- PHYS C113 -------------------------------- Electricity and Magnetism ---------------------------------------- 5
- PHYS C211 -------------------------------- Waves, Heat, Optics and Modern Physics -------------------------------- 5

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

Social Sciences

SOCIAL SCIENCES ASSOCIATE OF ARTS DEGREE (60 units total, 18 units in the major) consists of required course work in the social sciences.

Select 3 units from the following courses:

- ANTH C121 --------------------------------- Physical Anthropology ----------------------------------------------- 3 Units
- GEOG C121 --------------------------------- Cultural Geography ----------------------------------------------- 3
- SOCI C101 --------------------------------- Introduction to Sociology --------------------------------------------- 3

Select 6 units from the following courses:

- HIST C131 --------------------------------- History of the U.S. I ----------------------------------------------- 3 Units
- HIST C132 --------------------------------- History of the U.S. II ----------------------------------------------- 3
- POLS C101 --------------------------------- American Government ----------------------------------------------- 3
- PSYC C101 --------------------------------- General Psychology ----------------------------------------------- 3

Select 9 units from courses in the following areas:

Anthropology, Economics, Geography, History, Political Science, Psychology, Social Science, Sociology

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

THEATRE: ACTING ASSOCIATE OF ARTS DEGREE (60 units total, 22 units in the major) prepares students to transfer to colleges and universities offering bachelor’s degrees in Theatre/Dramatic Arts.

Complete all the following courses:

<table>
<thead>
<tr>
<th>Course Reference</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA C101</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>or THEA C103</td>
<td>Introduction to Play Reading</td>
<td>3</td>
</tr>
<tr>
<td>THEA C111</td>
<td>Fundamentals of Acting</td>
<td>2</td>
</tr>
<tr>
<td>THEA C112</td>
<td>Beginning Acting</td>
<td>2</td>
</tr>
<tr>
<td>THEA C121</td>
<td>Theatre Production</td>
<td>3</td>
</tr>
<tr>
<td>or THEA C126</td>
<td>Shakespeare Theatre Production</td>
<td>3</td>
</tr>
<tr>
<td>THEA C140</td>
<td>Movement for the Actor</td>
<td>2</td>
</tr>
<tr>
<td>THEA C145</td>
<td>Voice for the Actor</td>
<td>2</td>
</tr>
<tr>
<td>THEA C211</td>
<td>Intermediate Acting</td>
<td>2</td>
</tr>
<tr>
<td>THEA C212</td>
<td>Advanced Acting</td>
<td>2</td>
</tr>
<tr>
<td>or THEA C230</td>
<td>Directing</td>
<td>2</td>
</tr>
</tbody>
</table>

Complete two of the following courses (minimum of 4 units):

<table>
<thead>
<tr>
<th>Course Reference</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA C101</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEA C103</td>
<td>Introduction to Play Reading</td>
<td>3</td>
</tr>
<tr>
<td>THEA C105</td>
<td>Performance Studies</td>
<td>2</td>
</tr>
<tr>
<td>THEA C118</td>
<td>Improvisation</td>
<td>2</td>
</tr>
<tr>
<td>THEA C121</td>
<td>Theatre Production</td>
<td>3</td>
</tr>
<tr>
<td>THEA C126</td>
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<td>3</td>
</tr>
<tr>
<td>THEA C131</td>
<td>Technical Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEA C212</td>
<td>Advanced Acting</td>
<td>2</td>
</tr>
<tr>
<td>THEA C230</td>
<td>Directing</td>
<td>2</td>
</tr>
<tr>
<td>THEA C241</td>
<td>Creative Drama</td>
<td>2</td>
</tr>
</tbody>
</table>

Note: Courses cannot be repeated to fulfill the additional 4 units.

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

TRADES PRACTICES ASSOCIATE OF ARTS DEGREE (60 units total, 19 units in the major) is designed to provide the student with the skills and knowledge required to perform as an entry level apprentice. The Trades Practices courses are selected from among four concentrations.

Select one of the following courses:

- MATH C055: Intermediate Algebra (4 units)
- MATH C142: Trigonometry (4 units)

Select 15 units from at least two of the following areas:

**DRAFTING TECHNOLOGY**

- DRFT C111: Engineering Drawing I (3 units)
- DRFT C112: Engineering Drawing II (3 units)
- DRFT C121: Architectural Planning I (3 units)
- DRFT C122: Architectural Planning II (3 units)
- DRFT C151/MA C172: Fundamentals of AutoCAD (3 units)
- DRFT C152: Advanced Computer Aided Design and Drafting (3 units)
- DRFT C153/MA C172: 3D Solids Modeling with SolidWorks (3 units)
- DRFT C161: Geometric Dimensioning and Tolerancing (3 units)
- DRFT C211: Engineering Drawing III (3 units)
- DRFT C212: Engineering Drawing IV (3 units)

**MACHINE TOOL TECHNOLOGY**

- MCTL C111: Beginning Machine Shop (3 units)
- MCTL C112: Intermediate Machine Shop (3 units)
- MCTL C211: Advanced Machine Shop (3 units)
- MCTL C212: Advanced Machine Shop (3 units)
- MCTL C215: Introduction to Computer Number Control Machining (3 units)

**WELDING TECHNOLOGY**

- WELD C101: Oxygen and Acetylene Welding (3 units)
- WELD C102: Shielded Metal Arc Welding (3 units)
- WELD C201: Welding Fabrication (3 units)
- WELD C202: Advanced Welding (3 units)

Complete general education requirements and electives for a minimum of 60 total units.
ASSOCIATE OF SCIENCE DEGREES, OCCUPATIONAL CERTIFICATES, AND AWARDS

Cerro Coso Community College has developed occupational/career, Associate degree, and certificate programs which reflect the needs of its communities. Many opportunities for occupational education at Cerro Coso Community College are provided for those who wish to become more self-sufficient citizens, advance within their present occupational fields, or develop new skills and pursue alternative careers.

Courses in occupational programs at Cerro Coso Community College may be accepted toward the Bachelor’s degree at selected four-year institutions. Students are urged to consult with a college counselor for details.

Occupational/Career Certificate: One or more Certificates of Completion may be awarded upon successful completion of a prescribed course of study in the following areas: Administration of Justice, Automotive Technology, Business Administration, Business Management, Business Office Technology, Entrepreneurship, Child Development, Computer Information Systems, Computer Technology, Digital Animation, Engineering Technology, Fire Technology, Health Careers, Machine Tool Technology, Paralegal Studies, Physical Science Technology, Vocational Nursing, Web Design, and Welding. To qualify for a certificate a student must:

1. Successfully complete all required course work for a particular certificate as outlined in the Cerro Coso Community College Catalog. Some programs offer more than one certificate, each reflecting either an alternative path or option or concentration and/or a more advanced set of occupational skills. (Equivalent courses completed at other accredited institutions may be accepted and applied to satisfy certificate requirements.)

2. Achieve a 2.0 (“C”) grade point average in course work to be applied toward the certificate.

3. Complete a minimum of 12 units in residence at Cerro Coso Community College.

4. File a petition for the specific certificate with the counseling staff at the campus where you are enrolled.

In addition, students may also work towards the attainment of local Awards of Achievement in Business Office Technology Office Clerk Award; Child Development Assistant Teacher Award and Associate Teacher Award; Health Careers Administrative Medical Assisting Award, Clinical Medical Assisting Award and Medical Assisting Externship Award. These short-term training programs require fewer than 18 units to complete and are designed to lead to immediate employment opportunities and to provide the opportunity for entry level positions with career ladder opportunities. Consult the class schedules, the Counseling Center at the IWV campus, or the counseling staff at the campus where you are registered for more information on these programs.
## Associate of Science Degrees, Occupational Certificates and Awards

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Justice</td>
<td>53</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>54</td>
</tr>
<tr>
<td>Business Administration</td>
<td>55</td>
</tr>
<tr>
<td>Business Management</td>
<td>56</td>
</tr>
<tr>
<td>Business Office Technology</td>
<td>56</td>
</tr>
<tr>
<td>Business Office Technology Certificate</td>
<td>56</td>
</tr>
<tr>
<td>Office Clerk Award</td>
<td>57</td>
</tr>
<tr>
<td>Office Assistant Certificate</td>
<td>57</td>
</tr>
<tr>
<td>Child Development</td>
<td>58</td>
</tr>
<tr>
<td>Assistant Teacher Award</td>
<td>59</td>
</tr>
<tr>
<td>Assistant Teacher Permit</td>
<td>59</td>
</tr>
<tr>
<td>Associate Teacher Award</td>
<td>59</td>
</tr>
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<td>59</td>
</tr>
<tr>
<td>Teacher Certificate</td>
<td>59</td>
</tr>
<tr>
<td>Teacher Permit</td>
<td>59</td>
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<tr>
<td>Master Teacher Permit</td>
<td>60</td>
</tr>
<tr>
<td>Site Supervisor Permit</td>
<td>60</td>
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<tr>
<td>Computer Information Systems</td>
<td>61</td>
</tr>
<tr>
<td>Computer Information Systems Certificate</td>
<td>62</td>
</tr>
<tr>
<td>Computer Information Systems Intermediate Applications</td>
<td>63</td>
</tr>
<tr>
<td>Computer Information Systems Intermediate Programming</td>
<td>63</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>64</td>
</tr>
<tr>
<td>Digital Animation</td>
<td>65</td>
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<tr>
<td>Engineering Technology</td>
<td>67</td>
</tr>
<tr>
<td>Engineering Drafting Technology</td>
<td>67</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>68</td>
</tr>
<tr>
<td>Fire Technology</td>
<td>69</td>
</tr>
<tr>
<td>Health Careers</td>
<td>70</td>
</tr>
<tr>
<td>Machine Tool Technology</td>
<td>71</td>
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<tr>
<td>Paralegal Studies</td>
<td>72</td>
</tr>
<tr>
<td>Physical Science Technology</td>
<td>73</td>
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<tr>
<td>Vocational Nursing</td>
<td>74</td>
</tr>
<tr>
<td>Web Design</td>
<td>75</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>76</td>
</tr>
</tbody>
</table>
Administration of Justice

ADMINISTRATION OF JUSTICE ASSOCIATE OF SCIENCE DEGREE (60 units total, 21 units in the major) will prepare 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.

Complete all of the following courses:
ADMJ C101* ------------------------------ Introduction to the Administration of Justice ------------------------------------3 Units
ADMJ C105* ------------------------------ Concepts of Criminal Law -----------------------------------------------3
ADMJ C111* ------------------------------ Principles and Procedures of the Justice System ------------------------3
ADMJ C115 --------------------------------- Legal Aspects of Evidence -----------------------------------------3
ADMJ C121 -------------------------------- Community Relations -----------------------------------------------3

Select 6 units from the following courses:
ADMJ C125 --------------------------------- Principles of Investigation --------------------------------------3 Units
ADMJ C131 --------------------------------- Juvenile Procedures -----------------------------------------------3
ADMJ C151 --------------------------------- Introduction to Corrections ----------------------------------------3
ADMJ C205 --------------------------------- California Vehicle Code ------------------------------------------3
ADMJ C211 --------------------------------- Concepts of Enforcement Services -------------------------------3
ADMJ C215* ------------------------------ Patrol Procedures -----------------------------------------------3

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

*Note: ADMJ C141 and ADMJ C142, Basic Reserve Academy Levels PC 832 and III, may substitute for ADMJ C101, ADMJ C105, and ADMJ C111. ADMJ C143, Basic Reserve Academy Level I, may substitute for ADMJ C215.

ADMINISTRATION OF JUSTICE CERTIFICATE (21 units): Any student completing the courses required for the major qualifies for a certificate in Administration of Justice.
Automotive Technology

AUTOMOTIVE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 units total, 29 units in the major) is designed for those students who need training and experience prior to entering the automotive workforce. Courses prepare students for the Automotive Service of Excellence exam in the individual areas.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO C111</td>
<td>Engine Performance</td>
<td>5.5</td>
</tr>
<tr>
<td>AUTO C115</td>
<td>Electrical Systems</td>
<td>5.5</td>
</tr>
<tr>
<td>AUTO C121</td>
<td>Brakes</td>
<td>3</td>
</tr>
<tr>
<td>AUTO C125</td>
<td>Automotive Suspension and Steering</td>
<td>3</td>
</tr>
<tr>
<td>AUTO C131</td>
<td>Air Conditioning and Heating Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUTO C135</td>
<td>Automatic Transmissions and Transaxles</td>
<td>3</td>
</tr>
<tr>
<td>AUTO C141</td>
<td>Manual Drive Train and Axles</td>
<td>3</td>
</tr>
<tr>
<td>AUTO C145</td>
<td>Engine Repair</td>
<td>3</td>
</tr>
</tbody>
</table>

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

AUTOMOTIVE TECHNOLOGY CERTIFICATE (29 units): Any student completing the courses required for the major qualifies for a certificate in Automotive Technology.
Business Administration

BUSINESS ADMINISTRATION ASSOCIATE OF SCIENCE DEGREE (60 units total, 28 units in the major) is designed to develop skills for immediate employment in an increasingly challenging business environment. These majors are intended to provide a student with a broad preparation for a career in business.

Complete all of the following courses:

- BSAD C100 ------------------------------- Introduction to Business 3 Units
- BSAD C101 ------------------------------- Financial Accounting 4
- BSAD C110 -------------------------------- Introduction to Personal Finance 3
- BSAD C131 ------------------------------- Business Law 3
- BSAD C141 -------------------------------- Human Relations in Business 3
- BSAD C151 ------------------------------- Principles of Management & Organization 3
- BSAD C152 -------------------------------- Managing Diversity in the Workplace 3
- BSAD C212 -------------------------------- International Business 3
- CSCI C101 --------------------------------- Introduction to Computer Information Systems 3

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

BUSINESS ADMINISTRATION CERTIFICATE (28 units): Any student completing the courses required for the major qualifies for a certificate in Business.

Business Management

BUSINESS MANAGEMENT ASSOCIATE OF SCIENCE DEGREE (60 units total, 31 units in the major) is designed to provide the graduate with key management skills in a technological business environment as well as providing students with the foundation to transfer to a four-year college.

Complete all of the following courses:

- BSAD C100 ------------------------------- Introduction to Business 3 Units
- BSAD C101 ------------------------------- Financial Accounting 4
- BSAD C131 ------------------------------- Business Law 3
- BSAD C145 ------------------------------- Business Communications 3
- BSAD C151 ------------------------------- Principles of Management and Organization 3
- BSAD C152 -------------------------------- Managing Diversity in the Workplace 3
- BSAD C212 -------------------------------- International Business 3
- CSCI C101 --------------------------------- Introduction to Computer Information Systems 3

Select 9 units from the following courses:

- BSAD C102 ------------------------------- Managerial Accounting 4 Units
- BSAD C110 -------------------------------- Introduction to Personal Finance 3
- BSAD C141 -------------------------------- Human Relations in Business 3
- BSAD C171 -------------------------------- Introduction to Marketing 3
- BSAD C211 -------------------------------- Introduction to E-Commerce 3
- BSAD C212 -------------------------------- International Business 3
- ECON C103 ------------------------------- Microeconomics 3

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

BUSINESS MANAGEMENT CERTIFICATE (31 units): Any student completing the courses required for the major qualifies for a certificate in Business Management.
BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 units total, 30 units in the major) is awarded to learners who have completed the following comprehensive selection of courses in preparation for employment in challenging positions as administrative assistants with excellent communications and computer skills for business in today’s technologically dynamic office.

Complete all of the following courses:

- BSAD C070: Business Mathematics (3 units)
- BSAD C072: Introduction to Accounting (3 units)
- BSAD C100: Introduction to Business (3 units)
- BSAD C145: Business Communication (3 units)
- BSOT C133: Advanced Computer Keyboarding (1 unit)
- BSOT C154: Office Personnel Seminar (3 units)
- CSCI C070: Computer Literacy (1 unit)
- CSCI C121: Beginning MS Word (1 unit)
- CSCI C123: Beginning MS Excel (1 unit)
- CSCI C125: Beginning MS Access (1 unit)
- CSCI C127: MS PowerPoint (1 unit)
- CSCI C151: Intermediate MS Word (1 unit)
- CSCI C153: Intermediate MS Excel (1 unit)
- CSCI C155: Intermediate MS Access (1 unit)
- CSCI C161: Advanced MS Word (1 unit)
- CSCI C165: Advanced MS Access (1 unit)
- CSCI C183: Web Development with MS Front Page (1 unit)
- WEXP C101: Introduction to Work Experience (1 unit)
- WEXP C102: Occupational Career Work Experience (1-3 units)

Complete four elective credits from the following:

- CSCI C129: Beginning MS Outlook (1 unit)
- CSCI C135: Beginning Adobe Acrobat (1 unit)
- CSCI C163: Advanced MS Excel (1 unit)
- CSCI C165: Advanced MS Access (1 unit)
- WEXP C101: Introduction to Work Experience (1 unit)

Complete courses required for the major (30) plus general education requirements and electives for a minimum of 60 total units.

BUSINESS OFFICE TECHNOLOGY CERTIFICATE (30 units): Any learner completing the courses required for the major qualifies for a certificate in Business Office Technology.
OFFICE CLERK AWARD (12 units) represents that the learner is prepared to perform basic competencies as an entry level office clerk whether or not the individual has previous office experience. The Office Clerk Award is earned after completion of the following courses:

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

OFFICE ASSISTANT CERTIFICATE (18 units) represents that the learner is equipped with the range of skills necessary to perform the duties of an administrative assistant in today’s technological office. Learners master skills in communications, bookkeeping, and an essential selection of computer applications for business. The Office Assistant Certificate is earned after completion of the following courses.

Complete all of the following courses:

- BSAD C070: Business Mathematics (3 units)
- BSAD C072: Introduction to Accounting (3 units)
- BSAD C145: Business Communication (3 units)
- BSOT C132: Intermediate Computer Keyboarding (1 unit)
- BSOT C154: Office Personnel Seminar (3 units)
- CSCI C151: Intermediate MS Word (1 unit)
- CSCI C153: Intermediate MS Excel (1 unit)
- CSCI C155: Intermediate MS Access (1 unit)
- CSCI C171: Introduction to the Internet (1 unit)

and one of the following:

- CSCI C129: Beginning MS Outlook (1 unit)
- CSCI C135: Beginning Adobe Acrobat (1 unit)
- CSCI C183: Web Development with MS Front Page (1 unit)
Child Development

CHILD DEVELOPMENT ASSOCIATE OF SCIENCE DEGREE (60 units total, 30 units in the major) is designed for students interested in infant, toddler, preschool or school-age education. Students may earn an 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.

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

Complete all of the following required courses:

- CHDV C101  Child Development  3 Units
- CHDV C111  Principles of Child Guidance  3
- CHDV C115  Child, Family, and Community  3
- CHDV C121  Health, Safety, and Nutrition  3
- CHDV C125  Diversity in Education  3
- CHDV C202  Principles and Practices in Child Development I  3
- CHDV C203  Principles and Practices in Child Development II  3

Select 6 units from the curriculum courses listed below:

- CHDV C143  Materials and Curriculum  3 Units
- CHDV C145  Language and Literature  3
- CHDV C147  Assessment and Evaluation  3
- CHDV C149  Play and Meaning  3

Select 3 units from the curriculum courses listed above or the following courses:

- CHDV C105  Introduction to Infant Development  3 Units
- CHDV C107  School-Age Development  3
- CHDV C205  Foundations of Infant Development  3
- CHDV C207  School-Age Curriculum  3
- CHDV C241  The Exceptional Child: Nature and Needs  3
- CHDV C251  Administration of Programs in Child Development I  3
- CHDV C252  Administration of Programs in Child Development II  3
- CHDV C281  Adult Supervision  3

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

AWARDS, CERTIFICATES AND PERMITS: The California Commission on Teacher Credentialing grants permits in accordance with the Child Development Permit Matrix. Applications are separate from Cerro Coso Community College and must be submitted to California Commission on Teacher Credentialing. Contact any Child Development faculty member or visit the California Commission on Teacher Credentialing website at www.ctc.ca.gov for more information regarding the Permit Matrix and Professional Growth Advisors. For all Permits, all course work must be completed with a grade of “C” or better.
ASSISTANT TEACHER AWARD: 6 Child Development units required.

Complete the following course:

CHDV C101 Child Development 3 Units

Select one of the following:

CHDV C111 Principles of Child Guidance 3 Units
CHDV C115 Child, Family, and Community 3 Units

Assistant Teacher Permit (optional): any 6 Child Development units; Assistant Teacher Award is equivalent.

ASSOCIATE TEACHER AWARD: 12 Child Development core units

CHDV C101 Child Development 3 Units
CHDV C115 Child, Family, and Community 3 Units

Select one of the following:

CHDV C125 Diversity in Education 3 Units
CHDV C143 Materials and Curriculum 3 Units
CHDV C145 Language and Literature 3 Units
CHDV C147 Assessment and Evaluation 3 Units
CHDV C149 Play and Meaning 3 Units

Select any other 3 Child Development units (recommended):

CHDV C111 Principles of Child Guidance 3 Units

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

TEACHER CERTIFICATE: 24 Child Development units including 12 core units and 12 electives; 16 General Education units.

Core units as laid out in the Associate Teacher Permit (12):

CHDV C202 Principles and Practices in Child Development I 3 Units
CHDV C203 Principles and Practices in Child Development II 3 Units

Select 6 elective units from the following:

CHDV C111 Principles of Child Guidance 3 Units
CHDV C121 Health, Safety, and Nutrition 3 Units
CHDV C125 Diversity in Education 3 Units
CHDV C143 Materials and Curriculum 3 Units
CHDV C145 Language and Literature 3 Units
CHDV C147 Assessment and Evaluation 3 Units
CHDV C149 Play and Meaning 3 Units
CHDV C241 The Exceptional Child: Nature and Needs 3 Units

Teacher Permit: Teacher Certificate requirements plus experience of 175 days of 3+ hours per day within 4 years plus 16 general education units in English/Language Arts, Math/Science, Social Sciences, and Humanities/Fine Arts.
MASTER TEACHER PERMIT: Must meet Teacher requirements above plus 2 units Adult Supervision and 6 specialization units. There is also an experience requirement of 350 days of 3+ hours per day within 4 years.

Complete the following course:

CHDV C281 ------------------------------- Adult Supervision ------------------------------- 3 Units

AND

Specialization in Infant Care*

CHDV C105 ------------------------------- Introduction to Infant Development ------------------------------- 3 Units
CHDV C205 ------------------------------- Foundations of Infant Development ------------------------------- 3

OR

Specialization in School Age Care*

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

* Other Specializations can be developed; prior approval is needed from a Professional Growth Advisor

SITE SUPERVISOR PERMIT: A.S. degree in Child Development, which must include at least 24 Child Development units including core courses, plus 6 administration units, and 2 units Adult Supervision. There is an experience requirement of 350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults.

Complete the following courses:

CHDV C251 ------------------------------- Administration of Programs in Child Development I ------------------------------- 3 Units
CHDV C252 ------------------------------- Administration of Programs in Child Development II ------------------------------- 3
CHDV C281 ------------------------------- Adult Supervision ------------------------------- 3
Computer Information Systems

COMPUTER INFORMATION SYSTEMS ASSOCIATE OF SCIENCE DEGREE (60 units total, 31 units in the major) is modeled after nationally developed curriculum guidelines. The program is accessible to both full-time and part-time students, catering both to those presently employed in the field and to those seeking to enter the field for the first time. The curriculum provides courses in hardware, operating systems, networking, programming applications development, web application development, and information systems. Students completing the degree will be equipped to become entry-level programmers, network administrators, or web development specialists. Students completing the associate of science degree will be prepared to transfer to a baccalaureate program in business administration or computer information systems and may transfer some courses toward a baccalaureate in computer science.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C241</td>
<td>Introduction to Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introduction to Structured Programming with Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI C252</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C270</td>
<td>Database Design and Management</td>
<td>3</td>
</tr>
<tr>
<td>MATH C130</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>or MATH C131</td>
<td>Basic Functions and Calculus for Business</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Select a minimum of 12 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C101</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CSCI C110</td>
<td>PC Operating Systems</td>
<td>2</td>
</tr>
<tr>
<td>CSCI C111</td>
<td>PC Hardware</td>
<td>2</td>
</tr>
<tr>
<td>CSCI C136</td>
<td>Advanced Adobe Acrobat</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C161</td>
<td>Advanced MS Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C163</td>
<td>Advanced MS Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C165</td>
<td>Advanced MS Access</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C181</td>
<td>Hypertext Markup Language (HTML)</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C187</td>
<td>Introduction to MS Project</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introduction to Structured Programming with Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C252</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C264</td>
<td>Computer Organization and Assembly Language</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C265</td>
<td>C++ Programming Language I</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C266</td>
<td>C++ Programming Language II</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C267</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C280</td>
<td>Web Application Development Using PHP</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C285</td>
<td>Extensible Markup Language (XML)</td>
<td>3</td>
</tr>
<tr>
<td>MAC118</td>
<td>Fundamentals of Web Scripting</td>
<td>3</td>
</tr>
<tr>
<td>MAC119</td>
<td>Fundamentals of Web Programming</td>
<td>3</td>
</tr>
<tr>
<td>MAC126</td>
<td>Advanced Web Animation with Flash</td>
<td>3</td>
</tr>
<tr>
<td>MAC133</td>
<td>Game Engine Programming</td>
<td>3</td>
</tr>
</tbody>
</table>
COMPUTER INFORMATION SYSTEMS CERTIFICATE (22 units) is designed for students as a beginning certificate for those who intend to transfer to a four-year institution to continue studies in Computer Information Systems, Management Information Systems, or other comparable courses of study. This certificate also provides students with skills to enter the job market as entry level programmers, help desk providers or computer support specialists.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C241</td>
<td>Introduction to Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introduction to Structured Programming with Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI C252</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>MATH C130</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>or MATH C131</td>
<td>Basic Functions and Calculus for Business</td>
<td>4</td>
</tr>
</tbody>
</table>

Select a minimum of 3 units from the following courses:

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C110</td>
<td>PC Operating Systems</td>
<td>2</td>
</tr>
<tr>
<td>CSCI C111</td>
<td>PC Hardware</td>
<td>2</td>
</tr>
<tr>
<td>CSCI C136</td>
<td>Advanced Adobe Acrobat</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C161</td>
<td>Advanced MS Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C163</td>
<td>Advanced MS Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C165</td>
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<td>CSCI C181</td>
<td>Hypertext Markup Language (HTML)</td>
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<td>CSCI C187</td>
<td>Introduction to MS Project</td>
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<td>CSCI C251</td>
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<td>Introduction to Computer Science</td>
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<td>Animation Programming</td>
<td>3</td>
</tr>
</tbody>
</table>
**COMPUTER INFORMATION SYSTEMS INTERMEDIATE APPLICATIONS CERTIFICATE** (24 units) is designed for students who plan to specialize in business and computer applications. This certificate provides students with skills to enter the job market as computer operators, desktop publishers, and computer support specialists.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C241</td>
<td>Introduction to Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introduction to Structured Programming with Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI C252</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C270</td>
<td>Database Design and Management</td>
<td>3</td>
</tr>
<tr>
<td>MATH C130</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>or MATH C131</td>
<td>Basic Functions and Calculus for Business</td>
<td>4</td>
</tr>
</tbody>
</table>

Select a minimum of 5 courses from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C127</td>
<td>MS PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C136</td>
<td>Advanced Adobe Acrobat</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C151</td>
<td>Intermediate MS Word</td>
<td>1</td>
</tr>
<tr>
<td>or CSCI C161</td>
<td>Advanced MS Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C153</td>
<td>Intermediate MS Excel</td>
<td>1</td>
</tr>
<tr>
<td>or CSCI C163</td>
<td>Advanced MS Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C155</td>
<td>Intermediate MS Access</td>
<td>1</td>
</tr>
<tr>
<td>or CSCI C165</td>
<td>Advanced MS Access</td>
<td>1</td>
</tr>
</tbody>
</table>

**COMPUTER INFORMATION SYSTEMS INTERMEDIATE PROGRAMMING CERTIFICATE** (25 units) is designed for students who plan to specialize in computer programming.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C241</td>
<td>Introduction to Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introduction to Structured Programming with Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI C252</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>MATH C130</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>or MATH C131</td>
<td>Basic Functions and Calculus for Business</td>
<td>4</td>
</tr>
</tbody>
</table>

Select a minimum of 2 of the following courses*:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C181</td>
<td>Hypertext Markup Language (HTML)</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introduction to Structured Programming with Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C252</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C264</td>
<td>Computer Organization and Assembly Language</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C265</td>
<td>C++ Programming Language I</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C266</td>
<td>C++ Programming Language II</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C267</td>
<td>Java Programming</td>
<td>3</td>
</tr>
</tbody>
</table>
CSCI C280  --------------------------------- Web Applications Development Using PHP  ---------------------- 3  
CSCI C285  --------------------------------- Extensible Markup Language (XML)  --------------------------------------- 3  
MAC118  --------------------------------- Fundamentals of Web Scripting  -------------------------------------- 3  
MAC119  --------------------------------- Fundamentals of Web Programming  ------------------------------- 3  
MAC126  --------------------------------- Advanced Web Animation with Flash  --------------------------- 3  
MAC133  --------------------------------- Game Engine Programming  ------------------------------ 3  
MAC163  --------------------------------- Animation Programming  -------------------------------------------- 3  

*Note: Any three courses in computer science programming can be substituted for CSCI C252, CSCI C262, or CSCI C264.

**Computer Technology**

**COMPUTER TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE** (60 units total, 38 units in the major) is designed to develop skills which can be utilized for immediate employment in an increasingly challenging scientific environment. This major is intended to provide a student with a broad preparation for a career in the scientific and technical areas of business. The transferring student is encouraged to seek academic counseling early.

Complete all of the following courses:

- CSCI C252*  --------------------------------- Introduction to Computer Science  -------------------------------------- 3 Units
- CSCI C262*  --------------------------------- COBOL Programming Language  --------------------------------------- 3
- CSCI C264*  --------------------------------- Computer Organization and Assembly Language  ------------------------------- 3
- MATH C151  --------------------------------- Analytic Geometry and Calculus I  -------------------------------------- 5
- MATH C152  --------------------------------- Analytic Geometry and Calculus II  -------------------------------------- 5
- MATH C251  --------------------------------- Analytic Geometry and Calculus III  -------------------------------------- 5
- PHYS C111  --------------------------------- Mechanics  ----------------------------------------------- 5
- PHYS C113  --------------------------------- Electricity and Magnetism  ------------------------------------------ 5
- WEXP C101  --------------------------------- Introduction to Work Experience  --------------------------------------- 1
- WEXP C102  --------------------------------- Occupational/Career Work Experience  --------------------------------------- 1-3

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

**COMPUTER TECHNOLOGY CERTIFICATE** (38 units): Any student completing the courses required for a major qualifies for a certificate in Computer Technology.
Digital Animation

DIGITAL ANIMATION ASSOCIATE OF SCIENCE DEGREE (60 units total, 36 units in the major) is designed to offer students the opportunity to develop the necessary foundation skills, master the tools and processes, and nurture their artistry and creative vision. Students will work alongside experienced professionals and undergo standard production experiences in the classroom that reflect industry needs and current industry trends.

The program is designed to provide students with a comprehensive educational approach to the field of digital animation and will teach students to become flexible professionals who can adapt to a variety of design projects and roles in a constantly changing field. The program curriculum is structured so as to afford students a balance between aesthetic and practical design application, where the development of storytelling is given equal importance to the acquisition of technical skills. Upon completion of this curriculum, the student will be qualified for entry level employment in digital animation.

Students earn the Certificate in Digital Animation by completing 36 units, including 18 units of core courses and at least 18 units among the specified electives. Students earn the Associate Degree in Web Design by completing the certificate, as well as Cerro Coso’s general education requirements. For more information, see the program brochure website: http://www.coyote3d.com.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC102</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>MAC103</td>
<td>Career Planning and Portfolio Development</td>
<td>3</td>
</tr>
<tr>
<td>MAC125</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MAC158</td>
<td>Media Production Art</td>
<td>3</td>
</tr>
<tr>
<td>MAC160</td>
<td>Principles of Animation</td>
<td>3</td>
</tr>
<tr>
<td>MAC161</td>
<td>Environments</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 18 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART C105</td>
<td>History of Western Art</td>
<td>3</td>
</tr>
<tr>
<td>ART C111</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART C121</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART C126</td>
<td>Life Drawing Studio</td>
<td>1.5</td>
</tr>
<tr>
<td>ART C131</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C190</td>
<td>Art of Fiction</td>
<td>3</td>
</tr>
<tr>
<td>MAC101</td>
<td>Fundamentals of Web Design</td>
<td>3</td>
</tr>
<tr>
<td>MAC105</td>
<td>Accessibility and Usability</td>
<td>3</td>
</tr>
<tr>
<td>MAC111</td>
<td>Computer Illustration</td>
<td>3</td>
</tr>
</tbody>
</table>
MAC115 ------------------------------------ HyperText Markup Language (HTML) ----------------------------- 3
MAC118 ------------------------------------ Fundamentals of Web Scripting ---------------------------------------- 3
MAC119 ------------------------------------ Fundamentals of Web Programming ---------------------------------- 3
MAC124 ------------------------------------ Web Animation --------------------------------------------- 3
MAC126 ------------------------------------ Advanced Web Animation with Flash ---------------------------- 3
MAC127 ------------------------------------ Digital Video Production ----------------------------------------- 3
MAC128 ------------------------------------ Interactivity and Interface Design ----------------------------- 4
MAC130 ------------------------------------ Fundamentals of Game Design -------------------------------------- 3
MAC131 ------------------------------------ Game Interface Design --------------------------------------------- 3
MAC133 ------------------------------------ Game Engine Programming ----------------------------------------- 3
MAC135 ------------------------------------ Multi-User Game Design ------------------------------------------ 3
MAC137 ------------------------------------ Artificial Intelligence in Game Design ------------------------ 3
MAC138 ------------------------------------ Game Production and Workflow ------------------------------- 3
MAC140 ------------------------------------ Production Management ----------------------------------------- 3
MAC162 ------------------------------------ Digital Character Animation -------------------------------------- 3
MAC163 ------------------------------------ Animation Programming -------------------------------------------- 3
MAC164 ------------------------------------ Simulations and Dynamics ---------------------------------------- 3
MAC168 ------------------------------------ Digital Cinematography ------------------------------------------ 3
MA C172/DRFT C151 ------------------- Fundamentals of AutoCAD ------------------------------------------ 3
MA C174/DRFT C153 ------------------- 3D Solids Modeling with SolidWorks -------------------------------- 3
MA C180 ------------------------------------ Creating Motion Graphics with After Effects --------------- 3
MA C230 ------------------------------------ Game Prototyping -------------------------------------------- 3
MA C238 ------------------------------------ Game Production for eLearning ------------------------------- 3
MUSC C183 -------------------------------- Fundamental of Sound Design for Media ---------------------- 3
THEA C131 -------------------------------- Technical Theatre ----------------------------------------------- 3

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

DIGITAL ANIMATION CERTIFICATE (36 units): Any student completing the courses required for the major qualifies for a certificate in Web Design.
Engineering Technology

ENGINEERING TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 units total, 27 units in the major) prepares the student to enter the engineering field as an engineering aide.

Complete all of the following courses:

CSCI C101 ------------------- Introduction to Computer Information Systems ------------------- 3 Units
DRFT C151/MA C172 ---------------- Fundamentals of AutoCAD -------------------------- 3
DRFT C152 ------------------- Advanced Computer Aided Design and Drafting ------------------- 3
MATH C142 ------------------- Trigonometry ------------------- 4
MCTL C111 ------------------- Beginning Machine Shop ------------------- 3
WELD C101 ------------------- Oxygen and Acetylene Welding ------------------- 3

Select 8 units from the following courses:

MCTL C112 ------------------- Intermediate Machine Shop ------------------- 3 Units
MCTL C211 ------------------- Advanced Machine Shop ------------------- 3
MCTL C215 ------------------- Introduction to Computer Number Control ------------------- 3
WEXP C101 ------------------- Introduction to Work Experience ------------------- 1
WEXP C102 ------------------- Occupational/Career Work Experience ------------------- 1-3

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

ENGINEERING TECHNOLOGY CERTIFICATE (27 units): Any student completing the courses required for the major qualifies for a certificate in Engineering Technology.

Engineering Drafting Technology

ENGINEERING DRAFTING ASSOCIATE OF SCIENCE DEGREE (60 units total, 26 units in the major) is designed to provide the student with the skills and knowledge required to perform as an entry-level technician.

Complete all of the following courses:

CSCI C101 ------------------- Introduction to Computer Information Systems ------------------- 3 Units
DRFT C111 ------------------- Engineering Drawing I ------------------- 3
DRFT C112 ------------------- Engineering Drawing II ------------------- 3
DRFT C211 ------------------- Engineering Drawing III ------------------- 3
DRFT C212 ------------------- Engineering Drawing IV ------------------- 3
DRFT C151/MA C172 ---------------- Fundamentals of AutoCAD ------------------- 3
DRFT C152 ------------------- Advanced Computer Aided Design and Drafting ------------------- 3
MATH C055 ------------------- Intermediate Algebra ------------------- 4
WEXP C101 ------------------- Introduction to Work Experience ------------------- 1

Recommended Electives:

DRFT C161 ------------------- Geometric Dimensioning and Tolerancing ------------------- 3 Units
WEXP C102 ------------------- Occupational/Career Work Experience I ------------------- 1-3

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

ENGINEERING DRAFTING TECHNOLOGY CERTIFICATE (27 units): Any student completing the courses required for the major qualifies for a certificate in Engineering Drafting Technology.
Entrepreneurship

ENTREPRENEURSHIP ASSOCIATE OF SCIENCE DEGREE (60 units total, 31 units in the major) is designed to provide the student with key entrepreneurial skills in a business environment as well as providing students with the foundation to transfer to a four-year college.

Complete all of the following courses:

- BSAD C100 ------------------------------- Introduction to Business ---------------------------------------- 3 Units
- BSAD C101 ------------------------------- Financial Accounting ---------------------------------------- 4
- BSAD C131 ------------------------------- Business Law --------------------------------------------- 3
- BSAD C145 ------------------------------- Business Communication ----------------------------------- 3
- BSAD C180 ------------------------------- Entrepreneurship: Small Business Management ---------- 3
- CSCI C101 ------------------------------- Introduction to Computer Information Systems ------------ 3

Select 12 units from the following courses:

- BSAD C102 ------------------------------- Managerial Accounting ------------------------------------- 4 Units
- BSAD C110 ------------------------------- Introduction to Personal Finance ------------------------ 3
- BSAD C125 ------------------------------- Computerized Accounting Practice ---------------------- 2
- BSAD C171 ------------------------------- Introduction to Marketing ------------------------------- 3
- BSAD C211 ------------------------------- E-Commerce --------------------------------------------- 3
- BSAD C212 ------------------------------- International Business --------------------------------- 3
- CSCI C123 ------------------------------- Beginning MS Excel ------------------------------------- 1
- ECON C103 ------------------------------- Microeconomics ------------------------------------------ 3

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

ENTREPRENEURSHIP CERTIFICATE (31 units): Any student completing the courses required for the major qualifies for a certificate in Entrepreneurship.
Fire Technology

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

Complete all of the following courses:

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

Select 12 units from the following courses:

FIRE C211 --------------------------------- Fire Management --------------------------------- 3 Units
FIRE C252 --------------------------------- Fire Command 1a --------------------------------- 3
FIRE C253 --------------------------------- Fire Command 1b --------------------------------- 3
FIRE C254 --------------------------------- Fire Prevention 1a --------------------------------- 3
FIRE C255 --------------------------------- Fire Prevention 1b --------------------------------- 3
FIRE C261 --------------------------------- Fire Investigation --------------------------------- 3
FIRE C265 --------------------------------- Fire Instructor 1a --------------------------------- 3
FIRE C266 --------------------------------- Fire Instructor 1b --------------------------------- 3
FIRE C275 --------------------------------- Emergency Vehicle Operation (Driver - Operator) --------------------------------- 3
FIRE C276 --------------------------------- Fire Pump Operation (Driver - Operator) --------------------------------- 3

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

FIRE TECHNOLOGY CERTIFICATE (33 units): Any student completing the courses required for the major qualifies for a certificate in Fire Technology.
Health Careers

ADMINISTRATIVE MEDICAL ASSISTING AWARD (9 units) is designed to provide students with initial training to work as the front office receptionist and in aspects of the financial and insurance environment of a physician’s office.

Complete all of the following courses:

HCRS C061 ------------------------------- Administrative Medical Assisting - Receptionist -------------------------------3 Units
HCRS C062 ------------------------------- Administrative Medical Assisting - Financial Management and Insurance ---------------------------------------------------6

CLINICAL MEDICAL ASSISTING AWARD (6 units) is designed to provide students with initial training to assist a physician as he/she works with clients in the back office. The assistant obtains vital signs, a brief medical history, and helps the physician with minor medical procedures that are performed in the office.

Complete the following course:

HCRS C064 ------------------------------- Clinical Medical Assisting -----------------------------------------------------------7 Units

MEDICAL ASSISTING EXTERNSHIP AWARD (3 units) is a work/study course in which the learner participates in a non paid work environment in a physician’s office, medical clinic, or similar work environment. HCRS C061, HCRS C062 and HCRS C064 must be completed prior to petitioning the instructor or Program Director to enroll in this course.

Complete the following course:

HCRS C068 ------------------------------- Externship -----------------------------------------------------------------------------3 Units
Machine Tool Technology

MACHINE TOOL TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 units total, 20 units in the major) is designed to provide the student with the basic skills and knowledge necessary to enter the machine shop trades and other related fields. This program includes both traditional and “high tech” machine set up and operation training.

Complete all of the following courses:

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

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

*Note: Another course in the major may be substituted for WEXP C102 for those students who are not presently employed in the Machine Tool Technology field.

MACHINE TOOL TECHNOLOGY CERTIFICATE (20 units): Any student completing the courses required for the major qualifies for a certificate in Machine Tool Technology.
Paralegal Studies

PARALEGAL STUDIES ASSOCIATE OF SCIENCE DEGREE (60 units total, 30 units in the major) is designed to train students to work in the legal environment either as professional paralegals or legal assistants. Students receive training in all aspects of the legal system including the court system, conducting legal research, interviewing clients, writing legal briefs and court procedures. Career opportunities exist with private attorneys, local court jurisdictions, corporate law offices and independent paralegals.

Complete all of the following courses:

- BSAD C131 Business Law 3 units
- PARA C101 Introduction to Paralegal Studies 3 units
- PARA C110 Introduction to Legal Writing and Analysis 3 units
- PARA C120 Introduction to Legal Research 3 units
- PARA C130 Civil Litigation and Procedure I 3 units
- PARA C140 Civil Litigation and Procedure II 3 units
- PARA C290 Paralegal Internship 2 units

Select 10 units from the following courses:

- PARA C150 Law Office Management 3 units
- PARA C220 Bankruptcy Law 3 units
- PARA C230 Probate Law 3 units
- PARA C240 Criminal Law and Procedure 3 units
- PARA C250 Family Law 3 units
- PARA C260 Personal Injury and Tort Litigation 3 units
- PARA C280 Worker’s Compensation Law 2 units

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

The following general education courses are consistent with the American Bar Association’s recommendations for completing two year degree programs in paralegal preparation. Students may be required to take additional courses if they need remedial preparation in English or Math.

- BIOL C101 Introductory Biology 3 units
- ENGL C070 Introductory Composition 4 units or ENGL C101 Freshman Composition 4 units
- HSCI C101 Principles of Health Education 3 units
- LIT C075 Introduction to Library Research & Bibliography 1 unit
- MATH C050 Elementary Algebra 4 units
- PHIL C141 Ethics 3 units
- PHSC C101 General Earth Sciences 3 units
- POLS C101 American Government 3 units
- SOCI C101 Introduction to Sociology 3 units
- SOCI C220 Perspectives on Race, Class, and Gender 3 units

PARALEGAL STUDIES CERTIFICATE (30 units): Any student completing the courses required for the major qualifies for a certificate in Paralegal Studies.
Physical Science Technology

PHYSICAL SCIENCE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 units total, 33-37 units in the major) provides an academic foundation for students who are employed in Safety and/or Industrial Hygiene departments; prepares students to enter the science and engineering field as a technical aide; and prepares students to transfer to an appropriate 4-year institution. There are four areas of emphasis: Chemistry, Industrial Hygiene, Earth Science, and Atmospheric Science.

REQUIRED COURSES:

Complete all of the following courses:

- CHEM C111 ------------------------------- General Inorganic Chemistry I ----------------------------------5 Units
- CHEM C113 ------------------------------- General Inorganic Chemistry II --------------------------------5
- CSCI C252 -------------------------------- Introduction to Computer Science -------------------------3
- MA C102 ----------------------------------- Digital Imaging ---------------------------------------------3
- MAC111 ----------------------------------- Computer Illustration -------------------------------------3
- MATH C142 -------------------------------- Trigonometry -----------------------------------------------4
- PHSC C111 and C112 ------------------- Concepts of Physical Science Lecture and Laboratory 3 each
  or PHYS C111 -------------------------- Mechanics --------------------------------------------------5

Complete one or more of the following emphases:

 CHEMISTRY EMPHASIS:
- CHEM C221 ------------------------------- Organic Chemistry I ---------------------------------------------5 Units
- CHEM C223 ------------------------------- Organic Chemistry II --------------------------------------------5

 INDUSTRIAL HYGIENE EMPHASIS:
- CHEM C220 ------------------------------- Fundamentals of Organic Chemistry ---------------------------4 Units
- HCRS C150 -------------------------------- Medical Terminology for the Health Professional ---------------3
- MATH C121 -------------------------------- Elementary Probability and Statistics ------------------------4

 EARTH SCIENCE EMPHASIS:
- GEOG C111 ------------------------------- Physical Geography -----------------------------------------------4 Units
- GEOL C111 ------------------------------- Physical Geology -----------------------------------------------4

 ATMOSPHERIC SCIENCE EMPHASIS:
- PHSC C125 ------------------------------- Astronomy ---------------------------------------------------4 Units
- PHSC C131 ------------------------------- Introduction to Meteorology -------------------------------3

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

PHYSICAL SCIENCE TECHNOLOGY CERTIFICATE (33-37 units): Any student completing the courses required for the major qualifies for a certificate in Physical Science Technology.
VOCATIONAL NURSING ASSOCIATE OF SCIENCE DEGREE (60 units total, 53 units in the major) is an intensive program totaling 1,566 hours approved by the Board of Vocational Nursing and Psychiatric Technicians. The hours include anatomy and physiology, psychology, certified nurse aide (CNA), nursing theory, and supervised clinical nursing experiences. Concepts integrated throughout the first semester of the Program include: fundamentals of nursing, geriatrics, nutrition, and pharmacology. Nursing care of clients with varied adult medical-surgical conditions is integrated throughout the three semesters of the program. Course content also includes concepts of growth and development, normal obstetrics and pediatrics. After successful completion of the program, the student is eligible to take the licensure examination provided by the National Council of State Board of Nursing (NCLEX-PN).

For information regarding the process of application and admission in the program, interested students should contact the Counseling Center or the Director of Vocational Nursing Program at the IWV campus.

Complete all of the following courses:

**PREREQUISITES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C121*</td>
<td>Survey of Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>HCRS C055*</td>
<td>Certified Nurses Aide</td>
<td>5</td>
</tr>
<tr>
<td>PSYC C101*</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**SEMMETER I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCRS C101</td>
<td>Vocational Nursing: Medical-Surgical Nursing I</td>
<td>8</td>
</tr>
<tr>
<td>HCRS C111</td>
<td>Vocational Nursing: Clinical Practice I</td>
<td>5</td>
</tr>
<tr>
<td>HCRS C141</td>
<td>Health Careers Practice Laboratory for Student Vocation Nurses</td>
<td>1</td>
</tr>
</tbody>
</table>

**SEMMETER II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCRS C102</td>
<td>Vocational Nursing: Medical-Surgical Nursing II</td>
<td>8</td>
</tr>
<tr>
<td>HCRS C112</td>
<td>Vocational Nursing: Clinical Practice II</td>
<td>5</td>
</tr>
<tr>
<td>HCRS C141</td>
<td>Health Careers Practice Laboratory for Student Vocation Nurses</td>
<td>1</td>
</tr>
</tbody>
</table>

**SEMMETER III**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCRS C201</td>
<td>Vocational Nursing: Medical-Surgical Nursing III</td>
<td>8</td>
</tr>
<tr>
<td>HCRS C211</td>
<td>Vocational Nursing: Clinical Practice III</td>
<td>5</td>
</tr>
<tr>
<td>HCRS C141</td>
<td>Health Careers Practice Laboratory for Student Vocation Nurses</td>
<td>1</td>
</tr>
</tbody>
</table>

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

*Note: BIOL C121 and PSYC C101 must be successfully completed before entering the program. Students must also possess a current CNA certificate. BIOL C251 and BIOL C255 can be substituted for BIOL C121. All prerequisites must be completed with a grade of “C” or better.

**VOCATIONAL NURSING CERTIFICATE** (53 units): Any student completing the courses required for the major qualifies for a certificate in Vocational Nursing.
Web Design

WEB DESIGN ASSOCIATE OF SCIENCE DEGREE (60 units total, 31 units in the major) provides students with fundamentals in software tools, design theory, and current practices in Web Design. Working in teams and individually, students will also 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: 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). For more information, see http://www.academynwebdesign.com

Complete all of the following courses:

MA C101 ------------------------------ Fundamentals of Web Design ------------------------------ 3 Units
MA C102 ------------------------------ Digital Imaging ------------------------------------------ 3
MA C105 ------------------------------ Accessibility and Usability ----------------------------- 3
MA C115 ------------------------------ Hypertext Markup Language (HTML) ------------------- 3
MA C125 ------------------------------ Technical Communication ----------------------------- 3
MA C128 ------------------------------ Interactivity and Interface Design ---------------------- 4
MA C140 ------------------------------ Production Management ------------------------------- 3

Select 9 units from the following courses:

ART C101 ------------------------------ Introduction to Art -------------------------------------- 3 Units
ART C111 ------------------------------ Two Dimensional Design ------------------------------- 3
ART C121 ------------------------------ Drawing I --------------------------------------------- 3
ART C126 ------------------------------ Life Drawing Studio ------------------------------------ 1.5
BSAD C211 ------------------------------ Introduction to E-Commerce -------------------------- 3
CSCI C251 ------------------------------ Introduction to Structured Programming with Visual Basic 3
CSCI C265 ------------------------------ C++ Programming Language I -------------------------- 3
CSCI C267 ------------------------------ Java Programming ------------------------------------- 3
CSCI C280 ------------------------------ Web Application Development using PHP -------------- 3
ENGL C101 ------------------------------ Freshman Composition ------------------------------- 4
MAC 103 ------------------------------ Career Planning and Portfolio Development ------------ 3
MAC 111 ------------------------------ Computer Illustration ------------------------------- 3
MAC 112 ------------------------------ Advanced Digital Imaging and Illustration ---------------- 3
MAC 118 ------------------------------ Fundamentals of Web Scripting ------------------------ 3
MAC 119 ------------------------------ Fundamentals of Web Programming ---------------------- 3
MAC 121 ------------------------------ Desktop Publishing ------------------------------------- 3
MAC 124 ------------------------------ Web Animation ----------------------------------------- 3
MAC 126 ------------------------------ Advanced Web Animation with Flash ------------------- 3
MAC 127 ------------------------------ Digital Video Production ----------------------------- 3
MAC 130 ------------------------------ Fundamentals of Game Design ------------------------- 3
MAC 160 ------------------------------ Principles of Animation ------------------------------ 3
MAC 180 ------------------------------ Creating Motion Graphics with After Effects ------- 3
MAC 230 ------------------------------ Game Prototyping ------------------------------------- 3
MAC 238 ------------------------------ Game Production for eLearning ----------------------- 3
MUSC C183 ------------------------------ Fundamentals of Sound Design for Media -------------- 3

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

WEB DESIGN CERTIFICATE (31 units): Any student completing the courses required for the major qualifies for a certificate in Web Design.
Welding Technology

WELDING TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 units total, 21 units in the major) provides training in oxy-acetylene welding and cutting with hand and automatic equipment. The welding program prepares students for pre-journeyman or apprentice programs.

Complete all of the following courses:

MATH C055 ---------------------- Intermediate Algebra ----------------------------------------------- 4 Units
MCTL C111 ---------------------- Beginning Machine Shop ------------------------------------------ 3
WELD C101 ---------------------- Oxygen and Acetylene Welding ----------------------------------- 3
WELD C102 ---------------------- Shielded Metal Arc Welding --------------------------------------- 3
WELD C201 ---------------------- Welding Fabrication --------------------------------------------- 3
WELD C202 ---------------------- Advanced Welding ---------------------------------------------- 3
WEXP C101 ---------------------- Introduction to Work Experience ---------------------------------- 1
WEXP C102* ---------------------- Occupational/Career Work Experience Seminar ------------------- 1-3

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

*Note: Another course in the major may be substituted for WEXP C102 for those students who are not presently employed in the Welding Technology field.

WELDING TECHNOLOGY CERTIFICATE (21 units): Any student completing the courses required for the major qualifies for a certificate in Welding Technology.
COURSE DESCRIPTIONS

Cerro Coso Community College offers a comprehensive program of instruction for students who wish to transfer to four-year institutions, complete an Associate degree, train for specific occupations, or develop skills and knowledge.

The following section includes a description of courses which the Board of Trustees has authorized the college to offer.

Course Code Index

Course Numbers. Courses are divided into the following major categories.

- 001-019 Zero-credit or Adult Education courses.
- 020-049 Courses which prepare students to enroll in degree-level courses and/or provide enrichment opportunities. These courses do not carry degree credit.
- 050-099 Associate-degree and certificate level. Baccalaureate transferability is subject to review by individual transfer institutions.
- 100-199 Associate-degree and certificate level courses that are generally baccalaureate transferable as freshman level. (Course-by-course designations of transferability are noted in course descriptions according to the key listed below.)
- 200-299 Associate-degree and certificate courses that are generally baccalaureate transferable as sophomore level.

Course Levels. The level and transfer applicability of each course is designated by the following letter symbols.

- A Applicable to all Associate-degree and certificate programs.
- UC Baccalaureate transferable to the University of California
- N New Course submitted to the University of California system for transfer acceptance; verified with the Counseling Center.
- CSU Baccalaureate transferable to the California State University system.
- P Preparatory courses which do not carry degree-level credit.
- X Zero-credit courses.

California Articulation Number (CAN). CAN is a cross-referencing course identification system for lower-division, transferable major preparation courses commonly taught on college campuses. The CAN System is based on course articulation-courses considered to be comparable, but not necessarily identical, and acceptable “in lieu” of each other. The System allows each campus to retain its own course number, prefix, and title. When a course has met the criteria and is qualified to use a CAN, it is printed as an addendum to the campus’s course number and prefix in catalogs and other publications.
### ADMINISTRATION OF JUSTICE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ C082</td>
<td>2.00</td>
<td>Firearms</td>
</tr>
<tr>
<td>ADMJ C083</td>
<td>2.00</td>
<td>Report Writing</td>
</tr>
<tr>
<td>ADMJ C101</td>
<td>3.00</td>
<td>Introduction to Administration of Justice</td>
</tr>
<tr>
<td>ADMJ C105</td>
<td>3.00</td>
<td>Concepts of Criminal Law</td>
</tr>
<tr>
<td>ADMJ C111</td>
<td>3.00</td>
<td>Principles and Procedures of the Justice System</td>
</tr>
<tr>
<td>ADMJ C115</td>
<td>3.00</td>
<td>Legal Aspects of Evidence</td>
</tr>
<tr>
<td>ADMJ C121</td>
<td>3.00</td>
<td>Community Relations</td>
</tr>
<tr>
<td>ADMJ C125</td>
<td>3.00</td>
<td>Principles of Investigation</td>
</tr>
<tr>
<td>ADMJ C131</td>
<td>3.00</td>
<td>Juvenile Procedures</td>
</tr>
<tr>
<td>ADMJ C141</td>
<td>1.50</td>
<td>Basic Reserve Academy - PC 832</td>
</tr>
<tr>
<td>ADMJ C142</td>
<td>4.50</td>
<td>Basic Reserve Academy Level III</td>
</tr>
<tr>
<td>ADMJ C143</td>
<td>12.00</td>
<td>Basic Peace Officer Academy Modular Format Level II</td>
</tr>
</tbody>
</table>

**ADMJ C082**  
**Firearms**  
Requisite: None  
A basic course for the beginner including firearms nomenclature and basic function, safe practices and procedures, and basic handgun marksmanship skills. Course topics will also include: ammunition-types, function and design; maintenance-cleaning and functioning of weapons; basic ballistic principles; range procedures and commands; basic loading and unloading, and firing of the weapon.  
18 hours lecture/54 hours laboratory

**ADMJ C083**  
**Report Writing**  
Requisite: None  
A course that will instruct students in the basic mechanics of report writing. This course is intended for students who plan to enter the fields of law enforcement, security, corrections, or other justice related fields.  
18 hours lecture/54 hours laboratory

**ADMJ C101**  
**Introduction to Administration of Justice**  
Requisite: None  
CAN AJ 2  
History and philosophy of administration of justice in America; recapitulation of the system; identification of sub-systems, role expectations, and interrelationships; theories of crime, punishment and rehabilitation; ethics, education and training for professionalism in the system.  
54 hours lecture

**ADMJ C105**  
**Concepts of Criminal Law**  
Requisite: None  
CAN AJ 4  
Students will learn the historical development, philosophy, and constitutional provisions of the law and its impact within the criminal justice system. Students will develop a working knowledge of legal terms and their definitions. Students will look at the classification of crime and its causation. Students will conduct analytical research and study of case law decisions.  
54 hours lecture

**ADMJ C111**  
**Principles and Procedures of the Justice System**  
Requisite: None  
This course will survey and study the role and responsibilities of each segment within the justice system; including, but not limited to law enforcement, corrections and the judicial system. Legal processes including arrest through trial, sentencing and correctional procedures. Conceptual interpretations of law as reflected in court decisions and how they impact the justice system.  
54 hours lecture

**ADMJ C115**  
**Legal Aspects of Evidence**  
Requisite: None  
This course is designed to provide a working knowledge of evidence, evidentiary practices and case laws that deal with the admission of evidence. Topics will include origin, development and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure, kinds of degrees of evidence and the rules that govern the admissibility; judicial decisions interpreting individual rights and case studies.  
54 hours lecture

**ADMJ C121**  
**Community Relations**  
Requisite: None  
This course studies the factors that create friction between community and the criminal justice agencies. Includes the roles of Administration of Justice practitioners and agencies interrelationships and role expectations among various agencies and the public. Principal emphasis is placed upon the professional image of the criminal justice and the development of the positive relationships between members of the criminal justice system and the public.  
54 hours lecture

**ADMJ C125**  
**Principles of Investigation**  
Requisite: None  
This course will provide students with an introduction into the ethics and legalities of criminal investigations. Topics will include: fundamentals of investigation; techniques of crime scene searches; and aspects in dealing with the public, specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources and case preparation are also covered.  
54 hours lecture

**ADMJ C131**  
**Juvenile Procedures**  
Requisite: None  
This is a basic course in the sociological study of crime and its causes as it pertains to juvenile procedures and delinquency. Topics will include organization, functions, and jurisdiction of juvenile agencies, processing and detention of juveniles; juvenile case disposition; juvenile status and court procedures.  
54 hours lecture

**ADMJ C141**  
**Basic Reserve Academy - PC 832**  
Requisite: None  
Prerequisite: Must have fingerprint clearance from California Department of Justice prior to start of class  
This course provides basic instruction designed to prepare students for the performance of peace officers’ duties. The curriculum is established through the requirements set by the California Peace Officer Standards and Training (P.O.S.T.), which include: introduction of law enforcement; administration of justice; criminal law; evidence; community-police relations; patrol procedures; juvenile procedures; defensive tactics; firearms; and related topics.  
10 hours lecture/54 hours laboratory

**ADMJ C142**  
**Basic Reserve Academy Level III**  
Requisite: ADMJ C141  
This course provides basic instruction designed to prepare students for the performance of peace officers’ duties. The curriculum is established through the requirements set by the California Peace Officer Standards and Training (P.O.S.T.), which include: introduction to law enforcement; administration of justice; criminal law; evidence; community-police relations; patrol procedures; juvenile procedures; defensive tactics; firearms; First Aid/CPR; vehicle operations; domestic violence and related topics.  
63 hours lecture/54 hours laboratory

**ADMJ C143**  
**Basic Peace Officer Academy Modular Format Level II**  
Requisite: ADMJ C141, ADMJ C142  
This course is designed to fulfill State of California Peace Officer Standards and Training Requirements for Level II academy certification. Students will receive instruction designed to prepare them to successfully complete this course and transition to the Basic Academy Modular Format I Course.  
186.50 hours lecture/108 hours laboratory
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ADMJ C151</td>
<td>Introduction to Corrections</td>
<td>3.00</td>
<td>A/CSU</td>
<td>A course designed to give students an overview of the role correction’s plays within the criminal justice system. The course will focus on such topics as: incarceration; alternatives to incarceration; rehabilitation of inmates; juvenile offenders; and legal issues that influence the day-to-day operations of correctional institutions. 54 hours lecture</td>
</tr>
<tr>
<td>ADMJ C205</td>
<td>California Vehicle Code</td>
<td>3.00</td>
<td>A/CSU</td>
<td>California Vehicle code and related subjects as applied by the peace officer in the State of California. 54 hours lecture</td>
</tr>
<tr>
<td>ADMJ C211</td>
<td>Concepts of Enforcement Service</td>
<td>3.00</td>
<td>A/CSU</td>
<td>This course will compare roles and expectations of law enforcement from an officer and citizen perspective; exploring the theories, philosophies, and concepts related to the role expectations of the law enforcement officer. The class will place a major emphasis upon patrol, traffic and public service responsibilities and their relationship to the justice system. 54 hours lecture</td>
</tr>
<tr>
<td>ADMJ C215</td>
<td>Patrol Procedures</td>
<td>3.00</td>
<td>A/CSU</td>
<td>This course includes a look into the historical development of the patrol philosophy. Issues of planning for field activities including the function of patrol, traffic enforcement, and other preliminary investigative duties of the field officer will be reviewed. The techniques for planning patrol activities, handling complaints and requests for service will be analyzed. The mechanics of in field interviewing, person and property searches and arrests will be outlined. The course will cover issues relative to the handling of traffic related problems, civil and domestic disturbances and other community crime related incidents. 54 hours lecture</td>
</tr>
<tr>
<td>ADMJ C221</td>
<td>Defensive Tactics</td>
<td>2.00</td>
<td>A/CSU</td>
<td>A course of training in the history and theory of self-defense as applied to law enforcement, techniques of control, searching and handcuffing. Emphasis is on using control techniques which avoid injury to subject and the law enforcement officer. Additional emphasis is placed on physical fitness of police officers and life-long health habits and proper physical conditioning. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>ADMJ C225</td>
<td>Physical Evidence</td>
<td>2.00</td>
<td>A/CSU</td>
<td>A basic course in the collection, identification, preservation and transportation of physical evidence found at crime scenes including the use of photography, molds, casts, and moulage masks to preserve evidence; sketching and photography to locate evidence as found; fingerprint examinations and preservations of prints; footprints, tool mark impressions, identification of handwriting and typewriting; firearms identification; importance of trace evidence and laboratory evidence. 36 hours lecture</td>
</tr>
<tr>
<td>AERO C101</td>
<td>General Aeronautics</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Introduction to basic concepts and general information about airplane flight, control, construction and operation. Preparation for the Federal Aviation Agency private pilot written examination. Emphasis applies to aircraft with less than 12,500 pounds gross weight. 54 hours lecture</td>
</tr>
<tr>
<td>AERO C111</td>
<td>Instrument Flight Rules and Fundamentals</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Procedures for aircraft navigation and control through the use of radio navigation facilities, instrument interpretation and landing approach procedures using ADF, ILS, VOR, GCA, DME and radar facilities. 54 hours lecture</td>
</tr>
<tr>
<td>AGRI C101</td>
<td>Fundamentals of Horticulture</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Science of growing vegetables, fruit trees and ornamentals. Propagation, soil and irrigation management, pruning and pest control of horticultural crops with emphasis on the aspects common to most plants. 54 hours lecture</td>
</tr>
<tr>
<td>AGRI C102</td>
<td>Botany</td>
<td>4.00</td>
<td>A/CSU</td>
<td>This is a plant science course covering the basic concepts of plant structure and function: roots, stems, leaves, fruit, and seeds. The course includes the study of plant growth and development; properties of plant cell types; sexual and vegetative reproduction in plants; plant classification, biomes, and plant ecology. 54 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>AGRI C105</td>
<td>Soils and Plant Nutrition</td>
<td>3.00</td>
<td>A/UC/CSU</td>
<td>Chemical and physical properties of soils. Plant and soil and water relationships. Composition, value and application of chemical and organic fertilizers for plant nutrition. 54 hours lecture</td>
</tr>
<tr>
<td>AGRI C111</td>
<td>Plant Propagation</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Theory and practices of plant propagation, including seedling cutting, grafting and layering. Use of plant hormones and propagation structures. 54 hours lecture</td>
</tr>
<tr>
<td>AGRI C115</td>
<td>Environmental Irrigation</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Hydrology and management of water resources, including plant, soil, and water relationships, water conservation and methods of irrigation and emphasis on the water situation in the Indian Wells Valley. 54 hours lecture</td>
</tr>
</tbody>
</table>
### Cultural Anthropology

**ANTH C111**

**3.00 Units**

*Cultural Anthropology*

*Advisory: Reading Level 1, Writing Level 1*

This course analyzes social and cultural factors of human behavior in the recent past and present. Students will compare and contrast cultural traditions, practices and beliefs, and discuss the associated environmental and social factors that shape human cultures. *54 hours lecture*

### AMERICAN SIGN LANGUAGE

**ASL C101**

**4.00 Units**

*American Sign Language I*

*Requisite: None*

Students will be introduced to American Sign Language (ASL), a visual-gesture language used by the deaf community in the United States and Canada, and more importantly, will focus on the development of basic conversation skills emphasizing receptive abilities through in-class requirements. The course will also introduce deaf culture and the history of ASL. *72 hours lecture*

**ASL C102**

**4.00 Units**

*American Sign Language II*

*Prerequisite: ASL C101*

Students will continue to develop and enhance their proficiency in American Sign Language (ASL) usage and their knowledge of deaf culture. This course encourages students' communicative competency with emphasis on vocabulary and expressive skills through in-class and out-of-class requirements. *72 hours lecture*

### ANTHROPOLOGY

**ANTH C121**

**3.00 Units**

*Physical Anthropology*

*Advisory: Reading Level 1, Writing Level 1*

This course examines humans as biological organisms from an evolutionary perspective. Areas covered include concepts, methods, findings, and issues in the study of the order primates, including relationships between fossil monkeys, apes and humans, and the significance of genetic diversity between modern populations. *54 hours lecture*

**ANTH C131**

**3.00 Units**

*Archaeology*

*Advisory: Reading Level 1, Writing Level 1*

This course examines the ideas, models and techniques used in recovery and interpretation of archaeological materials from both the old and new worlds. *54 hours lecture*

### ART

**ART C055**

**0.50 Units**

*Art Media Workshop*

*Requisite: None*

This course is an introduction to college-level studio visual art courses. Students choose two disciplines from an offering of four course selections and attend two days of instruction wherein they complete an art project in each discipline. The projects are typical of what would be offered in a Community College Visual Arts Program studio course. *4 hours lecture/12 hours laboratory*

**ART C060**

**0.50 Units**

*Special Topics In Art*

*Requisite: None*

In this studio visual art course, students will develop skills and techniques in selected media. *4.50 hours lecture/13.50 hours laboratory*

**ART C062**

**1.50 Units**

*Special Topics In Art*

*Requisite: None*

In this studio visual art course, students will develop skills and techniques in selected media. *13.50 hours lecture/40.50 hours laboratory*

**ART C063**

**2.00 Units**

*Special Topics In Art*

*Requisite: None*

In this studio visual art course, students will develop skills and techniques in selected media. *18 hours lecture/54 hours laboratory*

**ART C065**

**3.00 Units**

*Special Topics In Art*

*Requisite: None*

In this studio visual art course, students will develop skills and techniques in selected media. *27 hours lecture/81 hours laboratory*

**ART C101**

**3.00 Units**

*Introduction to Art*

*Advisory: Reading Level 1, Writing Level 2*

Exploring the meaning of art through an investigation of historical and contemporary principles. Accompanied by individual explorations in various studio media. *36 hours lecture/54 hours laboratory*
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ART C105</td>
<td>3.00</td>
<td>History of Western Art I</td>
<td>A/UC/CSU</td>
<td>Historical development of painting from the Paleolithic Period to the end of the Middle Ages. Field trips required. 54 hours lecture.</td>
</tr>
<tr>
<td>ART C106</td>
<td>3.00</td>
<td>History of Western Art II</td>
<td>A/UC/CSU</td>
<td>Historical development of painting, sculpture and architecture from Giotto (1300) to the present. 54 hours lecture.</td>
</tr>
<tr>
<td>ART C106H</td>
<td>4.00</td>
<td>History of Western Art II-Honors</td>
<td>A/UC/CSU</td>
<td>Historical development of painting, sculpture, architecture, and other art forms from the renaissance to the present. Special emphasis on the impressionist and post-impressionist periods, focusing on revolutionary innovations in art that focused on time and space. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students. 72 hours lecture.</td>
</tr>
<tr>
<td>ART C111</td>
<td>3.00</td>
<td>Two Dimensional Design</td>
<td>A/UC/CSU</td>
<td>This is a beginning level studio class which introduces a fundamental understanding and usage of the elements and principles of two dimensional design theory and color theory as they relate to the composition of two dimensional images. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C115</td>
<td>3.00</td>
<td>Three Dimensional Design</td>
<td>A/UC/CSU</td>
<td>Use of individual design elements related to the study of three-dimensional composition. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C121</td>
<td>3.00</td>
<td>Drawing I</td>
<td>A/UC/CSU</td>
<td>This is an introductory studio course in representational and experimental drawing with a focus on historical and contemporary drawing styles, concepts, and drawing materials. This class will help the student develop an understanding of the use of black and white drawing media. Students will develop perceptual skills that will enable them to draw from direct observation and for personal artistic expression. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C126</td>
<td>1.50</td>
<td>Life Drawing Studio</td>
<td>A/CSU</td>
<td>This class incorporates a traditional drawing methodology with a direct visual study of human surface anatomy. Study will be primarily from the live human model with a strong emphasis on investigative drawing. 13.50 hours lecture/40.50 hours laboratory.</td>
</tr>
<tr>
<td>ART C131</td>
<td>3.00</td>
<td>Painting I</td>
<td>A/UC/CSU</td>
<td>This course is a beginning level studio course which introduces the materials, methods, and techniques of painting as a means of creating two dimensional art images. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C135</td>
<td>3.00</td>
<td>Watercolor Painting</td>
<td>A/UC/CSU</td>
<td>Techniques of still life, landscape and imaginative painting as related to the problems of watercolor. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C141</td>
<td>3.00</td>
<td>Basic Ceramics</td>
<td>A/UC/CSU</td>
<td>Basic ceramic materials and techniques such as wheel throwing, hand building, glaze application and design techniques. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C142</td>
<td>3.00</td>
<td>Intermediate Ceramics</td>
<td>A/UC/CSU</td>
<td>Continued work in basic techniques. Glaze calculations and kiln firing are explored. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C151</td>
<td>3.00</td>
<td>Sculpture –</td>
<td>A/UC/CSU</td>
<td>Three-dimensional materials and their relationship to design, form, and three-dimensional space. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C161</td>
<td>3.00</td>
<td>Beginning Photography</td>
<td>A/UC/CSU</td>
<td>This is an entry-level course about photography as an art form, communications tool, avocation, and profession. To build art and craft skills, students complete weekly assignments using 35mm color slide film. Students are encouraged to develop a personal vision and to express that vision photographically. Assignments reflect contemporary artistic and commercial uses of photography. Equipment, film, and processing is the student’s responsibility. This is not a darkroom class. 54 hours lecture.</td>
</tr>
<tr>
<td>ART C165</td>
<td>3.00</td>
<td>Beginning Black and White Photography</td>
<td>A/UC/CSU</td>
<td>A course in the aesthetics and technology of black and white photography in an art context. Students will learn to process film, make contact and project prints, prepare and mount prints, and acquire an awareness of aesthetic issues facing contemporary photographs. Students may have to schedule use of darkroom facilities during some non-class hours. 27 hours lecture/81 hours laboratory.</td>
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<td>Code</td>
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<tr>
<td>ART C166</td>
<td>Intermediate Black and White Photography</td>
<td>3.00</td>
<td>A/UC/CSU</td>
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<td>Prerequisite: ART C165</td>
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<td>A continuation of study in the aesthetics and technology of black and white photography. Students will refine black and white darkroom techniques and learn advanced printing techniques. The major themes of classic photography will be explored, including still life, portraiture, landscape, and documentary photography. 27 hours lecture/81 hours laboratory.</td>
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<tr>
<td>ART C166</td>
<td>Etching and Relief Printmaking</td>
<td>3.00</td>
<td>A/UC/CSU</td>
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<tr>
<td></td>
<td>Prerequisite: ART C111 or ART C121</td>
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<tr>
<td></td>
<td>Exploring the expressive potential of fine art print through the techniques of etching and relief printing. 27 hours lecture/81 hours laboratory.</td>
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<tr>
<td>ART C176</td>
<td>Gallery Technology</td>
<td>1.00</td>
<td>A/CSU</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<tr>
<td></td>
<td>Theories and functions of an art gallery. Course will include the scheduling and arranging of art exhibits in the college gallery. 9 hours lecture/27 hours laboratory.</td>
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</tr>
<tr>
<td>ART C191</td>
<td>Art Practicum I</td>
<td>1.00</td>
<td>A/CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Concurrent enrollment in an art studio course</td>
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<tr>
<td></td>
<td>Laboratory course to enable students who are enrolled in art studio courses to spend additional time in the art lab outside of regular class hours to work on class projects or individual projects related to their particular subject area. 54-108-162 hours laboratory.</td>
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</tr>
<tr>
<td>ART C196</td>
<td>Art Practicum II</td>
<td>1.00-2.00-3.00</td>
<td>A/CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Concurrent enrollment in an art studio course</td>
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<tr>
<td></td>
<td>Laboratory course to enable students who are enrolled in art studio courses to spend additional time in the art lab outside of regular class hours to work on class projects or individual projects related to their particular subject area. 54-108-162 hours laboratory.</td>
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<tr>
<td>ART C197</td>
<td>Art Practicum III</td>
<td>1.00-2.00-3.00</td>
<td>A/CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Concurrent enrollment in an art studio course</td>
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</tr>
<tr>
<td></td>
<td>Laboratory course to enable students who are enrolled in art studio courses to spend additional time in the art lab outside of regular class hours to work on class projects or individual projects related to their particular subject area. 54-108-162 hours laboratory.</td>
<td></td>
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</tr>
<tr>
<td>ART C211</td>
<td>Advanced Basic Drawing</td>
<td>3.00</td>
<td>A/UC/CSU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ART C121</td>
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<tr>
<td></td>
<td>Further study in drawing practices on an intermediate level with emphasis on creative work. 27 hours lecture/81 hours laboratory.</td>
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</tr>
</tbody>
</table>

**AUTOMOTIVE TECHNOLOGY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO C111</td>
<td>Engine Performance</td>
<td>5.50</td>
<td>A/CSU</td>
</tr>
<tr>
<td></td>
<td>Advisory: Reading Level 1, Writing Level 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course presents the principles and theory underlying the design, construction and operation of the automobile’s fuel system and related components and emission control fundamentals. 27 hours lecture/216 hours laboratory.</td>
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<td></td>
</tr>
<tr>
<td>AUTO C115</td>
<td>Electrical Systems</td>
<td>5.50</td>
<td>A/CSU</td>
</tr>
<tr>
<td></td>
<td>Advisory: Reading Level 2, Writing Level 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course presents the principles and theories underlyng the design, construction and operation of the automobile’s electrical systems. The student will also diognose, test, adjust and repair the system components that are directly affected; and understand and use trade terms pertaining to automotive electronics testing, adjustment and repair. This course prepares students for ASE testing in electrical systems. 45 hours lecture/162 hours laboratory.</td>
<td></td>
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</tr>
</tbody>
</table>
AUTO C121 3.00 Units  
Brakes  
Advisory: Reading Level 2, Writing Level 2  
This course presents the principles and theories underlying the design, construction, function and operation of the automotive brake system. The student also will understand and use trade terms pertaining to the braking system, brake system components, materials and their uses. This course prepares students for ASE testing in brake systems. 18 hours lecture/108 hours laboratory

AUTO C125 3.00 Units  
Automatic Drive Train and Axles  
Advisory: Reading Level 1, Writing, Level 2  
This course provides the student with experience in diagnosis, repair and maintenance of the suspension system, including wheel bearings, tires and shocks. 18 hours lecture/108 hours laboratory

AUTO C131 3.00 Units  
Air Conditioning/Heating System  
Advisory: Reading Level 1, Writing, Level 2  
This course provides practical experience in the diagnosis, repair, adjustment and maintenance of automotive comfort and ventilating systems in a work shop setting. 36 hours lecture/54 hours laboratory

AUTO C135 3.00 Units  
Auto Transmission and Transaxle  
Advisory: Reading Level 2, Writing Level 2  
This course focuses on the development of skills in removing and replacing, repairing, adjusting, and servicing drive train components in automatic transmissions. This course prepares students for testing in ASE testing in automatic transmissions and transaxle systems. 18 hours lecture/108 hours laboratory

AUTO C141 3.00 Units  
Manual Drive Train and Axles  
Advisory: Reading Level 2, Writing Level 2  
This course focuses on the development of skills in removing and replacing, repairing, adjusting and servicing drive train components including clutches, manual transmissions and linkage, universal joints, drive line bearings and differentials. This is a preparatory course for the Automotive Service of Excellence (ASE) certification exam. 27 hours lecture/81 hours laboratory

AUTO C145 3.00 Units  
Engine Repair  
Advisory: Reading Level 2, Writing Level 2  
This course focuses on the development of skills and knowledge that are required in removing, rebuilding, and replacing an engine back to its original condition. This is a preparatory course for the Automotive Service of Excellence (ASE) certification exam. 18 hours lecture/108 hours laboratory

BIOLOGY

BIOL C101 3.00 Units  
Introductory Biology  
Advisory: Reading Level 1  
This course provides a biological experience for non-majors. Topics cover principals of organization, cell structure and function, metabolism, genetics, organ systems of plants and animals, ecology, evolution, and biodiversity. Nor open to students who have completed BIOL C105. 54 hours lecture

BIOL C101H 4.00 Units  
Introductory Biology – Honors  
Advisory: Reading Level 1, Writing Level 2  
This course is designed for non-majors. The following topics will be covered: principles of organization, cell structure and function, genetics, metabolism, organ systems, and reproduction (plant and animal), ecology, evolution, and animal behavior. Not open to students who have completed BIOL C105. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students. 72 hours lecture

BIOL C102 1.00 Unit  
Principles of Biology Laboratory  
Prerequisite: BIOL C101  
Advisory: Reading Level 1, Writing Level 2  
Practical laboratory experience with the methods of science and hands-on exercises to accompany BIOL C101 lecture topics. Not open to students who have completed BIOL C105. 54 hours lecture

BIOL C105 4.00 Units  
Concepts of Biology  
Advisory: Reading Level 1, Writing Level 2  
Introductory course in biological science with laboratory experience for non-majors illustration the principles of organization, cell structure and function; genetics; metabolism; organ systems, and reproduction of both plants and animals; ecology, evolution, and animal behavior. Not open to students who have completed BIOL C105. 54 hours lecture

BIOL C105H 5.00 Units  
Concepts of Biology-Honors  
Advisory: Reading Level 1, Writing Level 2  
This is an introductory course in biological science with laboratory experience for non-majors. The course illustrates the principles of organization, cell structure and function, genetics, metabolism, organ systems, and reproduction (plant and animal), ecology, evolution, and animal behavior. The course is not open to students with credit in BIOL C101. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students. 72 hours lecture/54 hours laboratory
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Advisory</th>
<th>A/UC/CSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C111</td>
<td>5.00</td>
<td>General Biology I</td>
<td>Reading Level 1, Writing 1</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BIOL C122</td>
<td>1.00</td>
<td>Survey of Anatomy and Physiology Laboratory</td>
<td>Reading Level 1, Writing 2</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BIOL C111H</td>
<td>6.00</td>
<td>General Biology I – Honors</td>
<td>Reading Level 1, Writing 2</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BIOL C131</td>
<td>3.00</td>
<td>Introduction to Forestry</td>
<td>Reading Level 1, Writing 2</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BIOL C112</td>
<td>5.00</td>
<td>General Biology II</td>
<td>Reading Level 1, Writing 1</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BIOL C133</td>
<td>3.00</td>
<td>Natural Resources</td>
<td>Reading Level 2</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BIOL C112H</td>
<td>6.00</td>
<td>General Biology II Honors</td>
<td>Reading Level 1, Writing 1</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BIOL C135</td>
<td>3.00</td>
<td>Wildlife Management</td>
<td>Reading Level 2</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BIOL C115</td>
<td>4.00</td>
<td>Principles of Ecology</td>
<td>Reading Level 1, Writing 2</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BIOL C137</td>
<td>3.00</td>
<td>Identification of California Wildlife</td>
<td>Reading Level 2</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BIOL C121</td>
<td>3.00</td>
<td>Survey of Anatomy and Physiology</td>
<td>Reading Level 1, Writing 2</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BIOL C138</td>
<td>4.00</td>
<td>Identification of California Plants</td>
<td>Reading Level 2</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BIOL C141</td>
<td>3.00</td>
<td>The Human Environment</td>
<td>Reading Level 1, Writing 1</td>
<td>A/UC/CSU</td>
</tr>
</tbody>
</table>
**BIOL C142**  
The Human Environment Laboratory  
A/UC/CSU  
Prerequisite: B I O L C 1 4 1 or concurrent enrollment  

In this hands-on course, you will explore the topics of ecology, human impacts on the environment and policy from a scientific perspective. One goal of this course is to teach you tools that will help you evaluate environmental issues for yourself. Field trips required.  *54 hours laboratory*  

**BIOL C151**  
Natural History of the Mojave Desert  
A/CSU  
Requisite: None  

This field course is an overview of the geology, climate, ecology, flora and fauna of the northern Mojave Desert including Death Valley National Park, and human influences on these ecosystems. Field trip required.  *48 hours laboratory*  

**BIOL C152**  
Natural History Studies - Great Basin Desert  
A/CSU  
Requisite: None  

This field course is an overview of the geology, climate, ecology, flora and fauna of the Great Basin Desert with emphasis on the southern part of the basin and range province from the Owens Valley to the Mono Basin and impact of humans on the various ecosystems. Field trip required.  *48 hours laboratory*  

**BIOL C153**  
Natural History of the Central California Coast  
A/CSU  
Advisory: Reading Level 2, Writing Level 2  

This field course is an overview of the geology, past and present climate, ecology, flora and fauna of California's last grassland valley, the Carrizo Valley area, and human influences on these ecosystems. Field trip required.  *48 hours laboratory*  

**BIOL C154**  
Natural History of the Foothills  
A/CSU  
Requisite: None  

This course is an overview of the geology, past and present climate, ecology, flora and fauna of the California foothills with an emphasis on the southern Sierra foothills and southern coast ranges and human impact on these ecosystems.  *48 hours laboratory*  

**BIOL C155**  
Natural History of the Southern Sierra Nevada  
A/CSU  
Requisite: None  

This field course in an overview of the geology, past and present climate, ecology, and flora and fauna of the southern Sierra Nevada range and human influences on these ecosystems. Field trip required.  *48 hours laboratory*  

**BIOL C156**  
Natural History of the Sonora Desert  
A/CSU  
Requisite: None  

This field course is an overview of the geology, past and present climate, ecology and flora and fauna of the Sonoran Desert, primarily of the Colorado Desert of Southern California and the influence of humans on the ecosystems. Field trip required.  *48 hours laboratory*  

**BIOL C157**  
Natural History of the Colorado Plateau  
A/CSU  
Requisite: None  

This field course is an overview of the geology, past and present climate, ecology, flora and fauna of the Colorado Plateau of Southern Utah and the impact of humans on the ecosystems. Field trip required.  *48 hours laboratory*  

**BIOL C158**  
Natural History Studies - Eastern Sierra  
A/CSU  
Requisite: None  

This field course is an overview of the geology, past and present climate, ecology, flora, and fauna of the Sierra Nevada Mountains, particularly the “East Side” and the impact of humans on these ecosystems. Field trip required.  *24 hours laboratory*  

**BIOL C159**  
Natural History Studies - Spring Flowers  
A/CSU  
Requisite: None  

This field course includes the study of the climate, geology, geography, ecology, and locations and identification of spring wild flowers in the local area. Field trips required.  *24 hours laboratory*  

**BIOL C160**  
Natural History Studies - Bristlecone Forests  
A/CSU  
Requisite: None  

This field course is a study of the Bristlecone pine forests of the White Mountains, the geology, past and present climate, ecology, and flora and fauna associated with their isolated groves. Field trip and hiking at high altitudes required.  *24 hours laboratory*  

**BIOL C161**  
Natural History Studies - Carrizo Plains  
A/CSU  
Requisite: None  

This field course is a study of the geology, past and present climate, ecology, flora and fauna of California’s last grassland valley, the Carrizo Plains National Monument, located directly on the San Andreas fault just west of Kern County. Restoration efforts of TNC and BLM, endangered species, pictographs, fault scarps, and offset streams make this a unique place. Field trip required.  *24 hours laboratory*  

**BIOL C162**  
Natural History Studies - Death Valley National Park  
A/CSU  
Requisite: None  

This field course is a study in Death Valley National Park of the geology, the past and present climate and its effects on the part, ecology, fragility of desert ecosystems, the plants, and the animals which inhabit the Death Valley area, and human influences on these ecosystems. Field trip required.  *24 hours laboratory*  

**BIOL C163**  
Natural History Studies - East Mojave National Preserve  
A/CSU  
Requisite: None  

This field course is a study in the Mojave National Preserve of the geology, the past and present climate and its effects on the area, ecology, the plants and the animals which inhabit the Eastern Mojave Desert and the human influences on these ecosystems. Field trip required.  *24 hours laboratory*  

**BIOL C164**  
Natural History Studies - Spring Flowers  
A/CSU  
Requisite: None  

This field course includes the study of the climate, geology, geography, ecology, and locations and identification of spring wild flowers in the local area. Field trips required.  *24 hours laboratory*  

**BIOL C165**  
Natural History Studies - Eastern Sierra  
A/CSU  
Requisite: None  

This field course is an overview of the geology, past and present climate, ecology, flora, and fauna of the Sierra Nevada Mountains, particularly the “East Side” and the impact of humans on these ecosystems.  *24 hours laboratory*  

**BIOL C166**  
Natural History Studies - Spring Flowers  
A/CSU  
Requisite: None  

This field course includes the study of the climate, geology, geography, ecology, and locations and identification of spring wild flowers in the local area. Field trips required.  *24 hours laboratory*
### BIOL C167 0.50 Units  
**Natural History Studies - Joshua Tree National Park**  
*Requisite: None*

This field course is a study in Joshua Tree National Park of the geology, the past and present climate, ecology, plants, and the animals which inhabit the Park and the human influences on thee ecosystems. Field trip required.  
*24 hours laboratory*

### BIOL C168 0.50 Units  
**Natural History Studies - Long Valley Caldera**  
*Requisite: None*

This field course is an overview of the Long Valley Caldera and Bishop tuff explaining the volcanic activity in the area, rock and mineral identification, ecology, and an understanding of recent changes in the earth between Round Valley and the Mono Basin. Some hiking required.  
*24 hours laboratory*

### BIOL C169 0.50 Units  
**Natural History Studies - Mono Lake Basin**  
*Requisite: None*

This field course is a study in the Mono Basin National Forest Scenic Area and Mono Lake Tufa State Reserve of the geology, past and present climate, ecology, flora and fauna associated with the lake and the influence of humans past and present on the area. Field trips and hiking required.  
*24 hours laboratory*

### BIOL C170 0.50 Units  
**Natural History Studies - Owens Valley**  
*Requisite: None*

This field course is a study in the Owens Valley, the geology, past and present climate, ecology, flora and fauna associated with the Owens River, marshes, and grasslands of the valley area and human influences on the area.  
*24 hours laboratory*

### BIOL C171 0.50 Units  
**Natural History Studies - Sequoia Forests**  
*Requisite: None*

This field course is a study of the Sequoia forests of the southern Sierra Nevada, the geology, past and present climate, ecology, live cycle of the giant trees, and the flora and fauna associated with the isolated groves. Field trips and some hiking required.  
*24 hours laboratory*

### BIOL C172 0.50 Units  
**Natural History Studies - Sierra Meadows**  
*Requisite: None*

This field course is a study in the meadows of the southern Sierra Nevada, the geology, past and present climate, ecology, flora and fauna associated with local Kern Plateau meadows and surrounding forests, and the influence of humans on these areas. Field trips and hiking required.  
*24 hours laboratory*

### BIOL C173 0.50 Units  
**Natural History Studies - Oases of Mojave Desert**  
*Requisite: None*

This field course is a study of the geology, the past and present climate and its effects on the desert areas, ecology, the plants and the animals, particularly the endemics, that inhabit various Desert Oases within the Mojave Desert and the human influences on these springs. Field trip required.  
*24 hours laboratory*

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### BIOL C241 4.00 Units  
**Plant Pathology**  
*Advisory: BIOL C101 or BIOL C105 or BIOL C112; Reading Level 1, Writing Level 2*

This course is an introductory study of the major plant diseases and their control. The bacteria, fungi, nematodes, parasitic plants, and viruses causing diseases of major importance to agricultural and horticultural crops throughout the U.S. are examined in the laboratory and in the field.  
*54 hours lecture/54 hours laboratory*

### BIOL C251 4.00 Units  
**Human Anatomy**  
*Advisory: Reading Level 1, Writing Level 2, CAN BIOL 10*

This course will study the microscopic and gross anatomy of body systems including skeletal, muscular, nervous, circulatory, lymphatic, respiratory, digestive, urinary, endocrine, reproductive and integumentary systems. This course is intended for students majoring in nursing and medical sciences.  
*54 hours lecture/54 hours laboratory*

### BIOL C255 4.00 Units  
**Human Physiology**  
*Advisory: Reading Level 1, Writing Level 2*

This course covers physiology of bone, muscle, nerve, circulation, respiration, digestion, excretion, reproduction and endocrine physiology. This is an introductory course with special emphasis for health careers majors.  
*54 hours lecture/54 hours laboratory*

### BIOL C261 4.00 Units  
**General Microbiology**  
*Advisory: Reading Level 1, Writing Level 2*

This course offers an introduction to major topics and sub-disciplines in microbiology including microbial diversity and classification, microbial anatomy and physiology, microbial genetics, microbial ecology, medical microbiology and immunology, epidemiology and public health, and biotechnology. The course is designed for students interested in health careers.  
*36 hours lecture/36 hours laboratory*

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### BUSINESS ADMINISTRATION

#### BSAD C070 3.00 Units  
**Business Mathematics**  
*Advisory: Math Level 3*

This course provides practice with a wide range of mathematical procedures used in various business applications. Students perform calculations both manually and using a calculator to solve problems in accounting, retail, finance, and taxation.  
*54 hours lecture*

#### BSAD C072 3.00 Units  
**Introduction to Accounting**  
*Advisory: BSAD C070*

This course covers basic accounting concepts and procedures required to complete an accounting cycle. Account types, (assets, liabilities, equity, revenue, expenses) as well as procedures for bank reconciliation, petty cash, and payroll are introduced. Learners complete business transactions from day-to-day recordkeeping to closing entries and preparation of year end documents balance sheet, income statement, and statement of owner’s equity for a sample merchandising business.  
*36 hours lecture/54 hours laboratory*
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3.00</td>
<td>None</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BSAD C101</td>
<td>Financial Accounting</td>
<td>4.00</td>
<td>None</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BSAD C102</td>
<td>Managerial Accounting</td>
<td>4.00</td>
<td>BSAD C101</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BSAD C103</td>
<td>Computerized Accounting Practice</td>
<td>2.00</td>
<td>BSAD C101</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>BSAD C131</td>
<td>Business Law I</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>CAN BUS 8</td>
</tr>
<tr>
<td>BSAD C132</td>
<td>Business Law II</td>
<td>3.00</td>
<td>BSAD C131</td>
<td>A/UC/CSU</td>
</tr>
</tbody>
</table>

This is a survey course introducing the nature and scope of business. Students will explore how a business is organized, the economic system and business ethics. Fields of business that will be introduced include management, operations, human resources, marketing, information systems and accounting. This course is recommended as the first business course for all business majors. **54 hours lecture**
## Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Advisory</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C135</td>
<td>Practical Law Business and Society</td>
<td>3.00</td>
<td>A/CSU</td>
<td>A study of small claims court, debtor-creditor and landlord-tenant rights, marriage and divorce law, and selected legal topics. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C141</td>
<td>Human Relations in Business</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Using a behavioral science approach, students will gain an understanding of the business environment. Emphasis will be placed on self-improvement through self-understanding, elements of job applications and job advancement, motivation, people to people relationships, effective communication, and techniques of leadership on the job. Case studies, experiential exercises, and group projects will be used to assist the students in understanding the material and developing self-awareness. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C145</td>
<td>Business Communication</td>
<td>3.00</td>
<td>A/CSU</td>
<td>This course presents the principles and techniques of effective written and oral business communications. Students will discuss, critique, and practice business-writing strategies to produce messages, letters, reports, and presentations, while developing critical thinking skills. Business communication in a global environment is also emphasized. This course is cross-listed with ENGL C145. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C151</td>
<td>Principles of Management and Organization</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Students will study the formal organization, its environment and structure; elements of planning, organizing, staffing, leading, controlling, and evaluating. Case studies, competency (experiential) exercises, and work team projects will be used to assist the students in understanding the material and in developing managerial skills. Intended to be a “capstone” for business career students, and, as such, will assume familiarity with the prerequisite course BSAD C100, Introduction to Business. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C152</td>
<td>Managing Diversity in the Workplace</td>
<td>3.00</td>
<td>A/CSU</td>
<td>This course is a survey of the processes involved in creating a workplace environment which is free of bias related to cultural background, gender, lifestyle or other legally relevant classification. Topics include identifying a personal comfort level, skill building in dealing with diversity issues, and the role of diversity in organizational culture. Case studies, exercises for developing competency, and team projects will be used to assist the students in understanding the material and in developing managerial skills. Meets graduation requirements for diversity education. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C155</td>
<td>Human Resource Management</td>
<td>3.00</td>
<td>A/CSU</td>
<td>This course introduces the principles and methods related to the effective use of human resources in organizations. Students will gain an understanding of human resources involved in recruitment, selection, and placement of employees with regards to training, experience, and abilities. Topics of total compensation, employee-management relations, and global human resources management are also covered. Discussion, case studies, experiential exercises, and work team projects will be used to assist the students in understanding the material and developing skills. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C157</td>
<td>Tribal Organization and Management I</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Introduction to Tribal government, sovereignty, trust status roles and responsibilities of Tribal Councils, Tribal law and jurisdiction, ordinance and resolutions as well as basic administrative systems and procedures of Tribal governments (i.e., personnel, office, financial, property, and other core management systems). 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C158</td>
<td>Tribal Organization and Management II</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Continuation of BSAD C157. Methods of conducting community needs assessments. Program planning, surveys, introduction to state/federal grant-in-aid programs. Grant writing. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C171</td>
<td>Introduction to Marketing</td>
<td>3.00</td>
<td>A/CSU</td>
<td>This course introduces the nature and scope of the marketing activity as demonstrated by an integrated, analytic, and practical study of marketing problems. Topics covered include: how to distribute and sell a product or idea; consumer behavioral patterns; strategy, planning, forecasting, and evaluation of the marketing process. Students will develop skills that will be useful in real business situations. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C180</td>
<td>Entrepreneurship: Small Business Management</td>
<td>3.00</td>
<td>A/CSU</td>
<td>This course introduces the principles of planning and managing a small business enterprise. Students will examine the characteristics of the entrepreneur and the process of creating and operating a new business venture. The course will include the development of a business plan and examine the small business aspects of financing, marketing, and organizing. Skill building exercises in record keeping, legalities, personnel and government assistance will be provided. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C201</td>
<td>Business Ethics</td>
<td>3.00</td>
<td>A/CSU</td>
<td>This course provides an introduction to the study of business ethics using a theoretical and applications approach. Development of critical thinking skills to understand what constitutes ethical behavior and appropriate standards of conduct are emphasized. Students will develop a framework for evaluating information, values, and assumptions to make informed ethical decisions in a global business environment. 54 hours lecture</td>
</tr>
</tbody>
</table>
### BUSINESS OFFICE TECHNOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Advisory Requirements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSOT C131</td>
<td>1.00</td>
<td>Basic Computer Keyboarding</td>
<td>A/CSU</td>
<td>Learners are introduced to a microcomputer keyboard with an emphasis on learning and skill-building correct touch typing techniques for alphanumeric, symbol, and punctuation keys. 9 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td>BSOT C132</td>
<td>1.00</td>
<td>Intermediate Computer Keyboarding</td>
<td>A/CSU</td>
<td>Provides an overview of principles and techniques of effective Internet product marketing. Topics include an introduction to electronic commerce, personal and business services online, buying online, doing business on the Web, developing an electronic commerce web site. 54 hours lecture</td>
</tr>
<tr>
<td>BSOT C133</td>
<td>1.00</td>
<td>Advanced Computer Keyboarding</td>
<td>A/CSU</td>
<td>Learners in this course build on a basic keyboarding foundation with correct touch typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-Key numeric keypad. Skill-building includes introductory formatting of documents. Successful completion of this class will result in minimum keyboarding speed of 30 wpm net. 9 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td>BSOT C135</td>
<td>3.00</td>
<td>Special Topics in Business Office Technology</td>
<td>A/CSU</td>
<td>This course provides a comprehensive overview of international business, including a global perspective of international trade, foreign investments, the impact on financial markets, international marketing, and the operation of multi-national corporations. 54 hours lecture</td>
</tr>
<tr>
<td>BSOT C154</td>
<td>3.00</td>
<td>Office Personnel Seminar</td>
<td>A/CSU</td>
<td>Capstone course designed to integrate and refine office skills. Group projects will develop skills in using e-mail, word processing, voice mail, faxing, presentation software, and the Internet. Team work, problem solving, and decision making skills will be emphasized. 54 hours lecture</td>
</tr>
</tbody>
</table>

### BUSINESS REAL ESTATE

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>REAL C101</td>
<td>3.00</td>
<td>Principles of Real Estate</td>
<td>A/CSU</td>
<td>Fundamentals of real estate practice and principles: liens, taxes, bonds, contracts, leases, deeds, and other real estate instruments in conjunction with brokerage and home ownership. Principally the point of view of the consumer, orientation to career aspects of real estate. 54 hours lecture</td>
</tr>
<tr>
<td>REAL C141</td>
<td>3.00</td>
<td>Real Estate Practice</td>
<td>A/CSU</td>
<td>Basic elements of day-to-day real estate sales and brokerage practice, primarily for holders of real estate licenses as sales techniques, escrow and ethics. Partially satisfies the State requirements for the broker's examination. 54 hours lecture</td>
</tr>
<tr>
<td>REAL C142</td>
<td>3.00</td>
<td>Real Estate Finance</td>
<td>A/CSU</td>
<td>Comprehensive analysis of real estate finance for the real estate practitioner, advisor, investor and borrower. The loan and mortgage, money market, role of government in real estate financing, lend, risk analysis, loan portfolio management, real property financing, investment analysis and creative financing. Required for State Broker's License Examination. 54 hours lecture</td>
</tr>
</tbody>
</table>
### CHEMISTRY

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Prerequisites</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CHEM C100</td>
<td>3.00</td>
<td>MATH C055</td>
<td>Measurement and units in chemistry, properties of matter, the structure of the atom, inorganic compounds, and solution stoichiometry.</td>
</tr>
<tr>
<td>CHEM C101</td>
<td>4.00</td>
<td>MATH C055</td>
<td>Matter and measurement, atoms, molecules, ions, calculations with chemical formulas and equations, aqueous reactions and solution stoichiometry.</td>
</tr>
<tr>
<td>CHEM C102</td>
<td>1.00</td>
<td>CHEM C101 or concurrent enrollment</td>
<td>Chemistry Recitation. This course emphasizes student recitation and review of concepts and quantitative problems associated with general chemistry.</td>
</tr>
<tr>
<td>CHEM C111H</td>
<td>6.00</td>
<td>MATH C055</td>
<td>General Inorganic Chemistry I - Honors. This course covers matter and measurement, atoms, molecules, ions, calculations with chemical formulas and equations, aqueous reactions and solution stoichiometry.</td>
</tr>
<tr>
<td>CHEM C113</td>
<td>5.00</td>
<td>MATH C055</td>
<td>General Inorganic Chemistry II. This course covers modern materials, properties of solutions, kinetics, chemical and aqueous equilibrium, acids and bases, environmental chemistry, thermodynamics, electrochemistry, nuclear chemistry, metallurgy, and coordination compounds.</td>
</tr>
</tbody>
</table>

### BUSINESS SUPERVISION

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>BSSP C071</td>
<td>3.00</td>
<td>None</td>
<td>The overall responsibilities of a supervisor in industry, services, business and government. Includes organization, duties, communication, planning, human relations, training, evaluation and motivation.</td>
</tr>
</tbody>
</table>

### BUSINESS SUPERVISION

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<tbody>
<tr>
<td>CHEM C113H</td>
<td>6.00</td>
<td>CHEM C111</td>
<td>General Inorganic Chemistry II - Honors. This course covers modern materials, properties of solutions, kinetics, chemical and aqueous equilibrium, acids and bases, environmental chemistry, thermodynamics, electrochemistry, nuclear chemistry, metallurgy, and coordination compounds.</td>
</tr>
<tr>
<td>CHEM C122</td>
<td>5.00</td>
<td>CHEM C101</td>
<td>General Inorganic Chemistry for Nursing and Allied Health Science Majors. This course covers matter and measurement, atoms, molecules, ions, calculations with chemical formulas and equations, aqueous reactions and solution stoichiometry.</td>
</tr>
</tbody>
</table>
**CHEM C220**  
Fundament of Organic Chemistry  
4.00 Units  
A/UC/CSU  
**Prerequisite:** CHEM C101 or CHEM C111  
This course surveys structure, bonding, and reactions for all the organic functional groups. The emphasis is on building a solid foundation of organic chemistry for students entering the Health Careers and Nursing fields.  
72 hours lecture

**CHEM C221**  
Organic Chemistry I  
5.00 Units  
A/UC/CSU  
**Prerequisite:** CHEM C111  
This course covers structure and bonding, polar bonds, alkanes, cycloalkanes, stereoisomerism, synthesis, structure and reactivity of alkenes, synthesis, structure and reactivity of alkynes, handedness in chemistry, synthesis, structure and reactivity of alkyl halides, carbocations, the concept of resonance, nucleophilic substitutions and eliminations, basic biochemistry, mass spectrometry, infrared, nuclear magnetic resonance and ultraviolet spectroscopy and aromaticity.  
72 hours lecture/54 hours laboratory

**CHEM C222**  
Organic Chemistry II  
5.00 Units  
A/UC/CSU  
**Prerequisite:** CHEM C221  
This course covers the chemistry of aromatic compounds, alcohols, thiols, ethers, epoxides and sulfides, aldehydes, ketones, carboxylic acid and carboxylic acid derivatives, amino acids, proteins, amines, phenols, carbohydrates, lipids, heterocycles, polymers and biological systems. Pericyclic carbonyl condensation, alpha substitution and other reaction mechanisms are also covered.  
72 hours lecture/54 hours laboratory

**CHEM C223H**  
Organic Chemistry II – Honors  
6.00 Units  
A/UC/CSU  
**Prerequisite:** CHEM C221  
This course covers the chemistry of aromatic compounds, alcohols, thiols, ethers, epoxides and sulfides, aldehydes, ketones, carboxylic acid and carboxylic acid derivatives, amino acids, proteins, amines, phenols, carbohydrates, lipids, heterocycles, polymers and biological systems. Pericyclic carbonyl condensation, alpha substitution and other reaction mechanisms are also covered. The honors course provides more content and requires greater intensity and depth of study than the non-honors Organic Chemistry class.  
Note: Enrollment limited to current and prospective Honors Program students.  
90 hours lecture/54 hours laboratory

**CHILD DEVELOPMENT**

**CHDV C101**  
Child Development  
3.00 Units  
A/UC/CSU  
**Advisory:** Reading Level 1, Writing Level 1  
This course will examine the physical, cognitive, and socio-emotional growth and development of children from prenatal period through adolescence. Emphasis is placed on children as individuals and their needs in the modern world.  
54 hours lecture

**CHDV C105**  
Introduction to Infant Development  
3.00 Units  
A/CSU  
**Advisory:** Reading Level 1, Writing Level 1  
Students will be introduced to the process of human development from conception to age two with an emphasis on embryonic, fetal, neonatal, infant and toddler stages.  
54 hours lecture

**CHDV C107**  
School Age Development  
3.00 Units  
A/UC/CSU  
**Advisory:** Reading Level 1, Writing Level 1  
This course provides information on school age developmental needs and stages, techniques for interacting positively and effectively with children and ideas to assist in meeting the wide range of children’s needs. The design of schedules, policies, the environment and activities are based upon the understanding of children’s development, special needs and cultural background.  
54 hours lecture

**CHDV C111**  
Principles of Child Guidance  
3.00 Units  
A/UC/CSU  
**Advisory:** Reading Level 1, Writing Level 1  
This course introduces positive and effective approaches for guiding children’s behavior in the classroom and family settings.  
54 hours lecture

**CHDV C115**  
Child, Family and Community  
3.00 Units  
A/UC/CSU  
**Advisory:** Reading Level 1, Writing Level 1  
This course examines patterns of family systems in contemporary society as they are influenced by heritage, diverse cultures, abilities, and languages. The value of communication, the development of child advocacy skills, and the ability to use community resources to empower families and children are explored.  
54 hours lecture

**CHDV C121**  
Health, Safety, and Nutrition  
3.00 Units  
A/UC/CSU  
**Advisory:** Reading Level 1, Writing Level 1  
This course will discuss health and safety issues in early childhood education and family day care settings. Topics include pediatric first aid and CPR, preventative health practices, control of infectious disease, injury prevention, nutrition, sanitation, emergency preparedness, child abuse and children with special needs.  
54 hours lecture

**CHDV C122**  
Community CPR and First Aid  
0.50 Units  
A/UC/CSU  
**Requisite:** None  
In this course, students will gain working knowledge and skills for emergency action principles, wounds, shock, poisoning, burns, splintering, diabetic emergencies, infection, heart attack, temperature extremes, transportation, and bandaging. American Red Cross course.  
10 hours lecture

**CHDV C125**  
Diversity in Education  
3.00 Units  
A/UC/CSU  
**Advisory:** Reading Level 1, Writing Level 1  
This course leads the student through a process of exposing societal contradictions in the areas of race, gender, ethnicity, culture, etc. The student will identify biases, transform to an understanding of self and society, and recognize an anti-bias approach as a new beginning.  
54 hours lecture

**CHDV C143**  
Materials and Curriculum  
3.00 Units  
A/UC/CSU  
**Advisory:** Reading Level 1, Writing Level 1; one development course (CHDV C101, CHDV C105 or CHDV C107)  
This course is designed as an overview of the various approaches to curriculum development and implementation. Developmentally Appropriate Practices (DAP) will provide a basis for exploring a variety of curriculum theories and models such as High/Scope, Reggio Emilia, and Montessori. Students will be designing, implementing, and evaluating activities with your children.  
54 hours lecture
CHDV C145  3.00 Units
Language and Literature  A/CSU
Advisory: Reading Level 1, Writing Level 1; one development course
(CHDV C101, CHDV C105 or CHDV C107)

This course develops the skills of storytelling and story reading for all ages. Special emphasis will be on incorporating reading and writing activities into an emergent literacy program that supports children’s language development through the use of children’s literature. 54 hours lecture

CHDV C147  3.00 Units
Assessment and Evaluation  A/CSU
Advisory: Reading Level 1, Writing Level 1; one development course
(CHDV C101, CHDV C105 or CHDV C107)

This course is designed to introduce the concept of assessment and evaluation of young children. The focus is on incorporating standardized and state mandated assessments and evaluations into an authentic assessment that can be used to inform teaching practices as well as monitor the development and learning of young children. 54 hours lecture

CHDV C149  3.00 Units
Play and Meaning  A/CSU
Advisory: Reading Level 1, Writing Level 1; one development course
(CHDV C101, CHDV C105 or CHDV C107)

This course delves into the intricacies of play in the classroom and how children use play to develop meaning. Special emphasis will be placed on building play into the curriculum for children aged birth to school-age. 54 hours lecture

CHDV C171  1.00-2.00-3.00 Units
Professional Development  A/CSU
Requisite: None

Child development students and professionals will maintain currency in the field through professional development activities. Activities may include attendance at pre-approved workshops, lectures, conferences, meetings, in-service training; reading and applying information from professional journals and books; and personal balance and wellness activities related to the community serving children and their families. Units will be earned based on the number of hours of documented participation. The student will develop an individual action plan in collaboration with the instructor and, as applicable, the student’s Professional Growth Advisor. 9 hours lecture/27-81-135 hours laboratory

CHDV C202  3.00 Units
Principles and Practices in Child Development I  A/CSU
Prerequisite: 9 units of core CHDV courses; one developmental course (CHDV C101, C105, or C107); CHDV C115; one curriculum course (CHDV C143, C145, C147, C149)
Advisory: Reading Level 1, Writing Level 1

This course is an introduction to the philosophy, history, and techniques of child development programs. Students will work in a supervised field experience planning learning experiences and developing teaching materials appropriate to the physical, cognitive, and socio-emotional growth of the young child. Placements will be made in infant/toddler, preschool, or school-age programs. Proof of tuberculosis (TB) clearance required prior to placement. 36 hours lecture/54 hours laboratory

CHDV C203  3.00 Units
Principles and Practices in Child Development II  A/CSU
Prerequisite: CHDV C202
Advisory: Reading Level 1, Writing Level 1

This course is a continuation of the learning and development in CHDV C202. Students will work in a supervised field experience planning learning experiences and developing teaching materials appropriate to the physical, cognitive, and socio-emotional growth of the young child. Focus will be on assessing and defining learning outcomes on an individual level. Placements will be made in infant/toddler, preschool, or school age programs. Proof of tuberculosis (TB) clearance required prior to placement. 36 hours lecture/54 hours laboratory

CHDV C205  3.00 Units
Foundations of Infant Development  A/CSU
Advisory: Reading Level 1, Writing Level 1

This course will include a study of growth and development from conception to age 2 through an understanding of biology and environment on development. Emphasis will be placed on the appreciation of the interrelatedness of theory, research, and applications. This course will include research and evidence from field experience with children in a wide variety of environments. 54 hours lecture

CHDV C207  3.00 Units
School-Age Curriculum  A/CSU
Advisory: Reading Level 1, Writing Level 1

This course provides information on how to implement quality programs for school-age children. Students will learn assessment, planning, implementation, and evaluation of programs. Standards for quality school-age care will be used to assess quality indicators in the areas of human relationships, indoor and outdoor environments, activities, health, nutrition, safety, and administration. 54 hours lecture

CHDV C241  3.00 Units
The Exceptional Child: Nature and Needs  A/CSU
Advisory: Reading Level 1, Writing Level 1

This course is intended to provide a broad overview of the theories, descriptions, and practical strategies needed for those who live and work with exceptional needs children. 54 hours lecture

CHDV C251  3.00 Units
Administration of Programs in Child Development I  A/CSU
Prerequisite: Completion of 9 units of Child Development course work or equivalent

Students will be introduced to the principles, techniques and methods for the efficient administration of child development programs. Topics covered include curriculum development, budgeting, personnel issues, health and safety, facility design and layout and knowledge of Title 5 and Title 22 state regulations. 54 hours lecture

CHDV C252  3.00 Units
Administration of Programs in Child Development II  A/CSU
Prerequisite: Completion of 9 units of Child Development course work or equivalent
Advisory: CHDV C251

Students will continue studying the principles, techniques and methods emphasizing leadership and advocacy roles in the management of Child Development programs. Topics covered include effective strategies for working with parents, staff development, and team building. Advocacy roles with staff, as a Center, and in the community are also explored. 54 hours lecture
### COMPUTER SCIENCE

**CHDV C281**
**Adult Supervision**
**3.00 Units**

Advisory: Reading Level 1, Writing Level 1

The course addresses adult supervision and leadership in the Child Development profession. The course will provide background on leadership and the roles leaders assume using principles from business applied specifically to the business of child care and development. The course will provide step-by-step information and ideas for an effective supervisory program with special attention to staff orientation. Finally, the course will explore the leader’s role as change agent and professional.

54 hours lecture

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**CSCI C070**
**Computer Literacy**
**1.00 Unit**

Advisory: Reading Level 2

This hands-on course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging and basic word processing as well as Internet browsing and searching. Computer terminology and identification of fundamental hardware and software applications is introduced. This course brings the successful participant to universal computer literacy standards for the International Computer Drivers License (ICDL). 9 hours lecture/27 hours laboratory

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**CSCI C071**
**Operating System Software**
**0.50 Units**

Advisory: Reading Level 2

Hands-on microcomputer course designed to provide a basic understanding of the workings of an operating system with an emphasis on file and hardware management. 9 hours lecture/9 hours laboratory

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**CSCI C072**
**Networking Essentials**
**2.00 Units**

Requisite: None

This course is intended for students who are interested in learning about networking technologies and can prepare the student for taking the Microsoft Certified Systems Engineer examination. 27 hours lecture/27 hours laboratory

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**CSCI C079**
**Special Topics Computer Science**
**0.50 Units**

Requisite: None

In this course students will learn concepts and develop skills and techniques in the selected topic. 9 hours lecture

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**CSCI C080**
**Introduction to Help Desk Operations**
**2.00 Units**

Advisory: CSCI C070 or equivalent

This course is designed to provide individuals interested in the field of technical customer support with a guide to the “soft skills” and the “self-management skills” needed to deliver excellent customer support at a help desk. It provides students with an understanding of what a career in customer support entails with strong real-world computer support examples, case studies, and exercises. 27 hours lecture/27 hours laboratory

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**CSCI C081**
**Special Topics Computer Science**
**1.00 Unit**

Requisite: None

In this course students will learn concepts and develop skills and techniques in the selected topic. 18 hours lecture

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**CSCI C083**
**Special Topics Computer Science**
**3.00 Units**

Requisite: None

In this course students will learn concepts and develop skills and techniques in the selected topic. 54 hours lecture

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**CSCI C101**
**Introduction to Computer Information Systems**
**3.00 Units**

A/UC/CSU

Advisory: Reading Level 2, Writing Level 2; CSCI C070

This survey class introduces the learner to uses of computers in business and society through exploration of hardware, software, file management, networks, digital media, the Internet, web page creation and business software. Context and issues related to the computer industry as well as information systems and design are presented. Group projects include writing and presenting on a relevant topic utilizing business software and research skills developed in class. 36 hours lecture/54 hours laboratory

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**CSCI C110**
**PC Operating Systems (A Plus Software)**
**2.00 Units**

A/CSU

Requisite: None

This introductory course will include operating system architecture, installation, configuration, management, and troubleshooting. Additional enhancements to this course include hardware troubleshooting in regards to the software portion of the A Plus exam. 18 hours lecture/54 hours laboratory

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**CSCI C111**
**PC Hardware (A Plus Hardware)**
**2.00 Units**

A/CSU

Requisite: None

This is an introductory course in the repair and upgrade of personal computers. It is for those students desiring hands-on experience in computer repair and upgrade who are preparing for the hardware certification exam. Subjects include safety, troubleshooting, assembly, hardware upgrades, memory upgrades, and operating system upgrades. 18 hours lecture/54 hours laboratory

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**CSCI C121**
**Beginning Word**
**1.00 Unit**

A/CSU

Advisory: CSCI C070 or CSCI C101

This hands-on computer course is designed to provide basic understanding of word processing concepts using Microsoft Word. Learners create, edit, and format documents including business letters, multiple-page reports, newsletters, and cover letters. This course begins preparation for the core level Microsoft Office Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory
CSCI C122  
Advanced MS Word  
1.00 Unit  
A/CSU  
Advisory: CSCI C121  
This is a hands-on microcomputer course designed to provide advanced understanding of Microsoft Word. Topics to be covered include intermediate formatting paragraph techniques document and table design, graphic features, mail merge, form development, macros, and collaborating with Workgroups. This course prepares student to pass the expert level Microsoft Office Users Specialist certification exam. 9 hours lecture/27 hours laboratory

CSCI C123  
Beginning Excel  
1.00 Unit  
A/CSU  
Advisory: CSCI C070 or CSCI C101 or equivalent  
This hands-on computer course is designed to provide a basic understanding of spreadsheets. Spreadsheet design, creation, revision, formatting and printing are covered. The learner will create basic sales or expense reports, family budgets and basic business related spreadsheet documents using Microsoft Excel features and functions. This course begins preparation for the core level Microsoft Excel Microsoft Office Specialist certification exam. 9 hours lecture/27 hours laboratory

CSCI C124  
Advanced MS Excel  
1.00 Unit  
A/CSU  
Advisory: CSCI C070 or CSCI C101 or equivalent and CSCI C123  
This is a hands-on microcomputer course designed to provide an intermediate to advanced understanding of spreadsheets using Microsoft Excel. Topics to be covered include importing and exporting data using templates, using multiple workbooks, formatting numbers, printing worksheets, working with named ranges, working with toolbars, macros and auditing a worksheet design. This course prepares student to pass the expert level MS Excel Microsoft Office Specialist certification exam. 9 hours lecture/27 hours laboratory

CSCI C125  
Beginning Access  
1.00 Unit  
A/CSU  
Advisory: CSCI C070 or CSCI C101 or equivalent  
This hands-on computer course is designed to provide an intermediate understanding of database programs. Fundamental relational database design and management as well as building and editing basic tables, forms, queries, and reports are introduced. This course begins preparation for the core level Microsoft Access Office Specialist certification exam. 9 hours lecture/27 hours laboratory

CSCI C127  
MS PowerPoint  
1.00 Unit  
A/CSU  
Advisory: CSCI C070 or CSCI C101 or equivalent  
This is a hands-on microcomputer course designed to provide basic understanding of Microsoft PowerPoint. Topics to be covered include planning, creating, editing, viewing, and printing. This course prepares the student to take the core level Microsoft PowerPoint Office Users Specialist certification exam. 9 hours lecture/27 hours laboratory

CSCI C129  
Beginning MS Outlook  
1.00 Unit  
A/CSU  
Advisory: CSCI C070 or equivalent  
This is a hands-on microcomputer course designed to provide an introduction to personal management software including email, calendar, contacts, and tasking features using Microsoft Outlook. This course prepares the student to pass the expert level Microsoft Office Users Specialty Certification exam. 9 hours lecture/27 hours laboratory

CSCI C135  
Beginning Adobe Acrobat  
1.00 Unit  
A/CSU  
Advisory: CSCI C070 or CSCI C101  
This is a hands-on microcomputer course designed to provide basic understanding of Adobe Acrobat. Topics to be covered include creating portable document files (PDF), working with PDF files, as well as annotation and editing of files. 9 hours lecture/27 hours laboratory

CSCI C136  
Advanced Adobe Acrobat  
1.00 Unit  
A/CSU  
Advisory: CSCI C135  
This is a hands-on microcomputer course designed to provide advanced understanding of Adobe Acrobat. Topics to be covered include adding interactive features, importing digital and scanned material, working with the web, presenting PDF files, protecting files, and distributing PDF collections. 9 hours lecture/27 hours laboratory

CSCI C145  
Cisco Certified Network Associate I  
6.00 Units  
A/CSU  
Prerequisite: CSCI C101  
This is the first of two courses that provides students with the knowledge to plan, implement, and administer a Local Area Network. These two courses also prepare the student to take the Cisco Certified Networking Associate (CCNA) exam. 90 hours lecture/54 hours laboratory

CSCI C151  
Intermediate Word  
1.00 Unit  
A/CSU  
Advisory: CSCI C121  
This hands-on computer course is designed to provide an intermediate understanding of word processing concepts using Microsoft Word. Learners create, edit, and format documents including a business plan, form letters, mailing labels, and learn how to collaborate with others on the creation of complex documents. This course completes preparation for the core level Microsoft Office Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory

CSCI C153  
Intermediate Excel  
1.00 Unit  
A/CSU  
Advisory: CSCI C123  
This hands-on computer course is designed to provide an intermediate understanding of spreadsheets. Learn how to analyze data through list management, using autofilter, sort and pivot table features. Work with multiple worksheets and workbooks, and then create a shared workbook, resolve conflicts, and track changes. Finally, plan and prepare an application using Excel's data validation feature and button creation using macros. This course completes topics required in preparation for the core level Microsoft Excel Office Specialist certification exam. 9 hours lecture/27 hours laboratory

CSCI C155  
Intermediate Access  
1.00 Unit  
A/CSU  
Advisory: CSCI C125  
This hands-on computer course is designed to provide an intermediate understanding of database objects and functionality. Advanced queries, table design, custom forms and reports are covered along with integrating Access with the web and other programs. This course completes preparation for the core level Microsoft Access Office Specialist certification exam. 9 hours lecture/27 hours laboratory
CSCI C161  1.00 Unit  A/CSU
Advanced Word  
Prerequisite: CSCI C151  
This hands-on computer course is designed to provide an advanced understanding of word processing concepts using Microsoft Word. Learners create a document template, apply advanced word processing features, import and run Visual Basic for techniques, record macros, and work with long documents and subdocuments. This course completes preparation for the expert level Microsoft Office Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory

CSCI C163  1.00 Unit  A/CSU
Advanced Excel  
Prerequisite: CSCI C153  
This hands-on computer course is designed to provide an advanced understanding of spreadsheets using Microsoft Excel. Data Tables, Scenario Management, using Solver, importing and exporting data, enhancing with Visual Basic for applications and modifying Excel default settings are covered. This course prepares the learner for the expert level Microsoft Excel Office Specialist certification exam. 9 hours lecture/27 hours laboratory

CSCI C165  1.00 Unit  A/CSU
Advanced Access  
Prerequisite: CSCI C155  
This hands-on computer course is designed to provide an advanced understanding of entry level creation and modification of database applications in business. Action queries, table relationship properties, automating tasks with macros are covered including Switchboard development. Visual Basic for Applications is introduced to enhance database construction and functionality. Managing with replication and synchronization as well securing with user level Security Wizard is included. This course prepares student to take the expert level Microsoft Access Office Specialist certification exam. 9 hours lecture/27 hours laboratory

CSCI C171  1.00 Unit  A/CSU
Introduction to the Internet  
Advisory: CSCI C070 or CSCI C101  
Hands-on introduction to the Internet including electronic mail, file transfer protocol (FTP), browser use and web page development. 18 hours lecture/18 hours laboratory

CSCI C181  3.00 Units  A/CSU
Hypertext Markup Language (HTML)  
Advisory: CSCI C101 or CSCI C171 is strongly advised  
This course provides students with the skills to write HTML and XHTML code and publish completed Web pages to a Web server. Students will also gain a fundamental knowledge of controlling the appearance of a page through Cascading Style sheets. This class is cross-listed with MA C115. 36 hours lecture/54 hours laboratory

CSCI C183  1.00 Unit  A/CSU
Web Development with Microsoft Front Page  
Advisory CSCI C070, and CSCI C171 or the equivalent  
Students will learn the basic skills necessary to create and manage a website through the use of Microsoft Front Page, including creating hyperlinks, embedding pictures, creating tables and using frames. Students will also learn how to use shared borders and themes and how to publish their site. 9 hours lecture/27 hours laboratory

CSCI C187  1.00 Unit  A/CSU
Introduction to MS Project  
Advisory: CSCI C101  
This course introduces the learner to concepts of project management and the Microsoft Project program. Learners will learn how to plan projects, create project schedules, communicate project information, assign resources and costs to project tasks, and track and forecast project progress and completion. 9 hours lecture/27 hours laboratory

CSCI C241  3.00 Units  A/CSU
Introduction to Telecommunications  
Prerequisite: CSCI C101  
Advisory: Reading Level 1  
An overview of telecommunications as it relates to modern uses, hardware devices, software, protocols, local area networks, security and management. 54 hours lecture/18 hours laboratory

CSCI C245  6.00 Units  A/CSU
Cisco Certified Network Associate II  
Prerequisite: CSCI C145  
This is the second of two courses that provides students with the knowledge to plan, implement, and administer a Local Area Network. These two courses also prepare the student to take the Cisco Certified Networking Associate (CCNA) exam. 90 hours lecture/54 hours laboratory

CSCI C251  3.00 Units  A/UC/CSU
Introduction to Structured Programming with Visual Basic  
Advisory: Reading Level 1: CSCI C101  
Introduction to the fundamentals of structured programming, problem definition, algorithm development, and program logic using Visual Basic. 36 hours lecture/54 hours laboratory

CSCI C252  3.00 Units  A/UC/CSU
Introduction to Computer Science  
Prerequisite: CSCI C101, MATH C055  
This course explores topics of computer science within a framework of a six-layer hierarchy of abstractions. In addition to some motivational applications such as Web page design and interactive graphics, the course covers the fundamental issues of algorithms, hardware design, computer organization, system software, language models, theory of computation, and social and ethical issues of computing. The course involves some introductory programming in a language such as C++. Intended for computer science majors. 36 hours lecture/54 hours laboratory

CSCI C262  3.00 Units  A/UC/CSU
COBOL Programming Language  
Advisory: CSCI C101, CSCI C258 or CSCI C252  
Techniques and principles of problem solving using computer systems with COBOL (Common Business Oriented Language). Appropriate for students planning to pursue an A.S. in Business Administration. Laboratory projects are submitted. 54 hours lecture
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C264</td>
<td>3.00</td>
<td>Computer Organization and Assembly Language</td>
<td>A/UC/CSU</td>
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<td>Introduces the student to computer architecture by</td>
<td>MATH C055 or equivalent</td>
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<td>examining the internal organization of digital</td>
<td>PREREQUISITE</td>
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<td>computers. The role of the CPU, instructions,</td>
<td>CSCI C252 and MATH C055; MAY BE TAKEN</td>
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<td>memory management, I/O and interrupts are</td>
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<td>explored. The student will develop skills in</td>
<td>PREREQUISITE</td>
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<td>working with binary numbers and floating-point</td>
<td>CSCI C252/MATH C055</td>
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<td>notation. Assembly language is used to illustrate</td>
<td>PREREQUISITE</td>
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<td>how the various components work together as a system.</td>
<td>CSCI C252/MATH C055</td>
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<td>Laboratory projects are submitted. 54 hours</td>
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<tr>
<td>CSCI C265</td>
<td>3.00</td>
<td>C++ Programming Language I</td>
<td>A/UC/CSU</td>
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<td>Introduces techniques and principles of problem</td>
<td>CSCI C252 and MATH C055; MAY BE TAKEN</td>
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<td>solving using computer systems with C++ language.</td>
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<td>Appropriate for liberal arts and business students</td>
<td>PREREQUISITE</td>
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<td>as well as for technically-oriented students.</td>
<td>CSCI C252/MATH C055</td>
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<td>Laboratory projects are submitted. 54 hours</td>
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<tr>
<td>CSCI C266</td>
<td>3.00</td>
<td>C++ Programming Language II</td>
<td>A/UC/CSU</td>
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<td>Advanced techniques and principles of problem</td>
<td>CSCI C265</td>
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<td>solving using computer systems with C++ language.</td>
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<td>students as well as for technically-oriented</td>
<td>CSCI C252/MATH C055</td>
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<td>students. Laboratory projects are submitted.</td>
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<td>54 hours lecture</td>
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<tr>
<td>CSCI C267</td>
<td>3.00</td>
<td>Java Programming</td>
<td>A/CSU</td>
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<td></td>
<td></td>
<td>This course introduces techniques and principles of</td>
<td>CSCI C251 or CSCI C252 and MATH C055</td>
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<td>problem solving using computer systems with the</td>
<td>PREREQUISITE</td>
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<td></td>
<td>Java computer programming language. The development</td>
<td>CSCI C251 or CSCI C252 and MATH C055</td>
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<td>of applications and applets with Java will be</td>
<td>PREREQUISITE</td>
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<td>covered using object-oriented programming</td>
<td>CSCI C251 or CSCI C252 and MATH C055</td>
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<td>techniques. 36 hours lecture/54 hours laboratory</td>
<td>PREREQUISITE</td>
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<tr>
<td>CSCI C270</td>
<td>3.00</td>
<td>Introduction to Database Design and Management</td>
<td>A/CSU</td>
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<td>This course introduces the concepts of database</td>
<td>CSCI C101</td>
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<td>systems, design, and management. The course will</td>
<td>PREREQUISITE</td>
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<td>cover the relational database model, normalization,</td>
<td>CSCI C101</td>
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<td>entity-relationship diagrams and SQL (Structured</td>
<td>PREREQUISITE</td>
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<td>Query Language). Additional topics include data</td>
<td>CSCI C101</td>
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<td>warehousing, and web-based database development. 36</td>
<td>PREREQUISITE</td>
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<td>hours lecture/54 hours laboratory</td>
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<td>PREREQUISITE</td>
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<tr>
<td>CSCI C280</td>
<td>3.00</td>
<td>Web Application Development Using PHP</td>
<td>A/CSU</td>
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<td>This course covers an introduction to the use of</td>
<td>CSCI C101 or equivalent</td>
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<td>the PHP platform to develop dynamic web applications.</td>
<td>MA C124 or equivalent</td>
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<td>It covers the origins, syntax and structure of PHP,</td>
<td>PREREQUISITE</td>
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<td>as well as the PHP-specific commands and objects</td>
<td>CSCI C101</td>
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<td>and their use in PHP development. 36 hours</td>
<td>PREREQUISITE</td>
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<td>lecture/54 hours laboratory</td>
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<tr>
<td>CSCI C285</td>
<td>3.00</td>
<td>Extensible Markup Language (XML)</td>
<td>A/CSU</td>
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<td>An introduction to Extensible Markup Language (XML),</td>
<td>CSCI C101 or equivalent, MATH C055</td>
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<td>an engine that allows users to describe data</td>
<td>PREREQUISITE</td>
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<td>regardless of whether that data is being</td>
<td>CSCI C181/MATH C115</td>
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<td>processed via fax, wireless device, or computer.</td>
<td>PREREQUISITE</td>
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<td>Students will learn how to share and access data</td>
<td>PREREQUISITE</td>
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<td>both on the web and in business settings. 36 hours</td>
<td>CSCI C181/MATH C115</td>
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<td>lecture/54 hours laboratory</td>
<td>PREREQUISITE</td>
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</tbody>
</table>

**COUNSELING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN C081</td>
<td>1.00</td>
<td>Topics in College Adjustment</td>
<td>None</td>
<td>A/CSU</td>
</tr>
<tr>
<td>COUN C101</td>
<td>2.00</td>
<td>Tools for College Success</td>
<td>None</td>
<td>A/CSU</td>
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<tr>
<td>COUN C102</td>
<td>3.00</td>
<td>Becoming a Lifelong Learner</td>
<td>PDEV C101</td>
<td>A/CSU</td>
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<tr>
<td>DANC C104</td>
<td>1.00</td>
<td>Basic Country Western Dancing</td>
<td>None</td>
<td>A/CSU</td>
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**DANCE**

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<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC C104</td>
<td>1.00</td>
<td>Basic Country Western Dancing</td>
<td>None</td>
<td>A/CSU</td>
</tr>
</tbody>
</table>
DRAFTING

**DRFT C111**
Engineering Drawing I  
3.00 Units  
A/CSU  
Prerequisite: None

Fundamentals, techniques, procedures, and practices of industrial drafting and design based upon the American Standards Association “Drawing and Drafting Room Practices” and “American National Standards Institute (ANSI) Y14.5M, 1982”; review of lettering; use of Leroy lettering equipment; review of basic theory of orthographic projection; detailed drawings; use of drafting equipment; use of ink in drawings; sectioning; auxiliary view drawings; shop processes; dimensioning and detailed working drawings. 36 hours lecture/54 hours laboratory

**DRFT C112**
Engineering Drawing II  
3.00 Units  
A/CSU  
Prerequisite: DRFT C111 or two years high school drafting with grades of “B” or better

Fundamentals, techniques, procedures, and practices of industrial drafting and design based upon the American Standards Association “Drawing and Drafting Room Practices” and “American National Standards Institute (ANSI) Y14.5M, 1982”; review of lettering; use of Leroy lettering equipment; review of basic theory of orthographic projection; detailed drawings; use of drafting equipment; use of ink in drawings; sectioning; auxiliary view drawings; shop processes; dimensioning and detailed working drawings. 36 hours lecture/54 hours laboratory

**DRFT C121**
Architectural Planning I  
3.00 Units  
A/CSU  
Prerequisite: DRFT C111 or one year high school drafting

Design of residential and commercial buildings with emphasis on functional and aesthetic planning. Architectural design in masonry, concrete, steel and wood. 36 hours lecture/54 hours laboratory

**DRFT C122**
Architectural Planning II  
3.00 Units  
A/CSU  
Prerequisite: DRFT C121 or equivalent

Rendering techniques, shades and shadows, application of perspective and color to presentation drawings and model construction. 36 hours lecture/54 hours laboratory

**DRFT C151**
Fundamentals of AutoCAD  
3.00 Units  
A/CSU  
Advisory: Reading Level 1, Writing Level 2; CSCI C101 and CSCI C171

This course examines the use of AutoCAD to obtain graphic solutions and delineations of industrial, architectural, and engineering drawings. Course topics include AutoCAD features, commands, and tools for drawing and dimensioning techniques. This course is cross-listed with MA C172. 36 hours lecture/54 hours laboratory

**DRFT C152**
Advanced Computer Aided Design and Drafting  
3.00 Units  
A/CSU  
Prerequisite: DRFT C151, DRFT C211

Exploration of the role of Computer Aided Design and Drafting (CADD) in the design process with emphasis on electrical and mechanical systems. Building the critical attributes of a design. Menu modification, 3-D extensions, and design portability are explored. 36 hours lecture/54 hours laboratory

**ECON C101**
Introduction to Economics  
3.00 Units  
A/UC/CSU  
Advisory: Reading Level 1, Writing Level 2

Macro and micro concepts as they apply to current economic problems. For the non-economics and non-business majors. Survey of economics for many majors, especially those requiring one semester of economics. 54 hours lecture
**EMERGENCY MEDICAL TECHNOLOGY**

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<tr>
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<th>Units</th>
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<td>EMTC C070</td>
<td>0.50</td>
<td>CPR for the Professional Rescuer</td>
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<tr>
<td>EMTC C105</td>
<td>5.50</td>
<td>Emergency Medical Technician I</td>
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<tr>
<td>EMTC C105 (Refresher)</td>
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<td>This course is the refresher for EMTC C105. It provides an overview of emergency medical care.</td>
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**EDUCATION**

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<tr>
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<tr>
<td>EDUC C201</td>
<td>3.00</td>
<td>Educational Field Experience</td>
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**ENGLISH**

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<thead>
<tr>
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<th>Units</th>
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<tr>
<td>ENGL C020</td>
<td>3.00</td>
<td>Literacy Skills</td>
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<tr>
<td>ENGL C021</td>
<td>1.00</td>
<td>Basic Spelling Skills</td>
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<tr>
<td>ENGL C030</td>
<td>4.00</td>
<td>Basic Writing Skills</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>ENGL C040</td>
<td>4.00</td>
<td>Improving Basic Writing Skills</td>
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<tr>
<td>ENGL C051</td>
<td>3.00</td>
<td>Research for Writing</td>
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<tr>
<td>ENGL C055</td>
<td>1.00</td>
<td>Special Topics in Shakespeare and Modern Drama: Plays on Stage</td>
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<tr>
<td>ENGL C070</td>
<td>4.00</td>
<td>Introductory Composition</td>
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<tr>
<td>ENGL C071</td>
<td>1.00</td>
<td>Spelling</td>
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<tr>
<td>ENGL C092</td>
<td>2.00</td>
<td>Grammar and Punctuation Refresher</td>
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<td>ENGL C101</td>
<td>4.00</td>
<td>Freshman Composition</td>
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<td>ENGL C101H</td>
<td>5.00</td>
<td>Freshman Composition – Honors</td>
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<tr>
<td>ENGL C102</td>
<td>3.00</td>
<td>Critical Thinking Through Literature</td>
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<tr>
<td>ENGL C102H</td>
<td>4.00</td>
<td>Critical Thinking Through Literature – Honors</td>
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</table>

This course, which is preparation for College Composition, is designed to teach students to write short compositions (500-750 words each) with clear organization, development, keywords, thesis, topic sentences, and sufficient supporting details. Students will become familiar with a variety of rhetorical modes, be introduced to expository and text-based writing, and complete in-class compositions. Major and minor principles of grammar will be reviewed. 72 hours lecture

Students will learn to harness and manage information from printed and electronic sources, including the Internet. Students will develop search skills step by step, using current models for all library and Internet searches. All newly acquired search techniques and strategies will be applied to several short, student-chosen research projects, or to assigned papers from other classes, to be presented before an audience. 54 hours lecture

This composition course for transfer to four-year institutions, students write five to seven expository and argumentative essays, including a substantive research paper of 2000 words showing the student's ability to analyze and evaluate source material and to generate and develop independent topics of inquiry appropriate to academic work (total: 7000 words). The course emphasizes analyzing and actively engaging university-level concepts presented in outside sources. 72 hours lecture

In this composition course for transfer to four-year institutions, students write at least five expository and argumentative essays, including a substantive research paper of 2000 words showing the student's ability to analyze and evaluate source material and to generate and develop independent topics of inquiry appropriate to academic work (total: 7000 words). The course emphasizes analyzing and actively engaging university-level concepts presented in outside sources. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment is limited to current and prospective Honors Program students. 90 hours lecture

In this composition course for transfer to four-year institutions, students will continue development of composition and critical reasoning skills begun in ENGL C101 through advanced study of imaginative literature (novels, poetry, drama) and arguments. The course emphasizes critical analysis, principles of logic, and presentation of carefully-reasoned written arguments. Students will write at least five expository and argumentative essays, including some requiring substantive research showing the student’s ability to analyze and evaluate source material and to generate and develop independent topics of inquiry (total: 8,000 words). 54 hours lecture

In this composition course for transfer to four-year institutions, students will continue development of composition and critical reasoning skills begun in ENGL C101 through advanced study of imaginative literature (novels, poetry, drama) and arguments. The course emphasizes critical analysis, principles of logic, and presentation of carefully-reasoned written arguments. Students will write at least five expository and argumentative essays, including some requiring substantive research showing the student’s ability to analyze and evaluate source material and to generate and develop independent topics of inquiry (total: 8,000 words). The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also required at least one extra paper assignment beyond that required in the non-honors course. Note: Enrollment is limited to current and prospective Honors Program students. 72 hours lecture

Basic spelling, including the use of the apostrophe. 18 hours lecture

This course is designed for students of all levels. Topics include recognizing sentence patterns, avoiding run-ons and fragments, knowing when to use the comma, correctly employing the minor punctuation marks of semicolon, colon, dash, and others. Some time will be spent on grammar’s relation to style and a brief history of the English language. 36 hours lecture
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<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>A/UC/CSU</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL C111</td>
<td>3.00</td>
<td>Introduction to Types of Literature</td>
<td>A/UC/CSU</td>
<td>ENGL C070, Reading Level 1, Writing Level 1</td>
<td>This course provides students an introduction to the analysis and interpretation of imaginative literature and will develop students' ability to understand structure, theme, and artistic purpose in works of poetry, drama, and fiction. 54 hours lecture</td>
</tr>
<tr>
<td>ENGL C111H</td>
<td>4.00</td>
<td>Introduction to Types of Literature – Honors</td>
<td>A/UC/CSU</td>
<td>ENGL C070, Reading Level 1, Writing Level 1</td>
<td>This course provides students an introduction to the analysis and interpretation of imaginative literature and will develop students' ability to understand structure, theme, and artistic purpose in works of poetry, drama, and fiction. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment is limited to current and prospective Honors Program students. 72 hours lecture</td>
</tr>
<tr>
<td>ENGL C141</td>
<td>3.00</td>
<td>Creative Writing: Fiction and Poetry</td>
<td>A/UC/CSU</td>
<td>ENGL C070, Reading Level 1</td>
<td>This course is a creative writing workshop in which the student submits original short stories and poems for group discussion. The student will also study works by contemporary authors in order to develop knowledge of the form and theory behind good fiction and poetry. 54 hours lecture</td>
</tr>
<tr>
<td>ENGL C142</td>
<td>3.00</td>
<td>Fiction Writing</td>
<td>A/UC/CSU</td>
<td>ENGL C141</td>
<td>This course is a workshop on the craft of fiction writing with emphases on form, theory, and practice. Students will read and discuss published fiction and will write and submit short stories for workshop discussion. 54 hours lecture</td>
</tr>
<tr>
<td>ENGL C144</td>
<td>3.00</td>
<td>Poetry Writing</td>
<td>A/UC/CSU</td>
<td>ENGL C141</td>
<td>This class is a workshop on the craft of poetry writing with emphases on form, theory, and practice. Students will read and discuss published poetry and will write and submit poems for workshop discussion. 54 hours lecture</td>
</tr>
<tr>
<td>ENGL C145</td>
<td>3.00</td>
<td>Business Communication</td>
<td>A/UC/CSU</td>
<td>CSCI C127, Reading Level 1, Writing Level 1</td>
<td>Discussion, critique, and practice of business writing techniques, emphasizing the psychology of effective writing. This course is cross-listed with BSAD C145. 54 hours lecture</td>
</tr>
<tr>
<td>ENGL C151</td>
<td>3.00</td>
<td>Technical Communication</td>
<td>A/UC/CSU</td>
<td></td>
<td>This course stresses clarity and accuracy in written communication appropriate for technical fields, both in print and electronic forms. Students will gain the skills necessary to research, write, and edit effective content. They will learn to divide content into sections and organize those sections into a navigational structure. Students will also learn how to convert narrative data into visual elements and how to present such information accurately. Topics include formal and informal reports, letters, instructions, and the design elements of the technical writer's job. This course is cross-listed with MA C125. 54 hours lecture</td>
</tr>
<tr>
<td>ENGL C161</td>
<td>3.00</td>
<td>Newswriting</td>
<td>A/UC/CSU</td>
<td>ENGL C070, Reading Level 1, Writing Level 1</td>
<td>This is a course in newswriting principles. Clear, concise, and accurate communication is emphasized through writing and rewriting of basic news stories. This course is cross-listed with JRNL C161. 54 hours lecture</td>
</tr>
<tr>
<td>ENGL C190</td>
<td>3.00</td>
<td>Art of Fiction</td>
<td>A/UC/CSU</td>
<td></td>
<td>This course introduces students to the variety, nature, and techniques of fictional narrative, Students will read and analyze short stories to better understand the function of plot, character, setting, imagery, theme, and point of view in narrative art. 54 hours lecture</td>
</tr>
<tr>
<td>ENGL C221</td>
<td>3.00</td>
<td>World Literature I</td>
<td>A/UC/CSU</td>
<td>ENGL C070, Reading Level 1, Writing Level 1</td>
<td>This course provides a chronological survey of the literature of the world from the Biblical period through the Renaissance. 54 hours lecture</td>
</tr>
<tr>
<td>ENGL C221H</td>
<td>4.00</td>
<td>World Literature I – Honors</td>
<td>A/UC/CSU</td>
<td>ENGL C070, Reading Level 1, Writing Level 1</td>
<td>This course provides a chronological survey of the literature of the world from the Biblical period through the Renaissance. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. Note: Enrollment limited to current and prospective Honors Program students. 72 hours lecture</td>
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<tr>
<td>Course Code</td>
<td>Units</td>
<td>Title</td>
<td>Advisory</td>
<td>Course Description</td>
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<tr>
<td>ENGL C222</td>
<td>3.00</td>
<td>World Literature II</td>
<td>A/UC/CSU</td>
<td>This course provides a chronological survey of the literature of Europe from the seventeenth century through the twentieth century. 54 hours lecture</td>
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</tr>
<tr>
<td>ENGL C222H</td>
<td>4.00</td>
<td>World Literature II – Honors</td>
<td>A/UC/CSU</td>
<td>This course provides a chronological survey of the literature of Europe from the seventeenth century through the twentieth century. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. Note: Enrollment is limited to current and prospective Honors Program students. 72 hours lecture</td>
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<tr>
<td>ENGL C231</td>
<td>3.00</td>
<td>Survey of British Literature I: Beginnings to 1785</td>
<td>A/UC/CSU</td>
<td>This course studies English literature from Anglo-Saxon times to the end of the Eighteenth Century. 54 hours lecture</td>
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</tr>
<tr>
<td>ENGL C231H</td>
<td>4.00</td>
<td>Survey of British Literature I: Beginnings to 1785 – Honors</td>
<td>A/UC/CSU</td>
<td>This course studies English literature from Anglo-Saxon times to the end of the eighteenth century. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment is limited to current and prospective Honors Program students. 72 hours lecture</td>
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</tr>
<tr>
<td>ENGL C232</td>
<td>3.00</td>
<td>Survey of British Literature II: 1785 to Present</td>
<td>A/UC/CSU</td>
<td>This course studies British literature from the Romantic Period to the present. 54 hours lecture</td>
<td></td>
</tr>
<tr>
<td>ENGL C232H</td>
<td>4.00</td>
<td>Survey of British Literature II: 1785 to Present – Honors</td>
<td>A/UC/CSU</td>
<td>This course studies British literature from the Romantic Period to the present. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment is limited to current and prospective Honors Program students. 72 hours lecture</td>
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<tr>
<td>ENGL C235</td>
<td>3.00</td>
<td>Introduction to Shakespeare</td>
<td>A/UC/CSU</td>
<td>Introduction to Shakespeare’s art. Discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and/or social influences of Renaissance England contributing to the development of Shakespeare’s literary achievements. 54 hours lecture</td>
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<tr>
<td>ENGL C235H</td>
<td>4.00</td>
<td>Introduction to Shakespeare – Honors</td>
<td>A/UC/CSU</td>
<td>Introduction to Shakespeare’s art. Discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and/or social influences of Renaissance England contributing to the development of Shakespeare’s literary achievements. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment is limited to current and prospective Honors Program students. 72 hours lecture</td>
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<tr>
<td>ENGL C241</td>
<td>3.00</td>
<td>Survey of American Literature I: Beginnings to 1865</td>
<td>A/UC/CSU</td>
<td>CAN ENGL 14</td>
<td>Advisory: Reading Level 1</td>
</tr>
<tr>
<td>ENGL C241H</td>
<td>4.00</td>
<td>Survey of American Literature I: Beginnings to 1865 – Honors</td>
<td>A/UC/CSU</td>
<td>Advisory: ENGL C070, Reading Level 1, Writing Level 1</td>
<td>This course studies American authors from the Colonial Period to the beginning of the twentieth century. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. Note: Enrollment is limited to current or prospective Honors Program students. 72 hours lecture</td>
</tr>
<tr>
<td>ENGL C242</td>
<td>3.00</td>
<td>Survey of American Literature II: 1865 to Present</td>
<td>A/UC/CSU</td>
<td>Advisory: ENGL C070, Reading Level 1</td>
<td>This literature course introduces students to American authors from the 1865 to the present. Students will read, discuss, critique, and write about literature from essays, short stories, poems, texts, and a book-length work. The course emphasizes analyzing texts and studying the intellectual, social, and cultural history of Americans. 54 hours lecture</td>
</tr>
<tr>
<td>ENGL C242H</td>
<td>4.00</td>
<td>Survey of American Literature II: 1865 to Present – Honors</td>
<td>A/UC/CSU</td>
<td>Advisory: ENGL C070, Reading Level 1, Writing Level 1</td>
<td>This course studies American authors from 1865 to the present. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment is limited to current or prospective Honors Program students. 72 hours lecture</td>
</tr>
<tr>
<td>ENGL C245</td>
<td>3.00</td>
<td>Women’s Literature</td>
<td>A/UC/CSU</td>
<td>This course studies the literary achievements of women writers. 54 hours lecture</td>
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</tbody>
</table>
ENGL C245H  4.00 Units
Women's Literature Honors  A/UC/CSU
Advisory: ENGL C070, Reading Level 1, Writing Level 1
This course studies the literary achievements of women writers. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment is limited to current or prospective Honors Program students. 72 hours lecture

ENGL C249  3.00 Units
Multi-Ethnic American Literature  A/UC/CSU
Advisory: ENGL C070, Reading Level 1, Writing Level 1
This course studies the contributions to American literature by African-Americans, Asian-Americans, Latinos and Native Americans. 54 hours lecture

ENGL C249H  4.00 Units
Multi-Ethnic American Literature – Honors  A/UC/CSU
Advisory: ENGL C070, Reading Level 1, Writing Level 1
This course studies the contributions to American literature by African-Americans, Asian-Americans, Latinos, and Native Americans. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment is limited to current or prospective Honors Program students. 72 hours lecture

ENGLISH AS A SECOND LANGUAGE

ENSL C020  2.00 Units
Low Beginning English for Speakers of Other Languages I  P
Prerequisite: Use of language other than English as a primary language. Must be literate in native language. Also, the ability to speak, understand, read, and write English at a survival level is desirable.

This course is beneficial to students that are at a low beginning skill level. Students will learn English vocabularies and improve their listening and speaking skills. Using both spoken and written drills and exercises, students will learn and practice the basic parts of an English sentence. Needs and skills assessments will be given to determine personal goals, ability to benefit from the class and skill level. 18 hours lecture/54 hours laboratory

ENSL C021  2.00 Units
Beginning English for Speakers of Other Languages II  P
Prerequisite: ENSL C020

This course is beneficial to students that are at a high beginning skill level. Students will learn English vocabularies and improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students will learn and practice basic English grammar. Needs and skills assessment will be given to determine personal goals, ability to benefit from the class and skill level. 18 hours lecture/54 hours laboratory

ENSL C022  2.00 Units
Low Intermediate English for Speakers of Other Languages III  P
Prerequisite: ENSL C021

Students will learn English vocabularies and improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students will learn and practice basic English grammar. Needs and skills assessments will be given to determine personal goals, ability to benefit from the class, and skill level. This course is beneficial to students that are at a low intermediate skill level. 18 hours lecture/54 hours laboratory

FAMILY AND CONSUMER EDUCATION

FACE C040  0.50 Units
SERV SAFE Certification  P
Requisite: None

This course is designed to provide the principles of food safety. It fulfills the California SERV SAFE certification requirement. 9 hours lecture

FACE C111  3.00 Units
Interior Design I  A/CSU
Requisite: None

Art elements and principles applied to the home. Beauty, comfort, use and care adapted to families of varying interests and income. 54 hours lecture

FACE C112  3.00 Units
Interior Design II  A/CSU
Requisite: None

Analysis of housing needs in selection of site, architecture, floor plans, color and furnishings. Comparison study of quality in construction, materials and design related to cost. 54 hours lecture

FACE C121  3.00 Units
Nutrition  A/CSU
Advisory: Reading Level 1

This course is designed to develop an understanding of the principles of human nutrition, including historical development, underlying physical, mental and emotional health, current world nutrition problems, nutrients and their utilization by the body, and nutritional needs throughout the life cycle. Recent developments in nutrition, food fads and fallacies, and informational nutritional resources will be addressed. 54 hours lecture

FILM

FILM C211  3.00 Units
Hispanic Culture Through Film  A/UC/CSU
Requisite: None

This class will study Hispanic civilization and culture through films, videos and documentaries. There will be analysis, discussion, and written critique of selected films from Spain and Latin America and the United States. The emphasis is on issues of multiculturalism and diversity as illustrated by the films. This course will focus on topics such as race, prejudice and discrimination, classism, and gender issues. Films are subtitled, no knowledge of Spanish is required. This course is cross-listed with Spanish C211. 54 hours lecture
<table>
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<tr>
<th>COURSE CODE</th>
<th>COURSE DESCRIPTION</th>
<th>UNITS</th>
<th>PREREQUISITE(S)</th>
<th>CREDITS</th>
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<tr>
<td><strong>FIRE C101</strong></td>
<td>Fire Protection Organization</td>
<td>3.00</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>A/CSU</td>
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<tr>
<td><strong>FIRE C105</strong></td>
<td>Fire Prevention Technology</td>
<td>3.00</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>A/CSU</td>
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<tr>
<td><strong>FIRE C111</strong></td>
<td>Fire Protection, Equipment and Systems</td>
<td>3.00</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>A/CSU</td>
</tr>
<tr>
<td><strong>FIRE C115</strong></td>
<td>Building Construction for Fire Protection</td>
<td>3.00</td>
<td>FIRE C101 and FIRE C105</td>
<td>A/CSU</td>
</tr>
<tr>
<td><strong>FIRE C121</strong></td>
<td>Fire Behavior and Combustion</td>
<td>3.00</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>A/CSU</td>
</tr>
<tr>
<td><strong>FIRE C125</strong></td>
<td>Fire Hydraulics</td>
<td>3.00</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>A/CSU</td>
</tr>
<tr>
<td><strong>FIRE C205</strong></td>
<td>Firefighter I Academy</td>
<td>10.00</td>
<td>FIRE C101</td>
<td>A/CSU</td>
</tr>
<tr>
<td><strong>FIRE C211</strong></td>
<td>Fire Management</td>
<td>3.00</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>A/CSU</td>
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<tr>
<td><strong>FIRE C252</strong></td>
<td>Fire Command 1a</td>
<td>3.00</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>A/CSU</td>
</tr>
<tr>
<td><strong>FIRE C253</strong></td>
<td>Fire Command 1b</td>
<td>3.00</td>
<td>FIRE C252 or concurrent enrollment</td>
<td>A/CSU</td>
</tr>
<tr>
<td><strong>FIRE C254</strong></td>
<td>Fire Prevention 1a</td>
<td>3.00</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>A/CSU</td>
</tr>
</tbody>
</table>
FIRE C255  3.00 Units  A/CSU
Fire Prevention 1b  
Prerequisite: FIRE C254

Provides information for fire company officers so they may respond to a variety of fire prevention situations in a professional and effective manner. Information on types and operations of sprinkler and alarm systems is also included. 54 hours lecture

FIRE C261  3.00 Units  A/CSU
Fire Investigation  
Prerequisite: FIRE C260 or concurrent enrollment

Designed to help arson investigators successfully carry out their responsibilities in insurance/arson detection, and explosives investigations. Emphasis will be placed upon the use of laboratory services and investigative responsibilities of an investigator at locations of arson and explosives incidents. 54 hours lecture

FIRE C265  3.00 Units  A/CSU
Fire Instructor 1a  
Prerequisite: FIRE C264 or concurrent enrollment

In-service training program intended for those in the Fire Technology field who would like to become certified fire instructors through the State Fire Marshall’s Office. The class emphasizes occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives and development of lesson plans. Also included is the psychology of learning, evaluation of effectiveness and student teaching demonstrations. 48 hours lecture

FIRE C266  3.00 Units  A/CSU
Fire Instructor 1b  
Prerequisite: FIRE C265

This course is a continuation of FIRE C265. Emphasis is on the instructor’s role and responsibilities in the classroom, course outline development, lesson plan review, instructional aid development, fundamentals of testing and measurements and student teaching demonstrations. 54 hours lecture

FIRE C275  3.00 Units  A/CSU
Emergency Vehicle Operation (Driver/Operator)  
Prerequisite: FIRE C274 or concurrent enrollment

Designed to encompass vehicle laws, driver responsibilities, emergency response procedures, apparatus and equipment maintenance procedures and the maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. 54 hours lecture

FIRE C276  3.00 Units  A/CSU
Fire Pump Operation (Driver/Operator)  
Prerequisite: FIRE C275

Encompasses types and designs of fire service pumps and their operations. Methods and techniques to calculate engine and nozzle pressures, operating pumping engines at draft and from hydrants, supplying single and multiple hose lines, and recognizing different types of water supply sources and their uses are explored. 54 hours lecture

FREN C101  5.00 Units  A/UC/CSU
Beginning French I  
Requisite: None

This course is the first of a two-semester sequence to develop the basic grammatical structures and vocabulary for understanding, speaking, reading, and writing French. Students will also explore French and francophone cultures and traditions. 90 hours lecture

FREN C102  4.00 Units  A/UC/CSU
Beginning French II  
Requisite: FREN C101 or placement at this level based on results of CLEP, AP or other accepted equivalency exam or one year of high school French with a grade of “C” or better.

Beginning French II is the second of a two-semester sequence to develop the basic grammatical structures and vocabulary for understanding, speaking, reading, and writing French. Students will continue to explore French and francophone cultures and traditions. An interactive classroom approach emphasizes linguistic performance of students as they apply the language to concrete situations using essential vocabulary structures. 72 hours lecture

FREN C131  3.00 Units  A/CSU
Basic Conversational French  
Advisory: Reading Level 2, Writing Level 2

Basic Conversational French is designed for students who wish to learn to communicate in French on a very basic level. The course emphasizes speaking with minimal instruction in grammar. Students will learn and use phrases and vocabulary related to everyday situations and travel, while learning about French and francophone cultures and traditions. This course is neither a prerequisite nor equivalent to FREN C101 and can be taken concurrently with FREN C101/102. 54 hours lecture

FREN C201  4.00 Units  A/UC/CSU
Intermediate French I  
Requisite: FREN C102 or placement on the college-level French placement exam, or 2 years of high school French with a grade of “C” or better

FREN C201 offers an in-depth, in-French presentation of French grammar as well as cultural readings and literary works by well-known French authors. The emphasis of the course is on communication, both written and spoken. 72 hours lecture

FREN C202  4.00 Units  A/UC/CSU
Intermediate French II  
Requisite: FREN C201

FREN C202 continues to expand on the grammatical concepts offered in FREN C201 while developing a more sophisticated style and structure in the student’s written and spoken French. More advanced cultural and literary works will be studied as well. 72 hours lecture
GEOGRAPHY

GEOG C101  3.00 Units
Physical Geography Lecture
Advisory: Reading Level 1, Writing Level 1
This course covers the study of the earth as an integrated system, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding human-land relationships promoting cultural awareness, and examining current world problems from a geographical perspective. 54 hours lecture

GEOG C102  1.00 Unit
Physical Geography Laboratory
Advisory: Reading Level 1, Writing Level 1
This laboratory course provides practical experience in field methods and enhancement of topics such as the earth as an integrated system, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding human-land relationships promoting cultural awareness, and examining current world problems from a geographical perspective. The laboratory portion of the course covers field techniques and provides practical examples that enhance and reinforce topics covered in the lecture. 54 hours laboratory

GEOG C111  4.00 Units
Physical Geography
Advisory: Reading Level 1, Writing Level 1
This course covers the study of the earth as an integrated system, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding human-land relationships, promoting cultural awareness, and examining current world problems from a geographical perspective. The laboratory portion of the course covers field techniques and provides practical examples that enhance and reinforce topics covered in the lecture. 54 hours lecture/54 hours laboratory

GEOG C121  3.00 Units
Cultural Geography
Advisory: Reading Level 1, Writing Level 2
Cultural geography, the interdisciplinary nature of geographic perspective and geographic literacy as it relates to population and settlement, agriculture, natural resource exploitation, manufacturing, commerce and their patterns of world distribution. Global environmental awareness and the geographical perspective. 54 hours lecture

GEOG C131  3.00 Units
World Regional Geography
Advisory: Reading, Level 1, Writing Level 2
Aspects of physical and cultural geography such as land-forms, climate, vegetation, soils, natural resources, demography, political and economic organization, and urbanization are applied to various world regions. An emphasis is placed on understanding man-land relationships, promoting cultural awareness, and examining current world problems from a geographical perspective. 54 hours lecture

GEOG C131H  4.00 Units
World Regional Geography - Honors
Advisory: Reading Level 1, Writing Level 2
Aspects of physical and cultural geography such as land-forms, climate, vegetation, soils, natural resources, demography, political and economic organization, and urbanization are applied to various world regions. An emphasis is placed on understanding man-land relationships, promoting cultural awareness, and examining current world problems from a geographical perspective. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students. 72 hours lecture

GEOLOGY

GEOL C111  4.00 Units
Physical Geology
Advisory: Reading Level 1, Writing Level 2
The origin and evolution of the earth, particularly its crust. Emphasis is on the nature of rocks and minerals, their origin, breakdown, and reconstitution; the evolution of continents, ocean basins, and mountain belts; processes of volcanism; and the work of water, wind, and ice in modifying the earth’s surface. 54 hours lecture/54 hours laboratory

GEOL C115  3.00 Units
Minerals and Rocks
Advisory: Reading Level 1, Writing Level 2
Requisite: None
An introduction to minerals and rocks for the non-science major, with the emphasis given to mineral recognition. 36 hours lecture/54 hours laboratory

GEOL C121  3.00 Units
Historical Geology
Advisory: Reading Level 1, Writing Level 2
The history of the earth and of life on earth. Principles and methods of historical geology. 54 hours lecture

GEOL C131  3.00 Units
Environmental Geology
Advisory: Reading Level 1, Writing Level 2
This course will study the relationship between human beings and their environment. The course will emphasize aspects of geology that can be applied toward improving the human endeavor; volcanic eruptions, earthquakes, landslides, floods and other geological hazards as well as the earth’s mineral and energy resources will be studied in detail. 54 hours lecture

HEALTH CAREERS

HCRS C045  2.00 Units
Student Vocational Nurse Content Review
Prerequisite: HCRS C101, HCRS C102, HCRS C201, HCRS C111, HCRS C112, HCRS C211
This course is a comprehensive content review of theory topics covered during the three semester Student Vocational Nursing Program. The course is designed to assist students in the final preparation for the mandated licensing exam (NCLEX-PN) to become Licensed Vocational Nurses. Credit/No Credit grading. 36 hours lecture
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<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td>HCRS C055</td>
<td>5.00</td>
<td>Certified Nurses Aide</td>
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<td>Prerequisite: None</td>
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<td>This course develops the skills necessary to pass the state mandated</td>
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<td>test to become a Certified Nurses Aide. Topics include legal and</td>
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<td>ethical responsibilities, bedside care, moving and positioning a</td>
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<td>resident, general observations of a resident’s condition and</td>
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<td>responsibilities related to care of the elderly resident. Practical</td>
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<td>bedside skills are practiced by the student in the nursing skills</td>
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<td>lab. The student gains experience in a long-term care facility. The</td>
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<tr>
<td></td>
<td></td>
<td>student must pass the course with a grade of “C” or better.</td>
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<tr>
<td>HCRS C057</td>
<td>1.00</td>
<td>Home Health Aide</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite: Must be a Certified Nursing Assistant</td>
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<tr>
<td></td>
<td></td>
<td>This course is designed to prepare the student to work with clients</td>
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<tr>
<td></td>
<td></td>
<td>in a home setting doing hands on patient care. This course focuses</td>
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<td></td>
<td></td>
<td>on the skills for basic care of residents who need assistance with</td>
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<td></td>
<td></td>
<td>activities of daily living, including bathing, hygiene measures,</td>
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<td></td>
<td></td>
<td>transfers, bed making, cleaning, and homemaking tasks. The State</td>
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<td></td>
<td>Department of Licensing requires a grade of “C” or better.</td>
</tr>
<tr>
<td>HCRS C061</td>
<td>3.00</td>
<td>Administrative Medical Assisting – Receptionist</td>
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<td></td>
<td></td>
<td>Advisory: Reading Level 2, Writing Level 3, Math Level 4</td>
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<td></td>
<td></td>
<td>This course presents approaches for working and communicating in an</td>
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<td></td>
<td></td>
<td>administrative or front office setting of a medical environment.</td>
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<td></td>
<td></td>
<td>Topics include professionalism and responsibilities of personnel,</td>
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<td></td>
<td></td>
<td>law and ethics, appointments and scheduling, environmental safety,</td>
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<tr>
<td></td>
<td></td>
<td>office communication techniques, and an overview of medical and</td>
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<tr>
<td></td>
<td></td>
<td>surgical asepsis. Office communications will highlight verbal</td>
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<tr>
<td></td>
<td></td>
<td>interactions and non verbal techniques, such as scheduling,</td>
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<tr>
<td></td>
<td></td>
<td>correspondence, recordkeeping, and filing systems. Upon completion</td>
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<td></td>
<td>of the course, the student will be able to seek employment in a</td>
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<tr>
<td></td>
<td></td>
<td>medical front office as a receptionist.</td>
</tr>
<tr>
<td>HCRS C062</td>
<td>6.00</td>
<td>Administrative Medical Assisting - Finance Management and Insurance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advisory: Reading Level 2, Writing Level 3, Math Level 4</td>
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<tr>
<td></td>
<td></td>
<td>This course presents a thorough discussion of office finance</td>
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<td></td>
<td>management and insurance. Insurance coding and billing prepares the</td>
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<td></td>
<td></td>
<td>student to undertake the details necessary for implementing the</td>
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<td>specialized insurance forms utilized in the modern healthcare system.</td>
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<td></td>
<td>Lecture and practice exercises using assorted systems of billing and</td>
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<td></td>
<td></td>
<td>coding combine to provide the student with experience using</td>
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<td></td>
<td>numerous health insurance claim forms. Included in the course</td>
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<td>insurance exercises are Blue Cross and Blue Shield, Medicaid-Medical</td>
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<td></td>
<td></td>
<td>Cal, CHAMPUS, Unemployment and Worker’s Compensation, and Health</td>
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<td></td>
<td></td>
<td>Maintenance Organizations.</td>
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<tr>
<td>HCRS C064</td>
<td>7.00</td>
<td>Clinical Medical Assisting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advisory: Reading Level 2, Writing Level 3, Math Level 4</td>
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<td></td>
<td></td>
<td>This course is designed to provide basic education and training for</td>
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<tr>
<td></td>
<td></td>
<td>the individual who is interested in working as a Clinical Medical</td>
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<td></td>
<td>Assistant in a medical or clinical back office. Topics include basic</td>
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<td></td>
<td>medical and surgical aseptic techniques, principles of nutrition,</td>
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<td></td>
<td>pharmacology, and medication administration. Common office practices,</td>
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<td></td>
<td></td>
<td>such as vital signs and assisting with routine exams and procedures,</td>
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<td></td>
<td></td>
<td>are discussed and practiced in the Skills Lab. An overview of</td>
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<td></td>
<td></td>
<td>common diagnostic laboratory tests is presented. Emphasis is placed</td>
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<td></td>
<td></td>
<td>on client education and the role of the medical assistant.</td>
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<tr>
<td>HCRS C067</td>
<td>4.00</td>
<td>Clinical Medical Assisting - Clinical Procedure in the Medical Office</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite: HCRS C066</td>
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<td></td>
<td>Advisory: BIOL C101, BIOL C102, BIOL C121, BIOL C122, HCRS C061,</td>
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<td>HCRS C062</td>
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<td></td>
<td></td>
<td>The third course of the Clinical Medical Assisting series offers the</td>
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<td></td>
<td></td>
<td>student both lecture and hands-on Skills Lab experience doing</td>
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<td></td>
<td></td>
<td>common office procedures. Topics include routine exams,</td>
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<td></td>
<td></td>
<td>electrocardiograms, basic treatments using hot and cold, and</td>
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<td></td>
<td>overview of diagnostic radiology, spirometry, and therapeutic and</td>
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<td>physical exercises. Vital signs are taught with emphasis on the</td>
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<td>normal and abnormal ranges. An introduction to basic pharmacology</td>
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<td></td>
<td>is presented. On Skills Lab mannequins, the student practices</td>
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<td>the techniques necessary to administer enteral and parenteral</td>
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<td></td>
<td></td>
<td>medications. Emphasis is placed on client education and the role of</td>
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<tr>
<td></td>
<td></td>
<td>the medical assistant.</td>
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<tr>
<td>HCRS C068</td>
<td>3.00</td>
<td>Medical Assisting Clinical Externship</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite: HCRS C067</td>
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<td></td>
<td></td>
<td>The Clinical Externship is a practical application of the theory and</td>
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<td>skills learned in the classroom and lab. The student participates</td>
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<td>in office or clinic patient care under the direct supervision of the</td>
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<td>physician and the office manager and the indirect supervision of the</td>
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<td>classroom instructor.</td>
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<tr>
<td>HCRS C091</td>
<td>0.50</td>
<td>Health Careers Practice Skills Laboratory I</td>
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<tr>
<td></td>
<td></td>
<td>Corequisite: Concurrent enrollment in an HCRS class</td>
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<td></td>
<td></td>
<td>The Health Careers Practice Skills Lab is designed to augment the</td>
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<tr>
<td></td>
<td></td>
<td>student’s technical healthcare skills in a practice laboratory setting.</td>
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<td></td>
<td></td>
<td>The Skills Lab contains a realistic environment and up-to-date</td>
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<td></td>
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<td>equipment that resemble a hospital, clinic, or physician’s office.</td>
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<td></td>
<td>The student may get hands-on assistance with technical procedures</td>
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<td>that reinforce his/her understanding and expertise of skills</td>
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<td>presented in lecture and/or laboratory class. The Skills Lab may be</td>
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<td>utilized to remediate or to meet clinical objectives when</td>
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<td>deficiencies are observed by the student’s instructor. The student</td>
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<td>may also use the laboratory independently to further reinforce his/</td>
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<td>her level of understanding of healthcare procedures or</td>
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<td>theoretical knowledge. Self-paced computerized programs in the</td>
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<td></td>
<td>areas of medical terminology, insurance billing, and nursing</td>
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<td>procedures are available for independent student use. Credit/No</td>
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<td></td>
<td></td>
<td>Credit Grading.</td>
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<tr>
<td>HCRS C092</td>
<td>0.50</td>
<td>Health Careers Practice Skills Laboratory II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Corequisite: Concurrent enrollment in an HCRS class</td>
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<td></td>
<td>The Health Careers Practice Skills Lab is designed to augment the</td>
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<td></td>
<td>student’s technical healthcare skills in a practice laboratory setting.</td>
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<td>The Skills Lab contains a realistic environment and up-to-date</td>
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<td>equipment that resemble a hospital, clinic, or physician’s office.</td>
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<td>The student may get hands-on assistance with technical procedures</td>
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<td>that reinforce his/her understanding and expertise of skills</td>
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<td>deficiencies are observed by the student’s instructor. The student</td>
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<td>theoretical knowledge. Self-paced computerized programs in the</td>
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<td></td>
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<td>procedures are available for independent student use. Credit/No</td>
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<td>Credit Grading.</td>
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<tr>
<td>Course Code</td>
<td>Title</td>
<td>Units</td>
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<tr>
<td>HCRS C093</td>
<td>Health Careers Practice Skills Laboratory III</td>
<td>0.50</td>
</tr>
<tr>
<td>HCRS C101</td>
<td>Vocational Nursing: Medical-Surgical Nursing</td>
<td>8.00</td>
</tr>
<tr>
<td>HCRS C102</td>
<td>Vocational Nursing: Medical-Surgical Nursing II</td>
<td>8.00</td>
</tr>
<tr>
<td>HCRS C111</td>
<td>Vocational Nursing: Clinical Practice I</td>
<td>5.00</td>
</tr>
<tr>
<td>HCRS C112</td>
<td>Vocational Nursing: Clinical Practice II</td>
<td>5.00</td>
</tr>
<tr>
<td>HCRS C141</td>
<td>Vocational Nurses</td>
<td>1.00</td>
</tr>
<tr>
<td>HCRS C150</td>
<td>Medical Terminology for Health Professional</td>
<td>3.00</td>
</tr>
<tr>
<td>HCRS C160</td>
<td>Rehabilitative Career Choices</td>
<td>3.00</td>
</tr>
<tr>
<td>HCRS C201</td>
<td>Vocational Nursing: Medical-Surgical Nursing III</td>
<td>8.00</td>
</tr>
</tbody>
</table>
# Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Prerequisite/Requisite</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCRS C211</td>
<td>5.00</td>
<td>Vocational Nursing: Clinical Practice III</td>
<td>HCRS C102, HCRS C112</td>
<td>Reading Level 1, Writing Level 2</td>
</tr>
<tr>
<td>HCRS C220</td>
<td>2.00</td>
<td>Introduction to Teaching the Adult Learner</td>
<td>None</td>
<td>Reading Level 1, Writing Level 2</td>
</tr>
<tr>
<td>HCRS C230</td>
<td>3.00</td>
<td>Pharmacology for the Health Professional</td>
<td>Reading Level 1, Writing Level 2, Math Level 4</td>
<td></td>
</tr>
<tr>
<td>HCRS C240</td>
<td>3.00</td>
<td>Nutrition and Diet Therapy for Health Professionals</td>
<td>Reading Level 1, Writing Level 2</td>
<td></td>
</tr>
<tr>
<td>HCRS C245</td>
<td>3.00</td>
<td>Complementary and Alternative Therapies</td>
<td>Reading Level 1, Writing Level 2</td>
<td></td>
</tr>
<tr>
<td>HCRS C250</td>
<td>3.00</td>
<td>Cultural Diversity and Health Care</td>
<td>None</td>
<td>Reading Level 1, Writing Level 2</td>
</tr>
<tr>
<td>HCRS C260</td>
<td>3.00</td>
<td>Ethics for the Health Professional</td>
<td>Reading Level 1, Writing Level 2</td>
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</tr>
<tr>
<td>HSCI C081</td>
<td>0.50</td>
<td>Community CPR</td>
<td>Reading Level 2, Writing Level 2</td>
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</tr>
<tr>
<td>HSCI C101</td>
<td>3.00</td>
<td>Principles of Health Education</td>
<td>Reading Level 1, Writing Level 2</td>
<td></td>
</tr>
<tr>
<td>HSCI C105</td>
<td>0.50</td>
<td>Community First Aid and Safety</td>
<td>Reading Level 2, Writing Level 2</td>
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</table>

## HEALTH SCIENCE

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<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Prerequisite/Requisite</th>
<th>Advisory</th>
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</thead>
<tbody>
<tr>
<td>HSCI C101</td>
<td>3.00</td>
<td>Principles of Health Education</td>
<td>Reading Level 1, Writing Level 2</td>
<td></td>
</tr>
<tr>
<td>HSCI C105</td>
<td>0.50</td>
<td>Community First Aid and Safety</td>
<td>Reading Level 2, Writing Level 2</td>
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</tbody>
</table>

- **Vocational Nursing: Clinical Practice III**
  - Focuses on the clinical application of nursing theory in the medical-surgical areas of gastrointestinal, endocrine, musculoskeletal, integumentary, and neurosensory disorders. Professional skills utilizing concepts in leadership and supervision are included as part of the senior nursing student’s semester. In addition to acute medical-surgical nursing experience, the student has experience in a home health agency and working as a supervised team leader in a long-term care facility. **288 hours Clinical Experience**

- **Introduction to Teaching the Adult Learner**
  - Designed to introduce the student to the educational needs of the adult learner, this course is suitable for healthcare educators and healthcare personnel. Techniques of classroom communication, professional ethics, and motivation are presented with respect to adult learning theory. Course content includes the practical basics of curriculum development, use, and construction of an instructional plan, designing a student syllabus, and writing objectives. Styles of student learning, methods of instruction and evaluation, and assorted teaching techniques are compared and contrasted. **36 hours lecture**

- **Pharmacology for the Health Professional**
  - This course presents the components of pharmacology including techniques of administration, dosage calculations, foundations of pharmacology, patient education, health promotion, and a detailed overview of each drug class and commonly used drugs by body system. Pharmacology is an integral part of every aspect of health careers and this course is recommended for any individual with a Health Career objective. **54 hours lecture**

- **Nutrition and Diet Therapy for Health Professionals**
  - This course is designed to provide the student with an understanding of the fundamentals of nutrition related to the promotion and maintenance of optimal health. Practical applications and treatment of nutrition related pathologies are emphasized. Students will be introduced to basic scientific knowledge to enable them to evaluate nutritional issues discussed in the mass media. This course presents case studies with care plans and clinical analysis questions for the healthcare provider. It also incorporates, standardized nursing terminology of NANDA, NIC, and NOC. **54 hours lecture**

- **Complementary and Alternative Therapies**
  - This course is designed to provide students with an overview of the major alternative health and complementary medicine (AHCM) modalities prominent in the United States and their role in health care delivery systems. **54 hours lecture**

- **Cultural Diversity and Health Care**
  - This course is designed to familiarize the students with the fundamentals of cultural diversity. Cultural diversity is an integral part of every aspect of health careers. This course is encouraged for any individual with a health career objective. The student will explore cross cultural and family theory to analyze forms of cultural diversity including gender, age, and family form. The student will analyze how cultural diversity affects health/illness dynamics and how recognition of ethnocentrism and bias can help improve health care delivery. **54 hours lecture**

- **Ethics for the Health Professional**
  - This course is designed to explore the theories, models and principles that serve as guides for ethical behavior within the healthcare content. Ethics is an integral part of every aspect of health careers and this course is encouraged for any individual with a health career objective. The student will explore the complexities created by science and technological advances, the variety of health care settings, and the diversity of patients in their care, all while emphasizing the importance of principled behavior in personal and professional situations. Global issues such as health policy, economics, social, gender, transcultural and spiritual considerations will be addressed. **54 hours lecture**

- **Community CPR**
  - Includes emergency action principles, wounds, shock, poisoning, burns, splinting, diabetic emergencies, infection, heart attack, temperature extremes, transportation, and bandaging. Includes “Community CPR” - rescue breathing, CPR, choking skills for adult, child, infant. **9 hours lecture**

- **Community First Aid and Safety**
  - Basic first aid with discussion, demonstrations and practical experiences. Includes emergency action principles, wounds, shock, poisoning, burns, splinting, diabetic emergencies, infection, heart attack, temperature extremes, transportation, and bandaging. Includes “Community CPR" - rescue breathing, CPR, choking skills for adult, child, infant. **10 hours lecture**
### HISTORY

<table>
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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>HIST C103</td>
<td>Western Civilization I</td>
<td>3.00</td>
<td>Growth of European civilization. Integrates social, political, and cultural developments and introduces ideas and institutions basic to the understanding of one's own heritage. Western civilization from the earliest times to the close of the Middle Ages.</td>
</tr>
<tr>
<td>HIST C103H</td>
<td>Western Civilization I - Honors</td>
<td>4.00</td>
<td>Growth of ancient and European civilizations in the west from a global perspective. Political, social, cultural and economic developments, ideas, and institutions from the development of civilization in the Middle East to the end of the middle ages. Class will also focus on the development of key ideas that shaped western culture. Primary sources including selections from Plato to Dante will be included. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current or prospective Honors Program students.</td>
</tr>
<tr>
<td>HIST C104</td>
<td>Western Civilization II</td>
<td>3.00</td>
<td>Growth of European and American civilization from the Renaissance to the present. Course is presented in a global context and will focus on the European ideas and institutions that have had a world impact. Primary sources will be stressed.</td>
</tr>
<tr>
<td>HIST C104H</td>
<td>Western Civilization II – Honors</td>
<td>4.00</td>
<td>Growth of European and American Civilization from the Renaissance to the present. Course is presented in a global context and will focus on the European ideas and institutions that have had a world impact. Primary sources will be stressed. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students.</td>
</tr>
<tr>
<td>HIST C131</td>
<td>History of United States I</td>
<td>3.00</td>
<td>The course examines the social, political, economic and cultural history of the United States from colonial times to Reconstruction. The study of selected topics, such as American institutions and Constitutional development, will be stressed in the course.</td>
</tr>
<tr>
<td>HIST C131H</td>
<td>History of the United States I – Honors</td>
<td>4.00</td>
<td>The course examines the social, political, economic and cultural history of the United States from colonial times to Reconstruction. The study of selected topics, such as American institutions and Constitutional development, will be stressed in the course. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current or prospective Honors Program students.</td>
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<tr>
<td>HIST C132</td>
<td>History of United States II</td>
<td>3.00</td>
<td>The course examines the social, political, economic and cultural of history of the United States from Reconstruction to the present. The study of selected topics, such as American institutions and Constitutional development, will be stressed in the course.</td>
</tr>
<tr>
<td>HIST C132H</td>
<td>History of the United States II – Honors</td>
<td>4.00</td>
<td>The course examines the social, political, economic and cultural of history of the United States from Reconstruction to the present. The study of selected topics, such as American institutions and Constitutional development, will be stressed in the course. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students.</td>
</tr>
<tr>
<td>HIST C209</td>
<td>History of Mexico</td>
<td>3.00</td>
<td>Mexico from the earliest times to the present. The social, cultural, political and economic aspects of the Mexican past.</td>
</tr>
<tr>
<td>HIST C216</td>
<td>History of the American West</td>
<td>3.00</td>
<td>The evolving frontier from the early explorations to the closing of the frontier. The West's peculiar contributions to America's social, political and economic development and to American folklore.</td>
</tr>
<tr>
<td>HIST C218</td>
<td>History of California</td>
<td>3.00</td>
<td>Political, economic, social and cultural development of California from the earliest times to the present.</td>
</tr>
<tr>
<td>HIST C224</td>
<td>War and Civilization</td>
<td>3.00</td>
<td>The course examines the characteristics and impact of war on social, political, cultural and psychological development. Different historical periods are studied to identify and understand the relationship between war and civilization.</td>
</tr>
</tbody>
</table>

### INDUSTRIAL TECHNOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDT C081</td>
<td>New Surface Miner Safety Training</td>
<td>1.00</td>
<td>Introduction and understanding of surface mine safety and mandatory health training as required by the Mine, Safety and Health Administration for the inexperienced surface miner. Additional site and task training will be required to be provided by mine operator or contractor.</td>
</tr>
</tbody>
</table>
### INTERDISCIPLINARY STUDIES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INDT C082</strong></td>
<td>0.50</td>
<td>Newly Employed Experienced Surface Miner Safety Training</td>
<td>None</td>
<td>Additional site and task training will be provided by mine operator or contractor. 8 hours lecture</td>
</tr>
<tr>
<td><strong>INDT C083</strong></td>
<td>0.50</td>
<td>Annual Refresher Training for the Surface Miner</td>
<td>None</td>
<td>Annual refresher training of the surface miner in mandatory safety and health training as required by the Mine Safety Health Administration. Additional site and task training will be required to be provided by the mine operator or contractor. 8 hours lecture</td>
</tr>
<tr>
<td><strong>INST C051</strong></td>
<td>1.00</td>
<td>Becoming a Successful Online Student I</td>
<td>None</td>
<td>This course covers the basics of taking an interactive, asynchronous, distance education course via the Internet or other computer-based system. Use of e-mail, online class interactions such as discussion groups, and web access, equipment needs and differences between online and onsite courses will be covered. The goal of this course is to better prepare students for taking online classes by familiarizing students with the online course environment. 9 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td><strong>INST C052</strong></td>
<td>1.00</td>
<td>Becoming a Successful Online Student II</td>
<td>None</td>
<td>This course is designed to familiarize students with advanced skills required to become successful in an online course. Students will explore how to use different Internet tools to effectively participate in an online environment. Topics covered in the course are the effective use of discussion groups, email, and synchronous chat sessions; the location and downloading of web-browser plug-ins; and effective Internet research techniques. 9 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td><strong>INST C055</strong></td>
<td>1.00</td>
<td>Issues of Contemporary Culture</td>
<td>None</td>
<td>Students will travel to major cultural events in the Los Angeles Metropolitan area which enhance the student’s understanding and appreciation of plays, museums and theatrical events that deal with important multi-cultural ethnic and contemporary issues. 108 hours laboratory</td>
</tr>
<tr>
<td><strong>INST C056</strong></td>
<td>1.00</td>
<td>Advanced Issues of Contemporary Culture</td>
<td>None</td>
<td>This course focuses on specific themes related to major cultural events in the Los Angeles Metropolitan area which highlight topics that enhance the student’s understanding and appreciation of plays, museums, and theatrical events that deal with important multi-cultural, ethnic and contemporary issues of diversity. 54 hours laboratory</td>
</tr>
<tr>
<td><strong>INST C108</strong></td>
<td>3.00</td>
<td>Honors Seminar and Practicum I</td>
<td>A/CSU</td>
<td>The purpose of the honors seminar and practicum is to provide academic experiences to students beyond the scope of normal class experiences. Students will be engaged in public service activities and cultural experiences, participating in a classroom community of students. Involvement in this course will provide opportunities for students to demonstrate a high level of community involvement. 18 hours lecture/108 hours laboratory</td>
</tr>
<tr>
<td><strong>INST C111</strong></td>
<td>3.00</td>
<td>Society and the Future: Into the 21st Century</td>
<td>A/CSU</td>
<td>Advisory: Reading Level 1, Writing Level 2</td>
</tr>
<tr>
<td><strong>INST C120</strong></td>
<td>4.00</td>
<td>Politics and History in Action</td>
<td>A/CSU</td>
<td>This is a travel course where students will participate in an intense visit and experience of major political and cultural attractions. 36 hours lecture/108 hours laboratory</td>
</tr>
<tr>
<td><strong>INST C151</strong></td>
<td>3.00</td>
<td>Dynamics of Community Development</td>
<td>A/CSU</td>
<td>Prerequisite: Completion of six Social Science units</td>
</tr>
<tr>
<td><strong>INST C155</strong></td>
<td>3.00</td>
<td>Service Learning in Elementary Schools</td>
<td>A/CSU</td>
<td>Prerequisite: INST C151</td>
</tr>
<tr>
<td>Course Code</td>
<td>Title</td>
<td>Units</td>
<td>Notes</td>
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<tr>
<td>INST C210</td>
<td>Diversity and Film</td>
<td>3.00</td>
<td>A/UC/CSU&lt;br&gt;Advisory: Reading Level 1, Writing Level 2&lt;br&gt;Through films, videos and documentaries students will use critical reasoning skills to discover how the structures of race, class, gender and similar constructs have shaped and formed our society and our culture. There will be analysis, discussion and written critique of selected films. The emphasis is on issues of multiculturalism and diversity as illustrated by the films. This course will focus on topics such as race, prejudice and discrimination, classism, and gender issues and satisfies the Cerro Coso diversity requirement. This course is cross-listed with SOCI C210. 54 hours lecture</td>
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</tr>
<tr>
<td>INST C220</td>
<td>Perspectives on Race, Class and Gender</td>
<td>3.00</td>
<td>A/UC/CSU&lt;br&gt;Advisory: ENGL C101, Reading Level 1, Writing Level 1&lt;br&gt;Students will use critical reasoning skills to discover how the structures of race, class, gender and similar constructs have shaped and formed our society. The class will cover a range of topics from the philosophical origins of racist thought to an exploration of current buzzwords such as diversity and multiculturalism. Through multiple and varied readings and classroom discussion we will attempt to discover the interrelatedness of concepts such as race, class and gender and the roots and future of our “melting pot” society. Cross-listed with SOCI C220. 54 hours lecture</td>
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</tr>
<tr>
<td>INST C255</td>
<td>Service Learning in Middle Schools</td>
<td>3.00</td>
<td>A/CSU&lt;br&gt;Prerequisite: INST C155&lt;br&gt;Advanced training and preparation for community middle school mentoring and tutoring. 27 hours lecture/72 hours laboratory</td>
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</tr>
<tr>
<td>INST C256</td>
<td>Service Learning in High Schools</td>
<td>3.00</td>
<td>A/CSU&lt;br&gt;Prerequisite: INST C155&lt;br&gt;Advanced training and preparation for community high school mentoring and tutoring. 27 hours lecture/72 hours laboratory</td>
<td></td>
</tr>
<tr>
<td>INST C259</td>
<td>Instructional Technology Readiness for Educators</td>
<td>3.00</td>
<td>A/CSU&lt;br&gt;Requisite: None&lt;br&gt;This is a course designed for prospective and current K-12 educators. Through use of online tutorials, participants will acquire the basic skills to use instructional technology effectively. Participants are required to complete 8 online tutorials covering the following applications: Microsoft Windows, Word, Excel, PowerPoint, FrontPage, Internet Explorer/NetMeeting, Project, and one tutorial of the participant’s choosing. The primary emphasis of this course is the integration of these applications into an instructional setting. 36 hours lecture/54 hours laboratory</td>
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</tr>
<tr>
<td>INST C208</td>
<td>Honors Seminar and Practicum II</td>
<td>3.00</td>
<td>A/CSU&lt;br&gt;Requisite: None&lt;br&gt;The purpose of the honors seminar and practicum is to provide academic experiences to students, beyond the scope of normal class experiences. Students will be engaged in public service activities and cultural experiences, participating in a classroom community of students. Involvement in this course will provide opportunities for students to demonstrate a high level of community involvement. 18 hours lecture/108 hours laboratory</td>
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<tr>
<td>INST C201</td>
<td>Human Unity and Diversity</td>
<td>3.00</td>
<td>A/UC/CSU&lt;br&gt;Advisory: Reading Level 1, Writing Level 1&lt;br&gt;In this course, students will explore the themes of human unity and diversity across several academic disciplines, with a special emphasis on the practical and ethical implications of both the unitary characteristics and differences among humans. 54 hours lecture</td>
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<tr>
<td>INST C205</td>
<td>Critical Reasoning – Science as a Way of Knowing</td>
<td>3.00</td>
<td>A/UC/CSU&lt;br&gt;Advisory: Reading Level 1, Writing Level 1&lt;br&gt;Criteria of reasoning in everyday life and in science. Basic principles of deductive and inductive reasoning, fallacies of reasoning, techniques and aids to reasoning, principles of scientific method, historical perspective, hypotheses and theories which form the themes of scientific investigation. 54 hours lecture</td>
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<tr>
<td>INST C207</td>
<td>Fractured Human: Thinking vs Feeling in History and Society</td>
<td>3.00</td>
<td>A/UC/CSU&lt;br&gt;Advisory: Reading Level 1, Writing Level 2&lt;br&gt;A study of the conflicts between thinking and feeling in selected historical and cultural settings. Important political, literary, and artistic figures will be stressed. Course will also focus on contemporary medical and psychological interpretations of the critical issues of the course. 54 hours lecture</td>
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<tr>
<td>INST C170</td>
<td>Tutor Training</td>
<td>0.50</td>
<td>A/CSU&lt;br&gt;Advisory: Reading Level 1, Writing Level 1&lt;br&gt;The purpose of Tutor Training is to develop tutoring methods for students who hope to work as tutors. 9 hours lecture</td>
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</tr>
<tr>
<td>INST C159</td>
<td>Advanced Project Hope House</td>
<td>4.00</td>
<td>A/CSU&lt;br&gt;Prerequisite: INST C158 with a grade of “B” or better&lt;br&gt;This community service learning class is designed to train college students in advanced strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume leadership roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory</td>
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<tr>
<td>INST C158</td>
<td>Project Hope House</td>
<td>4.00</td>
<td>A/UC/CSU&lt;br&gt;Requisite: None&lt;br&gt;This community service learning class is designed to train college students in strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume leadership roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory</td>
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<tr>
<td>INST C155</td>
<td>Project Hope House</td>
<td>4.00</td>
<td>A/CSU&lt;br&gt;Requisite: None&lt;br&gt;This community service learning class is designed to train college students in advanced strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume leadership roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory</td>
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<tr>
<td>INST C157</td>
<td>Project Hope House</td>
<td>4.00</td>
<td>A/UC/CSU&lt;br&gt;Requisite: None&lt;br&gt;This community service learning class is designed to train college students in strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume leadership roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory</td>
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</tr>
<tr>
<td>INST C156</td>
<td>Project Hope House</td>
<td>4.00</td>
<td>A/UC/CSU&lt;br&gt;Requisite: None&lt;br&gt;This community service learning class is designed to train college students in advanced strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume leadership roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory</td>
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<tr>
<td>INST C155</td>
<td>Project Hope House</td>
<td>4.00</td>
<td>A/UC/CSU&lt;br&gt;Requisite: None&lt;br&gt;This community service learning class is designed to train college students in strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume leadership roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory</td>
<td></td>
</tr>
<tr>
<td>INST C154</td>
<td>Project Hope House</td>
<td>4.00</td>
<td>A/UC/CSU&lt;br&gt;Requisite: None&lt;br&gt;This community service learning class is designed to train college students in advanced strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume leadership roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory</td>
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</tr>
<tr>
<td>INST C153</td>
<td>Project Hope House</td>
<td>4.00</td>
<td>A/UC/CSU&lt;br&gt;Requisite: None&lt;br&gt;This community service learning class is designed to train college students in strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume leadership roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory</td>
<td></td>
</tr>
<tr>
<td>INST C152</td>
<td>Project Hope House</td>
<td>4.00</td>
<td>A/UC/CSU&lt;br&gt;Requisite: None&lt;br&gt;This community service learning class is designed to train college students in advanced strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume leadership roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory</td>
<td></td>
</tr>
<tr>
<td>INST C151</td>
<td>Project Hope House</td>
<td>4.00</td>
<td>A/UC/CSU&lt;br&gt;Requisite: None&lt;br&gt;This community service learning class is designed to train college students in strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume leadership roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory</td>
<td></td>
</tr>
<tr>
<td>INST C150</td>
<td>Project Hope House</td>
<td>4.00</td>
<td>A/UC/CSU&lt;br&gt;Requisite: None&lt;br&gt;This community service learning class is designed to train college students in advanced strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume leadership roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory</td>
<td></td>
</tr>
</tbody>
</table>
Developing and Managing an Online Course with Microsoft FrontPage

This course is a continuation of the Introduction to Microsoft FrontPage for Web Development course. Participants will expand their course components to include the creation and management of interactive elements including quizzes, exams, and assignment submission forms. Various desktop and online tools will be used and integrated into the FrontPage environment. 

9 hours lecture/27 hours laboratory

Introduction to the Development of Web-Based Course Content

This course teaches faculty to develop course content for the web using Microsoft FrontPage. Skill and knowledge gained from this class will be applicable to other web development tools. Additionally, this course will demonstrate how FrontPage can be used to create a complete course environment. Using a course template, and working from online tutorials, participants will create components of an online course, adding content from their discipline. 

9 hours lecture/27 hours laboratory

A Practical Guide to Online Management Course Strategies

This course surveys problems associated with online course management, with an emphasis on the need for careful planning and communication. Strategies are provided to help to streamline the management process, improve communication with students, and eliminate inefficient expenditures of faculty time. 

9 hours lecture/27 hours laboratory

Survey of Course Management Software

This course assists participants in understanding how to define their individual, as well as institutional, instructional needs in the delivery of online courses, and what solutions are available to best meet their instructional needs. Participants will compare online class environments and have the opportunity to work directly with popular courseware, as well as hybrid solutions. 

9 hours lecture/27 hours laboratory

Accessibility for Web Course Development

This course reviews the tools and methods used to create universally accessible online course content. Students will learn the basic accessibility requirements of users with disabilities and how assistive technology can make online content more accessible to those users. Standards and guidelines will be presented to develop an understanding of access issues. Students will use these guidelines and state-of-the-art evaluation tools to check their online content for accessibility to the widest possible audience. 

9 hours lecture/27 hours laboratory

Introduction to Multimedia for Online Teaching

This course explores the creation and delivery of instructional multimedia on the web through hands-on projects. Topics include case studies of the technologies that are reshaping the web and education, design foundations, interactivity, and streaming digital video. Upon completion of this course, the student will have a framework to plan and execute a comprehensive web experience. 

13.50 hours lecture/40.50 hours laboratory

Survey of Course Management Software

This course acquaints faculty with the online class environment from a student perspective, and assists faculty who may have limited computer skills to improve their ability to work online. Participants demonstrate their skill levels by demonstrating competencies in areas such as interacting asynchronously and synchronously, cutting and pasting from word processing files, sending assignments as attached RTF files, and other related online course skills. 

9 hours lecture/27 hours laboratory

A/UC/CSU
### LATN C201  Intermediate Latin I
- **Units:** 4.00
- **A/UC/CSU**
- **Prerequisite:** LATN C102

More advanced work in basic structures and vocabulary development for reading, writing, and speaking Latin, continued drill in pronunciation and comprehension, completion of study of basic grammatical features of Latin. 72 hours lecture

### LATN C202  Intermediate Latin II
- **Units:** 4.00
- **A/UC/CSU**
- **Prerequisite:** LATN C201

Vergil’s Aeneid: A detailed and intensive reading of books I, II, IV, and VI of the Aeneid. A running review of basic grammar structures will be carried out. 72 hours lecture

### LATN C291  Special Topics Classical Languages
- **Units:** 2.00
- **A/CSU**
- **Requisite:** None

This course is for students who wish to pursue special areas of study within the discipline. Topics are chosen based upon student interest within classical languages and could include the study of prose literature, culture, history, advanced grammar or other similar topics. 36 hours lecture

### LATN C292  Intermediate Topics Classical Languages
- **Units:** 2.00
- **A/UC/CSU**
- **Prerequisite:** LATN C291

This course is for students who wish to continue their pursuit of special areas of study within the discipline. Topics are chosen based upon student interest within classical languages and could include the study of prose literature, culture, history, advanced grammar or other similar topics. 36 hours lecture

### LATN C293  Advanced Topics Classical Languages
- **Units:** 2.00
- **A/CSU**
- **Prerequisite:** LATN C292

This course is for students who wish to deepen and intensify their pursuit of special areas of study within the discipline. Topics are chosen based upon student interest within classical languages and could include the study of prose literature, culture, history, advanced grammar or other similar topics. 36 hours lecture

### MACHINE TOOL TECHNOLOGY

#### MCTL C081  Basic Knife Design
- **Units:** 1.50
- **A**
- **Requisite:** None

Introduction to basic knife design, the use of hand tools, heat treating of steel, soldering and sheath design and construction. 18 hours lecture/27 hours laboratory

#### MCTL C082  Intermediate Knife Design
- **Units:** 1.50
- **A**
- **Prerequisite:** MCTL C081 or MCTL C111

Instruction in intermediate knife design. Material selection for various application and knife requirements. The use of basic power tools to assist in the construction of a quality knife. 18 hours lecture/27 hours laboratory

#### MCTL C083  Advanced Knife Design
- **Units:** 1.50
- **A**
- **Prerequisite:** MCTL C082

Advanced knife design and construction. To introduce the student to advanced design features and manufacturing techniques that are employed in the art of creating a collectable knife. 18 hours lecture/27 hours laboratory

#### MCTL C111  Beginning Machine Shop
- **Units:** 3.00
- **A/CSU**
- **Requisite:** None

A basic introduction to Machine Shop theory and practice including setup and operation of the lathe, drill press, horizontal and vertical milling machines, metal band saw and pedestal grinder. The use of hand tools and precision measuring tools, layout techniques, and tool sharpening will be studied in practical shop applications. 36 hours lecture/54 hours laboratory

#### MCTL C112  Intermediate Machine Shop
- **Units:** 3.00
- **A/CSU**
- **Prerequisite:** MCTL C111

Continuation of MCTL C111 with emphasis on skill development in setups and operations of the standard machine tools. Parts of moderate complexity will be produced to close tolerances. Introduction of the use of surface grinder and tool and cutter grinder. 36 hours lecture/54 hours laboratory

#### MCTL C211  Advanced Machine Shop
- **Units:** 3.00
- **A/CSU**
- **Prerequisite:** MCTL C112

Machine shop skills development is continued with emphasis on machining complex parts and multiple parts assemblies. Tooling and indexing will be studied relative to adjustments and maintenance of machine tools, along with machine manuals and machinist's handbooks, and planning of parts production and use of special machine attachments. 36 hours lecture/54 hours laboratory

### LIBRARY AND INFORMATION TECHNOLOGY

#### LIT C075  Introduction to Library Research and Bibliography
- **Units:** 1.00
- **A**
- **Advisory:** Reading Level 1, Writing Level 2

This course presents the fundamentals of the research process. The student is introduced to the organization of information in the library setting and access through the use of online catalogs. The use of the worldwide web is covered with particular emphasis on evaluation of information contained in web pages. The course covers the use of printed and electronic reference materials and discusses legal and ethical issues of intellectual property including copyright, fair use, and plagiarism. 18 hours lecture
MCTL C212 3.00 Units
Advanced Machine Shop
A/CSU
Prerequisite: MCTL C211

Machine shop skills development is continued with emphasis on machining complex parts and multiple parts assemblies. Tooling and indexing will be studied relative to adjustments and maintenance of machine tools, along with machine manuals and machinist's handbooks, and planning of parts production and use of special machine attachments. 36 hours lecture/54 hours laboratory

MCTL C215 3.00 Units
Introduction to Computer Number Control Machining
A/CSU
Prerequisite: MCTL C112

Includes setup and operation of CNC-mills and CNC-lathes, CNC-machining systems, manual and computer-aided programming and tape preparation. 36 hours lecture/54 hours laboratory

MATH C020 4.00 Units
Basic Arithmetic Skills
A
Requisite: None

Students will learn how to perform the basic operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. They will be introduced to the concepts of ratios and percents. 72 hours lecture

MATH C040 4.00 Units
Pre Algebra I
A
Prerequisite: MATH C020 or Math Level 4

This course covers basic arithmetic, introductory concepts in algebra, and problem solving techniques. Specific topics include addition, subtraction, multiplication and division of signed numbers, percentage, and applications of these skills. The course introduces algebraic concepts, including algebraic operations of polynomials, solving equations, formulas, and an introduction to solving word problems. 72 hours lecture

MATH C041 3.00 Units
Pre Algebra II
A
Prerequisite: MATH C040 or Math Level 3

This course is designed as a slower paced introduction to algebra. Emphasis is on the application of signed arithmetic, algebraic fractions, exponents, factoring, and solving linear equations and word problems. Not open to students with credit in MATH C040. 36 hours lecture/54 hours laboratory

MATH C042 3.00 Units
Pre Algebra II
A
Prerequisite: MATH C041

This course covers the second half of the content of MATH C040 and is designed to complete the introduction to pre-algebra. Emphasis is on the addition, subtraction, multiplication and division of signed numbers, percentage, and applications solving word problems. Not open to students with credit in MATH C040. 36 hours lecture/54 hours laboratory

MATH C050 4.00 Units
Elementary Algebra
A
Prerequisite: MATH C040, Math Level 3

This course covers the fundamental algebraic concepts and mathematical processes: first degree equations, special products and factoring, ratios, proportions, radicals, exponents, simultaneous linear equations, quadratic equations, and graphing linear and quadratic functions. 72 hours lecture

MATH C051 3.00 Units
Elementary Algebra I
A
Prerequisite: MATH C050 or Math Level 3

This course covers the first half of the content of MATH C050 and is designed as a slower paced introduction to algebra. Emphasis is on the application of signed arithmetic, algebraic fractions, exponents, factoring, and solving linear equations and word problems. Not open to students with credit in MATH C050. 36 hours lecture/54 hours laboratory

MATH C052 3.00 Units
Elementary Algebra II
A
Prerequisite: MATH C051

This course covers the second half of the content of MATH C050 and is designed as a slower paced introduction to algebra. Emphasis is on the application of signed arithmetic, algebraic fractions, exponents, factoring, and solving linear equations and word problems. Not open to students with credit in MATH C050. 36 hours lecture/54 hours laboratory

MATH C055 4.00 Units
Intermediate Algebra
A
Prerequisite: MATH C050 or MATH C051 and MATH C052 or one year of high school algebra with a grade of "C" or better

Intermediate Algebra expands on the skills learned in Elementary Algebra and prepares the student for more advanced work in mathematics and science. The focus will be on exponents, factoring, solving linear and quadratic equations, systems of equations, algebraic fractions, graphs of linear and quadratic equations and inequalities, radicals, determinants, function notation, and the exponential and logarithmic functions. 72 hours lecture

MATH C057 4.00 Units
Geometry
A
Prerequisite: MATH C050 or MATH C051 and MATH C052, or one year of high school algebra with a grade of "C" or better
Advisory: Math Level 2

This course provides a thorough coverage of Euclidean geometry including constructions, parallel lines, congruent triangles, similar polygons, circles, solid geometry, analytic geometry and transformations. The concept of proof is developed through deductive and inductive reasoning. Students will also be introduced to higher dimensions and non-Euclidean geometries. 72 hours lecture

MATH C101 3.00 Units
Survey of Mathematical Concepts
A/CSU
Prerequisite: MATH C050 or MATH C051 and MATH C052, or one year of high school algebra with a grade of "C" or better
Advisory: Math Level 2

Students will explore the history of mathematics, the relationship of mathematics to modern society, elementary theory of probability and statistics, functions and their graphs, number theory, and logic. 54 hours lecture
MATH C121 4.00 Units
Elementary Probability and Statistics  A/UC/CSU
Prerequisite:  MATH C055 or two years of high school algebra
Advisory:  Math Level 1  CAN STAT 2

This course covers data analysis using descriptive and inferential
statistics.  Graphs and computations include measures of central
tendency and dispersion, correlation and regression, and presentation
of data on a histogram, scatter plot, box plot, and the normal curve.
Probability concepts include those for discrete and continuous random
variables.  Sampling and hypothesis testing are covered for means and
variances.  72 hours lecture

MATH C121H 5.00 Units
Elementary Probabilities and Statistics - Honors  A/UC/CSU
Prerequisite:  MATH C055

Elements of descriptive statistics, measures of central tendency,
dispersion and presentation of data.  Concepts of probability, random
variables and normally distributed random variables.  Sampling error,
sampling processes and the distribution of sample means.  Hypothesis
testing of means and proportions for one and two populations.  Linear
regression, the least squares criterion, descriptive and inferential methods
using linear regression.  One and two way analysis of variance.  The
honors section provides more content and requires greater intensity and
depth of study than the non-honors class.  Note:  Enrollment limited to
current and prospective Honors Program students.  90 hours lecture

MATH C130 4.00 Units
Finite Mathematics  A/UC/CSU
Prerequisite:  MATH C055

Finite Mathematics is designed for students majoring in Business/
Economics, Computer Information Systems, and Social Sciences.  Topics
to be covered include: matrices, linear programming, mathematics of
finance, sets and probability, descriptive statistics, Markov chains, and
game theory.  72 hours lecture

MATH C131 4.00 Units
Basic Functions and Calculation or Business  A/UC/CSU
Prerequisite:  MATH C055 or two years of high school algebra
Advisory:  Math Level 1  CAN MATH 34

This course emphasizes the concepts of differential calculus and integral
calculus as they relate to business and economics.  The course integrates
rates of change, interest formulas, concepts of demand and elasticity,
as well as exponential and logarithmic applications.  72 hours lecture

MATH C141 4.00 Units
College Algebra  A/UC/CSU
Prerequisite:  MATH C055

This pre-calculus course is an intensive study of algebraic functions and
relations and their graphical representations, exponential and logarithmic
functions and their applications, theory of equations, matrices,
sequences, series, mathematical induction, the binomial theorem, and
an introduction to the theory of limits.  A symbolic manipulation processor
or a graphing calculator is strongly recommended.  72 hours lecture

MATH C142 4.00 Units
Trigonometry  A/UC/CSU
Prerequisite:  MATH C055
Advisory:  MATH C141  CAN MATH 8

Trigonometry is an intensive study of trigonometric and inverse
trigonometric functions, the graphical representations of these functions,
solving trigonometric equations, verifying identities, solving triangles in
the plane and on the sphere, complex numbers and De Moivre's theorem.
Topics in analytic geometry in two and three dimensions, such as polar
coordinates and vectors, and their applications are also covered.  Note:
A symbolic manipulation processor or a graphing calculator is strongly
recommended.  72 hours lecture

MATH C151 5.00 Units
Analytical Geometry and Calculus I  A/UC/CSU
Prerequisite:  MATH C141 and MATH C142  CAN MATH 18

This course provides the student with a good foundation in differential
and integral calculus with emphasis on both skills and applications.  Topics
covered include functions; limits; derivatives of polynomial, trigonometric,
parametric, and implicit functions; applications of differentiation; the
indefinite integral; the definite integral; applications of the definite integral.
90 hours lecture

MATH C152 5.00 Units
Analytical Geometry and Calculus II  A/UC/CSU
Prerequisite:  MATH C151  CAN MATH 20

This course is a continuation of Analytic Geometry and Calculus I,
extending the skills of differentiation and integration by learning new
techniques and working with the transcendental functions.  Other major
topics include sequences, series, polar coordinates and parameterization
of plane curves.  90 hours lecture

MATH C251 5.00 Units
Analytical Geometry and Calculus III  A/UC/CSU
Prerequisite:  MATH C152  CAN MATH 22

This course is a continuation of Analytic Geometry and Calculus II,
extension the skills of differentiation and integration by learning new
techniques and working with partial derivatives and double and triple
integrals.  Other major topics include cylindrical and spherical
coordinates, quadric surfaces, vector functions, vector analysis, Green's
theorem and Stoke's theorem.  90 hours lecture

MATH C255 4.00 Units
Ordinary Differential Equations  A/UC/CSU
Prerequisite:  MATH C251  CAN MATH 24

This course provides students with a foundation of differential equations
of change, motion, and growth within chemical, physical, biological, and
business systems with problem solving and applications.  Students are
introduced to modeling using mathematical software used in industry to
solve complex problems.  First, second, and higher order differential
equations including Euler’s Method, Eigenvalues, Numerical Methods,
Nonlinear Systems, and La Place Transforms are covered.  Note: A
computer algebra system or graphing calculator and basic computer skills
are strongly recommended.  72 hours lecture

MATH C257 4.00 Units
Linear Algebra  A/UC/CSU
Prerequisite:  MATH C152

This course will cover the following topics: systems of linear equations;
matrices; n-dimensional real vector spaces; general vector spaces; linear
transformations; eigenvalues and eigenvectors; and applications of the
above topics.  72 hours lecture
## MEDIA ARTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Advisory/Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA C070</td>
<td>Animation Practicum</td>
<td>2.00</td>
<td>A/CSU</td>
<td>This is a laboratory course to enable students who are enrolled in the Academy of Digital Animation to spend additional time in the animation lab outside of regular class hours to work on individual projects related to their particular employment niche area. This course may be used for elective credit in the Media Arts Certificates and/or Degree Programs. 108 hours laboratory</td>
</tr>
<tr>
<td>MA C101</td>
<td>Fundamentals of Web Design</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Advisory: CSCI C101 or CSCI C171 or equivalent skills strongly advised. This course introduces students to principles of web design. Students will acquire skills for creating attractive web pages that are easy to read and navigate and will learn to use a leading web development software application. No prior knowledge of HTML coding is required. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>MA C102</td>
<td>Digital Imaging</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Advisory: CSCI C101 or CSCI C171 or equivalent skills strongly advised. This course provides beginning through intermediate concepts in digital imaging. Concepts covered include photo retouching and enhancing, original creation of composite images from photographs and artwork, drawing and painting original digital artwork, and the creation of web graphics. Students will incorporate basic design principles in their digital photographs and compositions. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>MA C103</td>
<td>Career Planning and Portfolio Development</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Advisory: Reading Level 1, Writing Level 2; CSCI C070, CSCI C101 or equivalent skills strongly advised. This course prepares students to plan, create, and present traditional portfolios, interactive Web or CD-ROM portfolios or video tape reels. Topics also include career-planning skills, such as creating resumes, interviewing, and developing client proposals. This course is beneficial for a broad range of majors which use portfolios for employment interviews, freelancing, or transfer to a four-year university program. 54 hours lecture</td>
</tr>
<tr>
<td>MA C105</td>
<td>Accessibility and Usability</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Advisory: Reading Level 1, Writing Level 2. This course examines Web usability and accessibility and provides students with the skills to analyze and critique Web content for those issues. Students will learn the critical service that the internet provides in the lives of disabled individuals, they will learn how these individuals access and navigate Web content, and they will learn how to design Web sites that accommodate them. No prior knowledge of HTML or Web design is required. 54 hours lecture</td>
</tr>
<tr>
<td>MA C111</td>
<td>Computer Illustration</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Advisory: CSCI C101 and CSCI C171. This course provides design theory and fundamental skills in computer illustration, using a vector drawing application. Students gain hands-on experience in projects, such as logo design, technical illustration, and layout design for posters, packaging, and advertisements. 36 hours lecture/54 hours laboratory</td>
</tr>
</tbody>
</table>

## CERRO COSO COMMUNITY COLLEGE 2006-2008

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>MA C112</td>
<td>Advanced Digital Imaging and Illustration</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Advisory: MA C102 and MA C111. Students will acquire advanced skills in digital imaging and computer illustration. They will study a variety of illustration styles and design periods and begin to develop a personal style of their own. Advanced software techniques will be studied, as well as the preparation of media for offset printing and the Web. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>MA C115</td>
<td>Hypertext Markup Language (HTML)</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Advisory: CSCI C101 or CSCI C171. This course provides students with the skills to write HTML and XHTML code and publish completed Web pages to a Web server. Students will also gain a fundamental knowledge of controlling the appearance of a page through Cascading Style Sheets. This class is cross-listed with CSCI C181. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>MA C118</td>
<td>Fundamentals of Web Scripting</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Advisory: MA C101 and CSCI C251. This course provides students with an introduction to scripting languages for use on the World Wide Web. Course content includes a client-side scripting language and a server-side scripting language. Students will gain a basic understanding of client/server interaction and produce simple scripts that enhance interactivity of a site, process form data, authentic user login, and much more. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>MA C119</td>
<td>Fundamentals of Web Programming</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Advisory: MA C118. This course provides students with the theory and practice of server-side programming for the World Wide Web. Course content includes a review of fundamentals of programming logic, Visual Basic .NET, Active Server Pages (ASP.NET), and PHP. These languages enable students to create guest books, database integration, shopping carts, and much more. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>MA C121</td>
<td>Desktop Publishing</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Advisory: CSCI C121, MA C102, MA C111. Students will gain a strong foundation in the design of printed communications, including newsletters, brochures, advertisements, and business documents through visual problem-solving and hands-on experience with a leading desktop publishing software application. Students will also develop skills in using and mixing typefaces effectively in their graphic designs. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>MA C124</td>
<td>Web Animation</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Advisory: CSCI C101 or equivalent strongly advised. In this hands-on course the student will master the skills needed to design and reliably deliver professional quality web content that includes bitmap graphics, vector animation, streaming media, audio, form input, and interactivity. 36 hours lecture/54 hours laboratory</td>
</tr>
</tbody>
</table>
MA C125 3.00 Units  
Technical Communication A/CSU  
Advisory: Reading Level 1, Writing Level 2  
This course stresses clarity and accuracy in written communication appropriate for technical fields, both in print and electronic forms. Students will gain the skills necessary to research, write, and edit effective content. They will learn to divide content into sections and organize those sections into a navigational structure. Students will also learn how to convert narrative data into visual elements and how to present such information accurately. Topics include formal and informal reports, letters, instructions, and the design elements of the technical writer’s job. This course is cross-listed with ENGL C151. 54 hours lecture

MA C126 3.00 Units  
Advanced Web Animation with Flash A/CSU  
Advisory: MA C124 or equivalent skills and experience strongly advised  
This course is an advanced study in web animation production. This course explores the relationships between: arrays, ASP, collision detection, custom controls, databases, dynamic elements, forms, wireless applications, and externalizing content with XML through a balanced combination of exercises, individual and group projects. 36 hours lecture/54 hours laboratory

MA C127 3.00 Units  
Digital Video Production A/UC/CSU  
Advisory CSCI C101 and CSCI C171, MA C102  
This course introduces digital video production techniques including: single camera operation and procedures, basic principles and techniques of sound and scriptwriting, and digital video editing. Course topics include the operation of digital camcorders, lighting and sound equipment and post production digital editing suites; concepts and techniques of nonlinear digital editing, including organization of the editing process, working the timeline and audio editing, with emphasis on the principles and aesthetics of video editing. 36 hours lecture/54 hours laboratory

MA C128 4.00 Units  
Interactivity and Interface Design A/CSU  
Advisory: MA C101 and MA C102  
This course provides an in-depth study of Web site interactivity, including the psychology of user interaction and methods for designing and developing effective navigational interfaces. Students will also learn the fundamentals of Web animation and interactivity with Macromedia Flash. Combining their previous knowledge of Web site design and digital imaging with the concepts in this class, students will create portfolio-quality interactive web content. 45 hours lecture/81 hours laboratory

MA C130 3.00 Units  
Fundamentals of Game Design A/CSU  
Advisory: CSCI C265, CSCI C266  
This course introduces the techniques for electronic game design production. Topics include the past, present and future of the game industry, basic game programming concepts, game art requirements, understanding palettes, file formats, creating graphics for 2D games, creating graphics for 3D games, porting of project meshes, maps, and animation data to game format files, low-polygon count modeling techniques, and motion capture. Artificial intelligence for opponent behaviors, networked systems, and the issues surrounding multi-user play will also be examined. 36 hours lecture/54 hours laboratory

MA C131 3.00 Units  
Game Interface Design A/CSU  
Prerequisite: MA C130  
This course investigates user interface design for electronic game design and production. Topics include the use of DirectX and Direct3D in game engine and user interface I/O; user input devices; projections of game interface techniques; front-end visual game design tools, stock game engines; basic game programming concepts; and the balance of game performance and player immersion. 36 hours lecture/54 hours laboratory

MA C133 3.00 Units  
Game Engine Programming A/CSU  
Prerequisite: MA C131  
This course explores the concepts and techniques of game engine programming for electronic game design and production. Topics include: the use of DirectX, Direct3D, and Win32 in game engine design; algorithms, data structures, and memory management issues relevant to game engine design; the history and future of game engine programming; the use of front-end visual game design tool to compliment the game engine programming process; and the use and issues of stock game engines. 36 hours lecture/54 hours laboratory

MA C135 3.00 Units  
Multi-User Game Design A/CSU  
Prerequisite: MA C133  
This course explores the concepts and techniques of distributed multi-user game programming and design for electronic game production. Topics include: the use of DirectX, Direct3D, and Win32 in multi-user game design; network performance bottleneck issues in multi-user game design; cooperative client/server design to optimize available bandwidth; and the history and future projections of multi-user game design. 36 hours lecture/54 hours laboratory

MA C137 3.00 Units  
Artificial Intelligence in Game Design A/CSU  
Prerequisite: MA C135  
This course explores the concepts and techniques of the use of artificial intelligence in electronic game design and production. Topics include: the use of neural nets and genetic algorithms; giving the appearance of intelligence by using “smart” search, pursuit and avoidance algorithms as well as by “cheating” or providing the opponent characters with more information than they could realistically be aware of; Turing Tests; and the techniques of modeling a variety of behavioral styles and levels of aggression. 36 hours lecture/54 hours laboratory

MA C138 3.00 Units  
Game Production and Workflow A/CSU  
Advisory: Reading Level 1, Writing Level 2; CSCI C101, CSCI C171  
This is a course in game design project planning and production through hands-on experience. Students will work in teams to design and complete a game project, providing each student with portfolio preparation. 36 hours lecture/54 hours laboratory

MA C140 3.00 Units  
Production Management A/CSU  
Advisory: MA C128 or MA C165  
This is a course in media arts project planning and production. Students will work in teams to design and complete a media project, such as a web site, interactive game, or animation. Students will also develop an understanding of team roles, workflow, budget, legal, and technical considerations for completing a project. 36 hours lecture/54 hours laboratory
## MA C142
### Portfolio Development
3.00 Units
A/CSI
Advisory: Reading Level 1, Writing Level 2; CSCI C070, CSCI C101

This course prepares the student to create and present a portfolio of skills as part of the interviewing for employment process. Topics include creating resumes, preparing for interviews or client proposals, and creating a development plan for a traditional portfolio, interactive Web or CD-ROM portfolio, or video tape demo reel. This course is intended for majors where the portfolio is typically used for interviewing for employment, working as a freelance, or for transferring to a program at a four-year university. 54 hours lecture

## MA C158
### Media Production Art
3.00 Units
A/CSI
Advisory: Reading Level 1, Writing Level 2; MA C102

This course examines the principles of character and environment design, with an emphasis on using digital tools to produce concept art and preproduction materials for animations, games, and multimedia. The student will explore the processes of character development and design, environment design and layout, and storyboarding. 36 hours lecture/54 hours laboratory

## MA C160
### Principles of Animation
3.00 Units
A/CSI
Advisory: CSCI C101, CSCI C171, ENGL C070 and MA C102

This course investigates the fundamental principles of 3D animation. The student will survey the historical development of the animated film, preproduction, 3D modeling and the basics of 3D animation. 36 hours lecture/54 hours laboratory

## MA C161
### Animation II
3.00 Units
A/CSI
Advisory: MA C160

This course uses a guided digital studio approach in a close analysis of the practical production skills and techniques in 3D modeling and animation. Students will complete a combination of exercises, individual and group projects. 36 hours lecture/54 hours laboratory

## MA C162
### Digital Character Animation
3.00 Units
A/CSI
Advisory: MA C161

This course is an advanced study in digital character animation and feature-length digital media production. This course explores the relationships among anatomy, motion, weight, and timing through a balanced combination of exercises and individual and group projects. 36 hours lecture/54 hours laboratory

## MA C163
### Animation Programming
3.00 Units
A/CSI
Advisory: MA C160

This course is a close analysis of animation programming applications to automate 3D animation production. Course topics include programmed modeling, deformation, posing and kinematics. 36 hours lecture/54 hours laboratory

## MA C164
### Simulations and Dynamics
3.00 Units
A/CSI
Advisory: MA C160 or MA C161

This course examines the advanced techniques used to produce animated special effects using simulations and dynamics. Course topics include the simulation of natural phenomena such as rain, snow and fire using particle systems, and the dynamics of rigid and soft bodies. 36 hours lecture/54 hours laboratory

## MA C165
### Render Management
3.00 Units
A/CSI
Advisory: MA C161

This course is an advanced study in digital animation visual processing for production. This course explores shader development, render management, and post-production operations through a balanced combination of exercises, individual and group projects. 36 hours lecture/54 hours laboratory

## MA C166
### Digital Cinematography
3.00 Units
A/CSI
Advisory: MA C127, MA C130, MA C163

This is a course in digital cinema planning and production through hands-on experience. Course topics include digital cinema as a distinct form of artistic expression; an investigation of the aesthetic, technological, economic, and social factors that contributed to the evolution of digital cinema; logistics, scriptwriting, sound recording, film and sound editing; and methods by which the visual and aural elements may be organized. The roles and responsibilities of the digital cinema producer will be examined, including: skills and knowledge required in developing, budgeting, managing, producing, and distributing programs. 36 hours lecture/54 hours laboratory

## MA C172
### Fundamentals of AutoCAD
3.00 Units
A/CSI
Advisory: Reading Level 1, Writing Level 2; CSCI C101 and CSCI C171

This course covers the principles of orthographic drawing, pictorial drawing, dimensioning and geometric to tolerancing, and descriptive geometry and their application to the visualization, representation, analysis, solution, and documentation of engineering drawings. Course topics include AutoCAD features, commands, and tools for drawing and dimensioning techniques. This course is cross-listed with DRFT C151. 36 hours lecture/54 hours laboratory

## MA C174
### 3D Solids Modeling with SolidWorks
3.00 Units
A/CSI
Advisory: Reading Level 1, Writing Level 2; CSCI C101, CSCI C171

This course covers the principles of orthographic drawing, pictorial drawing, dimensioning and geometric to tolerancing, and descriptive geometry and their application to the visualization, representation, analysis, solution, and documentation of engineering problems, using Computer Aided Drafting (CAD). CAD problems will involve two-dimensional orthographics and three dimensional wire-frame and solid models. This course is cross-listed with DRFT C153. 36 hours lecture/54 hours laboratory
<table>
<thead>
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<tbody>
<tr>
<td>MA C180</td>
<td>3.00</td>
<td>Creating Motion Graphics with After Effects</td>
<td>A/CSU</td>
<td>In this project-based course, students will learn the techniques for creating digital effects, shooting video for effects, and using effects to aid in the telling of a story. Topics include integration of text, graphics, sound, video, and 2D/CG animation into video productions. A special emphasis is placed upon the fundamental motion graphics skills essential to employment in the broadcast industry, utilizing Adobe After Effects. 36 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>MA C190</td>
<td>3.00</td>
<td>Art of Narrative</td>
<td>A/CSU</td>
<td>This course introduces students to the variety and nature of storytelling. Students will read and analyze short stories and other kinds of narratives to better understand the elements of successful storytelling. 54 hours lecture.</td>
</tr>
<tr>
<td>MA C230</td>
<td>3.00</td>
<td>Game Prototyping</td>
<td>A/CSU</td>
<td>This course is intended for students that are interested in prototyping games for virtual reality, simulations, education and marketing. Topics include the game industry, game play, game based learning, game concept development, and game prototyping. Students will explore game prototyping through the hands-on projects using rapid prototyping software. The course outcomes include the development of an original game prototype that can be distributed in a web browser. 36 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>MA C238</td>
<td>3.00</td>
<td>Game Production for eLearning</td>
<td>A/CSU</td>
<td>A practical application of skills learned in MA C230, this course is intended for educators interested in developing a pitch package for an eLearning game. Topics include the electronic game production process, eLearning game production planning, and the practical application of concepts learned in MA C230: game play, game mods, online gaming, eLearning, and game based learning. The major course outcome will be the development of an original eLearning game production design document. 54 hours lecture.</td>
</tr>
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**MUSIC**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>MUSC C060</td>
<td>2.00</td>
<td>Special Topics in Music</td>
<td>A</td>
<td>This course allows students the opportunity to continue their development of musical skills and techniques on a specified instrument in a one-on-one classroom setting. 36 hours lecture.</td>
</tr>
<tr>
<td>MUSC C061</td>
<td>2.00</td>
<td>Special Topics in Music</td>
<td>A</td>
<td>This course allows students the opportunity to continue their development of musical skills and techniques on a specified instrument in an ensemble setting. 18 hours lecture/54 hours laboratory.</td>
</tr>
</tbody>
</table>
MUSC C122 2.00 Units
Piano II
Advisory: MUSC C121
This course is a continuation of skill development consistent with one semester of college piano study. This course includes progressive technical skills, and easy classics. Practice time outside of class is required. 36 hours lecture

MUSC C126 2.00 Units
Guitar
Requisite: None
Beginning Guitar is an introduction to the basics of playing the guitar. Guitar techniques will include both classical and popular styles. Students will learn the basics of playing melody and chords using modern notation and tablature. Students must provide their own guitar. 36 hours lecture

MUSC C127 2.00 Units
Guitar II
Prerequisite: MUSC C126; Possession of a playable acoustic guitar
Guitar II will include further development of the skills introduced in Guitar I. The emphasis of the course will be on more advanced studies in reading, fingerboard harmony, chord strums, and technique. Guitar techniques will include a variety of popular playing styles. 36 hours lecture

MUSC C131 2.00 Units
Orchestra I
Requisite: None
This course is the preparation and performance of basic orchestral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory

MUSC C132 2.00 Units
Orchestra II
Requisite: None
This course is the preparation and performance of basic to intermediate orchestral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory

MUSC C141 2.00 Units
Community Band I
Requisite: None
This course is the preparation and performance of basic concert band and wind ensemble works. 18 hours lecture/54 hours laboratory

MUSC C142 2.00 Units
Community Band II
Requisite: None
This course is the preparation and performance of basic to intermediate concert band and wind ensemble works. 18 hours lecture/54 hours laboratory

MUSC C151 2.00 Units
Choir I
Requisite: None
This course is the preparation and performance of basic choral works, including one masterwork yearly. Participation in a public performance is required. 18 hours lecture/54 hours laboratory

MUSC C152 2.00 Units
Choir II
Requisite: None
This course is the preparation and performance of basic to intermediate choral works, including one masterwork yearly. Participation in a public performance is required. 18 hours lecture/54 hours laboratory

MUSC C161 1.00 Unit
Jazz Combo I
Advisory: Ability to play a musical instrument
Ensemble work of basic jazz pieces in a variety of styles. Learn about improvisational scales, techniques and rhythms while playing in an ensemble setting. Students will improvise and accompany at the beginning level of jazz. Basic rhythms and feel will be incorporated in student’s performance. 18 hours lecture/18 hours laboratory

MUSC C162 1.00 Unit
Jazz Combo II
Advisory: Ability to play a musical instrument
Ensemble work of basic jazz pieces in a variety of styles. Learn about improvisational scales, techniques and rhythms while playing in an ensemble setting. A beginning intermediate level of improvisation and accompaniment. Students will have a slightly sharper sense of rhythmic feel and placement in music. 18 hours lecture/18 hours laboratory

MUSC C173 3.00 Units
Appreciation of Jazz
Advisory: Reading Level 1, Writing Level 2
A survey of 20th Century jazz styles and performers with a historical background of the antecedents of jazz. This course will be concerned with the history of jazz from its beginnings to the present day, and will cover each of the primary jazz periods. Concert attendance required. 54 hours lecture

MUSC C181 3.00 Units
Music and Technology I
Advisory: CSCI C070
This course is an introduction to music technology with topics to include history, overview, CAI software, and fundamentals of analog and digital music systems. Students will be introduced to the operational principles of synthesizer/MIDI keyboards and computer music software. Students will have the opportunity to create their own sound samples and audio tracks, CD’s and MP3’s using computers and synthesizers. 36 hours lecture/54 hours laboratory

MUSC C183 3.00 Units
Fundamentals of Sound Design for Media
Advisory: CSCI C070, Reading Level 1
This course is an introduction to the fundamentals of creating sound for various media. Students will explore the relationship of sound and music to video, film, animation, and video games. Students will learn how to produce effective audio tracks using live sound, MIDI synthesizers, digital sound effects and computer hard disk recording. 36 hours lecture/54 hours laboratory
This course is the preparation and performance of advanced concert band and wind ensemble works. Practice time outside of class is required. 36 hours lecture

**MUSC C222**  
**Piano IV**  
2.00 Units  
A/UC/CSU  
Advisory: MUSC C221  
This course is the study of moderately easy classics with attention to form and interpretation. This course focuses on more advanced technical work, and the ability to select and prepare pieces with little assistance on performance techniques. Practice time outside of class is required. 36 hours lecture

**MUSC C226**  
**Guitar III**  
2.00 Units  
A/CSU  
Prerequisite: MUSC C127; Possession of a playable acoustic guitar  
Guitar III will include further development of the skills introduced in Guitar I and II. Students will learn a variety of advanced scales, arpeggios, and chords. The course will include advanced concepts of left hand fingering such as aimed directed movement, weight transfer, inverted fingerings, and guide/pivot fingers. These techniques will then be applied to various studies and songs which were composed for the purpose of increasing speed, accuracy, and musicality. Repertoire will include both classical and popular styles. 36 hours lecture

**MUSC C231**  
**Orchestra III**  
2.00 Units  
A/UC/CSU  
Requisite: None  
This course is the preparation and performance of intermediate orchestral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory

**MUSC C232**  
**Orchestra IV**  
2.00 Units  
A/UC/CSU  
Requisite: None  
This course is the preparation and performance of advanced orchestral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory

**MUSC C241**  
**Community Band III**  
2.00 Units  
A/UC/CSU  
Requisite: None  
This course is the preparation and performance of intermediate concert band and wind ensemble works. 18 hours lecture/54 hours laboratory

**MUSC C242**  
**Community Band IV**  
2.00 Units  
A/UC/CSU  
Requisite: None  
This course is the preparation and performance of advanced concert band and wind ensemble works. 18 hours lecture/54 hours laboratory

**PARALEGAL STUDIES**

**PARA C101**  
**Introduction to Paralegal Studies**  
3.00 Units  
A/CSU  
Advisory: Reading Level 1, Writing Level 1  
This course introduces students to the field of paralegal studies and examines the role of the paralegal in the legal profession. Students complete practical exercises designed to acquaint them with the varied procedures carried out by paralegals in a typical law practice. Research and case analysis are used to familiarize the student with the various types of law and legal documents. 54 hours lecture

**PARA C110**  
**Introduction to Legal Writing and Analysis**  
3.00 Units  
A/CSU  
Advisory: Reading Level 1, Writing Level 1  
This course focuses on the principles of drafting legal documents and the fundamentals of legal analysis. Students will practice writing legal memorandums, court briefs, and correspondence. Students are introduced to the tools and elements of legal analysis including statutory analysis, case law briefs, issue identification and counter analysis. 54 hours lecture
### Course Descriptions

<table>
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</tr>
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<tr>
<td>PARA C120</td>
<td>3.00</td>
<td>Introduction to Legal Research</td>
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<tr>
<td>PARA C130</td>
<td>3.00</td>
<td>Civil Litigation and Procedure I</td>
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<tr>
<td>PARA C140</td>
<td>3.00</td>
<td>Civil Litigation and Procedure II</td>
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<tr>
<td>PARA C150</td>
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<td>Law Office Management</td>
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<tr>
<td>PARA C200</td>
<td>3.00</td>
<td>Bankruptcy Law</td>
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<tr>
<td>PARA C220</td>
<td>3.00</td>
<td>Probate Law</td>
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<tr>
<td>PARA C230</td>
<td>3.00</td>
<td>Criminal Law and Procedure</td>
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<tr>
<td>PARA C240</td>
<td>3.00</td>
<td>Real Property Law</td>
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<tr>
<td>PARA C250</td>
<td>3.00</td>
<td>Family Law</td>
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<tr>
<td>PARA C260</td>
<td>3.00</td>
<td>Personal Injury and Tort Litigation</td>
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<tr>
<td>PARA C270</td>
<td>2.00</td>
<td>Real Property Law</td>
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<tr>
<td>PARA C280</td>
<td>2.00</td>
<td>Worker's Compensation Law</td>
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<tr>
<td>PARA C290</td>
<td>2.00</td>
<td>Paralegal Studies Internship</td>
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<tr>
<td>PDEV C022</td>
<td>2.00</td>
<td>Reading Improvement</td>
</tr>
</tbody>
</table>

### Personal Development

#### PDEV C022

**Reading Improvement**

- Prerequisite: None
- This course is designed for students who experience severe reading or spelling difficulties. Students will learn auditory/phonemic awareness skills and gain the ability to think about and manipulate sounds important for success in reading and spelling. The course content is also appropriate for students who have difficulty completing the college’s reading and spelling classes and ESL students who need additional auditory practice.

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This course provides students with the knowledge and tools to properly complete legal research. The class will examine both primary and secondary sources. Students will learn to use correct citation form and complete several research assignments. Focus will be on researching Federal and California law using both Internet sources and electronic databases. 54 hours lecture.

This course prepares the paralegal student for the litigation process and the rules that govern that process. Students will learn the steps involved in bringing a civil suit to trial and the development of the case to the appellate process. They will examine the process of discovery and the preparation of a pleading. 54 hours lecture.

This course continues the preparation of the paralegal student for the litigation process and the rules that govern that process. Advanced topics to be covered include motions alternative dispute resolution, appeals, and judgments. Additionally, students will learn the procedures of a civil case in the state of California. 54 hours lecture.

This course prepares students to manage and operate a professional law office. Students will practice skills used in managing clients, the calendar, the filing system, and the law library. Other topics include ethics, marketing billing, and office layout. 54 hours lecture.

This course examines the field of bankruptcy law and prepares the student to assist in the bankruptcy process. Students will learn the types of bankruptcy, the common forms used, bankruptcy court procedures and to assist in the bankruptcy process. Students will learn the types of bankruptcy, the common forms used, bankruptcy court procedures and to assist in the bankruptcy process.

This course examines the field of family law. Students will examine the legal principles that define relationships, rights and duties within family units. The course will include the history of family law and how it has evolved over the last several decades.

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This course examines the field of worker’s compensation law and prepares the student to assist in torts resulting from work injuries. Topics to be covered include compensation principles, employer-employee relationship, work injuries and accidents and the worker’s compensation system.

This course will familiarize the paralegal student with the laws that govern the paralegal profession, as well as the general practice of law. Students will be introduced to the processes of legal research and analysis, including a study of legal forms and procedures. 54 hours lecture.

This course enables the paralegal student to obtain practical experience under the supervision of an attorney and or legal professional. Students will gain experience in the daily operations of a typical legal office, legal research, interviewing clients and preparing briefs. The course will also cover job search techniques. Students will be responsible for arranging their own assignments.

This course is designed for students who experience severe reading or spelling difficulties. Students will learn auditory/phonemic awareness skills and gain the ability to think about and manipulate sounds important for success in reading and spelling. The course content is also appropriate for students who have difficulty completing the college’s reading and spelling classes and ESL students who need additional auditory practice.

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<tr>
<td>PDEV C023</td>
<td>2.00</td>
<td>Learning Disability Awareness and Study Strategies Introduction</td>
<td>This course covers basic learning disability awareness and strategies for college success. Topics covered are disability awareness, learning styles, information processing, memory techniques, time management, goal setting, concentration, anxiety, and reading systems. Open to any student, this class teaches use of personal strengths, specific skills, and strategies to overcome obstacles to college success for students with disabilities. 36 hours lecture</td>
</tr>
<tr>
<td>PDEV C025</td>
<td>2.00</td>
<td>Study Strategies</td>
<td>This course is designed for students who have the potential to benefit from college courses but lack specific skills and learning strategies to succeed in those classes. The course focuses on developing planning strategies and using accommodations for long-term project based on the students' learning styles and/or functional limitations. 36 hours lecture</td>
</tr>
<tr>
<td>PDEV C031</td>
<td>1.00</td>
<td>Functional Word Processing</td>
<td>This course provides a more slowly paced version of word processing. This class is designed specifically for the student who has little or no knowledge of computers or word processing, for students with functional limitations, or for students who are in the Special Services Program. This course is open to any student who has the potential to benefit from college courses and who would benefit from being able to type class work. 9 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td>PDEV C035</td>
<td>1.00</td>
<td>Basic Thinking Strategies</td>
<td>Designed for students who want to improve their skills in attention/concentration, memory, spatial processing, and problem solving through the use of computer software and class activities. 18 hours lecture/18 hours laboratory</td>
</tr>
<tr>
<td>PDEV C051</td>
<td>1.00</td>
<td>Training in Assertiveness</td>
<td>Students will learn and practice methods to effectively communicate their needs desires, and limitations to other people at home, at work, and in other social situations. 18 hours lecture</td>
</tr>
<tr>
<td>PDEV C061</td>
<td>1.00</td>
<td>Yoga for Personal Development</td>
<td>This course is intended to introduce the student to the practice of awareness of the integrated operations of thought, breath, posture, and balance and to provide the student with opportunities to develop greater awareness, concentration, and perseverance. 54 hours activity</td>
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<tr>
<td>PDEV C071</td>
<td>0.50</td>
<td>Living with Math</td>
<td>Identifying and coping with math anxiety; gaining confidence about mathematics in a supportive environment. Credit/No Credit Grading. 9 hours lecture</td>
</tr>
<tr>
<td>PDEV C075</td>
<td>1.00</td>
<td>Career Alternatives</td>
<td>Students will evaluate their individual life-style preferences through use of in class assessment tools. Students will explore the world of work and educational programs, and develop career decisions and action plans necessary to achieve individual career goals. 18 hours lecture</td>
</tr>
<tr>
<td>PDEV C076</td>
<td>0.50</td>
<td>Stress: Sources, Management, and Prevention</td>
<td>Identifying and coping with stress as a positive force for personal adjustment. Credit/No Credit Grading. 9 hours lecture</td>
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<tr>
<td>PDEV C077</td>
<td>1.00-2.00-3.00</td>
<td>Workforce Readiness Workshop</td>
<td>Intensive workshop will use an experimental emphasis to meet the goal of developing personal qualities important to securing and sustaining a job. The expectation of high performance standards will be supported with instructor/student evaluation of readiness for securing and maintaining employment. 18-36-54 hours lecture</td>
</tr>
<tr>
<td>PDEV C078</td>
<td>1.00</td>
<td>Building Career Search Skills</td>
<td>Preparation for choosing a career through self-assessment and understanding the process of career choice. Discussion on college majors, trends in today's work force and local resources for employment. Preparation to enter the work force through career development and planning, resume and interview practicum. 18 hours lecture</td>
</tr>
<tr>
<td>PDEV C082</td>
<td>1.00</td>
<td>Career Expansion</td>
<td>Increasing motivation and planning to achieve career goals and assist individuals in exploring career options. Credit/No Credit Grading. 18 hours lecture</td>
</tr>
<tr>
<td>PDEV C085</td>
<td>1.00</td>
<td>Creativity Through Visual Perception</td>
<td>This course is designed to teach non-artists how to access perceptual and creative skills they already possess through drawing. Students will learn the relationship of drawing to visual and perceptual brain processes and to develop methods of accessing and controlling these processes. 9 hours lecture/27 hours laboratory</td>
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<tr>
<td>PDEV C090</td>
<td>1.00</td>
<td>Becoming a Student Ambassador</td>
<td>This course is available to all students interested in acquiring skills necessary to be a student ambassador on campus. The course will focus on developing the interpersonal skills necessary for effective verbal communication and appropriate behavior and dress for the work place. The course will provide the necessary information regarding college resources and facilities as well as an understanding of the world of academia to effectively represent the campus in a variety of settings. 18 hours lecture</td>
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<tr>
<td>PHIL C101</td>
<td>3.00</td>
<td>Introduction to Philosophical Problems</td>
<td>This course offers a survey of human intellectual interactions within the self, with other persons, with human society, and with the natural world in relation to ultimate concerns. 54 hours lecture</td>
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<tr>
<td>PHIL C201</td>
<td>3.00</td>
<td>Introduction to Systematic Theories</td>
<td>Students are introduced to the historical development of systematic philosophy and to trends towards a new synthesis of science, the arts and personal meaning. Concepts covered include systems theory, chaos theory, morphogenic field theory and holographic models of the mind and the universe. 54 hours lecture</td>
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<tr>
<td>PHIL C215</td>
<td>3.00</td>
<td>History of Western Philosophy</td>
<td>This class is an historical exploration of the most influential philosophers of Western civilization, from the pre-Socratics to the twentieth century and how they dealt with the fundamental questions about life and our human existence. 54 hours lecture</td>
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<tr>
<td>PHIL C141</td>
<td>3.00</td>
<td>Ethics</td>
<td>Students will learn a variety of philosophical approaches to moral reasoning and decision making in different cultural and historical contexts. Students will apply philosophical reasoning to contemporary issues in ethics through verbal and written synthesis of ideas related to ethical problems. 54 hours lecture</td>
</tr>
<tr>
<td>PHED C020</td>
<td>0.50</td>
<td>Baseball Camp I</td>
<td>Participants receive instruction in the fundamental skills of baseball at the beginning level including hitting, pitching, fielding, catching, and throwing. Analysis of strengths and suggested improvements will be made. Skill, drills, and games will be used to meet these goals. Credit/No Credit Grading. 27 hours activity</td>
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<td>Credit/No Credit Grading</td>
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<tr>
<td>PHED C021</td>
<td>0.50</td>
<td>Baseball Camp II</td>
<td>A</td>
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<tr>
<td>PHED C022</td>
<td>0.50</td>
<td>Baseball Camp III</td>
<td>A</td>
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<td>PHED C101</td>
<td>3.00</td>
<td>Foundations of Physical Education</td>
<td>A/UC/CSU</td>
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<td>PHED C102</td>
<td>2.00</td>
<td>Personal Lifelong Fitness</td>
<td>A/CSU</td>
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<td>PHED C103</td>
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<td>Aerobic Dance I</td>
<td>A/UC/CSU</td>
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<td>PHED C104</td>
<td>1.00</td>
<td>Aerobic Dance II</td>
<td>A/UC/CSU</td>
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<td>PHED C105</td>
<td>1.00</td>
<td>Weight Training I</td>
<td>A/UC/CSU</td>
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<td>PHED C106</td>
<td>1.00</td>
<td>Weight Training II</td>
<td>A/UC/CSU</td>
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<tr>
<td>PHED C107</td>
<td>1.00</td>
<td>General Conditioning I</td>
<td>A/UC/CSU</td>
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<tr>
<td>PHED C108</td>
<td>1.00</td>
<td>General Conditioning II</td>
<td>A/UC/CSU</td>
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<tr>
<td>PHED C109</td>
<td>1.00</td>
<td>Golf I</td>
<td>A/UC/CSU</td>
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<tr>
<td>PHED C110</td>
<td>1.00</td>
<td>Golf II</td>
<td>A/UC/CSU</td>
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<tr>
<td>PHED C113</td>
<td>1.00</td>
<td>Tennis I</td>
<td>A/UC/CSU</td>
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<tr>
<td>PHED C114</td>
<td>1.00</td>
<td>Tennis II: 1.00 Unit&lt;br&gt;Prerequisite: PHED C113&lt;br&gt;This is an intermediate course in tennis. This class refines the basic strokes with special emphasis on the lob, smash (overhead), and intermediate singles and doubles play. 54 hours activity</td>
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<tr>
<td>PHED C115</td>
<td>1.00</td>
<td>Volleyball I&lt;br&gt;Prerequisite: None&lt;br&gt;This is a beginning course designed to introduce the fundamental skills of beginning volleyball which consist of serving, passing, setting, offensive and defensive strategies. 54 hours activity</td>
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<tr>
<td>PHED C116</td>
<td>1.00</td>
<td>Volleyball II&lt;br&gt;Prerequisite: PHED C115&lt;br&gt;This is an intermediate course designed to refine the fundamental skills of beginning volleyball. 54 hours activity</td>
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<tr>
<td>PHED C117</td>
<td>1.00</td>
<td>Basketball I&lt;br&gt;Prerequisite: None&lt;br&gt;This is a beginning course designed to introduce the fundamentals of basketball skills. This class will emphasize the fundamentals of shooting, dribbling, passing, offensive/defensive strategy, and the rules of basketball. 54 hours activity</td>
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<tr>
<td>PHED C118</td>
<td>1.00</td>
<td>Basketball II&lt;br&gt;Prerequisite: PHED C117&lt;br&gt;This is an intermediate course designed for continuation of basic skill development with special emphasis on team offensive and defensive strategies, as well as tactics and individualized moves by position. 54 hours activity</td>
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<tr>
<td>PHED C123</td>
<td>1.00</td>
<td>Softball I&lt;br&gt;Prerequisite: None&lt;br&gt;This is a beginning level course designed to introduce basic softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. 54 hours activity</td>
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<tr>
<td>PHED C124</td>
<td>1.00</td>
<td>Softball II&lt;br&gt;Prerequisite: PHED C123&lt;br&gt;This is an intermediate course designed for the continuation of basic softball skills. Emphasis is placed on the development of defensive tactics by position and special situations like double plays, backing up, pick-off and relay throws. 54 hours activity</td>
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<tr>
<td>PHED C125</td>
<td>1.00</td>
<td>Soccer I&lt;br&gt;Prerequisite: None&lt;br&gt;This is a course designed to equip the student with beginning soccer skills. There will be emphasis on beginning strategies and techniques. 54 hours activity</td>
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<tr>
<td>PHED C126</td>
<td>1.00</td>
<td>Soccer II&lt;br&gt;Prerequisite: PHED C125&lt;br&gt;This is a course designed to equip the student with intermediate soccer skills. There will be a greater emphasis on advanced offensive and defensive strategies. 54 hours activity</td>
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<tr>
<td>PHED C127</td>
<td>1.00</td>
<td>Racquetball I&lt;br&gt;Prerequisite: None&lt;br&gt;This is a beginning course in the fundamentals of racquetball. The class will cover rules, equipment, safety, etiquette, and basic skills of the forehand, backhand and serve. 54 hours activity</td>
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<tr>
<td>PHED C128</td>
<td>1.00</td>
<td>Racquetball II&lt;br&gt;Prerequisite: PHED C127&lt;br&gt;This is an intermediate level class in racquetball. There will be an emphasis on court coverage and reading the front wall. Intermediate level offensive and defensive shots are stressed. 54 hours activity</td>
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<tr>
<td>PHED C129</td>
<td>1.00</td>
<td>Cardiovascular Fitness I&lt;br&gt;Prerequisite: None&lt;br&gt;A basic course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, treadmills and stair steppers). This class is designed for inactive people who want to begin a cardiovascular exercise program. Note: Enrollment limited to students who are symptom free of any cardiovascular disease or have a physician’s statement to participate. 54 hours activity</td>
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<tr>
<td>PHED C130</td>
<td>1.00</td>
<td>Cardiovascular Fitness II&lt;br&gt;Prerequisite: PHED C129&lt;br&gt;An intermediate course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, and stair steppers). This class is designed for the moderately fit person who wants to improve his/her cardiovascular fitness level. Note: Enrollment is limited to those students who are symptom free of any cardiovascular disease or who have a physician’s statement to participate. 54 hours activity</td>
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<tr>
<td>PHED C131</td>
<td>1.00</td>
<td>Walking Wellness I&lt;br&gt;Prerequisite: None&lt;br&gt;This is a physical activity course designed to improve fitness through walking. 54 hours activity</td>
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</table>
### PHED C132
**Walking Wellness II**
1.00 Unit
A physical activity course designed to improve fitness through power walking. 54 hours activity

**Prerequisite:** PHED C131

### PHED C133
**Beginning Modern Dance**
1.00 Unit
This is a course designed to cover beginning techniques of modern dance. Participants practice exercises to develop strength, flexibility, and grace. Emphasis is on dance for fitness and personal expression. 54 hours activity

**Requisite:** None

### PHED C135
**Jazz Dance I**
1.00 Unit
This is a course designed to cover beginning techniques of jazz dance. Participants practice beginning level exercises to develop strength and flexibility of the limbs and torso and learn beginning jazz dance combinations. 54 hours activity

**Requisite:** None

### PHED C136
**Jazz Dance II**
1.00 Unit
This is a course designed to cover intermediate techniques of jazz dance. Participants practice intermediate level exercises to develop strength and flexibility of the limbs and torso and learn intermediate level jazz dance combinations. 54 hours activity

**Prerequisite:** PHED C135

### PHED C147
**Adaptive Physical Education I**
1.00 Unit
This is a course designed to allow physically disabled students to participate in an adapted physical education program for its physical benefits. Each student will have an individualized program prescribed, which will help remediate specific physical limitations. Credit/No Credit Grading. 54 hours activity

**Requisite:** None

### PHED C148
**Adaptive Physical Education II**
1.00 Unit
This is an advanced course designed to allow physically disabled students to continue to expand their physical strength and skills through utilizing their individualized educational program. Credit/No Credit Grading. 54 hours activity

**Prerequisite:** PHED C147

### PHED C151
**Introduction to General Conditioning for Competitive Athletes I**
1.00 Unit
This is an introductory course in co-educational physical fitness designed to help improve general fitness through exercise for competitive athletes. It includes current scientific trends and methods in related general physiology and kinesiology and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. 27 hours lecture/54 hours activity

**Prerequisite:** Participation in intercollegiate athletics

### PHED C152
**Beginning General Conditioning for Competitive Athletes II**
1.00 Unit
This is a beginning course in co-educational physical fitness designed to help improve general fitness through exercise for competitive athletes. It includes current scientific trends and methods, general psychological and kinesiological and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. 27 hours lecture/54 hours activity

**Prerequisite:** Participation in intercollegiate athletics

### PHED C155
**Theory of the Care and Prevention of Athletic Injuries**
3.00 Units
This course is designed to introduce the student to the athletic training educational competencies set forth by the National Athletic Trainer’s Association Board of Certification (NATABOC). These educational competencies will involve the skills of: Prevention of Athletic Injuries and Illness; Recognition and Evaluation; Management, Treatment and Disposition of Athletic Injuries; Rehabilitation of Athletic Injuries. 54 hours activity

**Requisite:** None

### PHED C156
**Practicum in Athletic Training**
1.00 Unit
This course is designed to introduce students to the athletic training educational competencies set forth by the National Athletic Trainers Association Board of Certification (NATABOC) in a lab type setting. The student will learn hands on skills in the athletic training room including: taping for injury prevention and protection, wound care using proper OSHA standards and basic modality use. 54 hours activity

**Requisite:** None

### PHED C161
**Intercollegiate Basketball I**
1.00 Unit
This class is designed for second semester participation and eligibility. Shall emphasize a high level of training and skill development. Emphasizes primary skill, theory, tactics, strategy and application thereof for the intercollegiate competitor. For first semester of eligibility (Fall only). 175 hours activity

**Prerequisite:** Must meet CCCA Athletic Code Eligibility Guidelines. Must be enrolled in a minimum of 12 units during the season of competition.

### PHED C162
**Intercollegiate Basketball II**
1.00 Unit
This class is designed for second semester participation and eligibility. Shall emphasize a high level of training and skill development. Emphasizes primary skill, theory, tactics, strategy and application thereof for the intercollegiate competitor. 175 hours activity

**Prerequisite:** Must meet CCCA Athletic Code Eligibility Guidelines. Must be enrolled in a minimum of 12 units during the season of competition.

### PHED C163
**Competitive Basketball Techniques I**
1.00 Unit
This is a basic course designed for individuals with prior years of basketball playing experience. The class prepares individuals for competitive experience through cardiovascular, kinesiological endurance as well as through advanced basketball skills, strategy and competition. 54 hours activity

**Prerequisite:** Participation in intercollegiate athletics
PHED C164 1.00 Unit
Competitive Basketball Techniques II
Prerequisite: PHED C163
This is an intermediate course designed for individuals with prior years of basketball playing experience. Course prepares individuals for competitive experience through cardiovascular, kinesiological endurance as well as through advanced basketball skills, strategy and competition. 54 hours activity

PHED C171 1.00 Unit
Intercollegiate Volleyball I
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines. Must be enrolled in a minimum of 12 units during the season of competition.

PHED C172 1.00 Unit
Intercollegiate Volleyball II
Prerequisite: PHED C171. Must meet CCCA Athletic Code Eligibility Guidelines. Must be enrolled in 12 units during season of competition. Must have completed 24 units with a 2.0 GPA

PHED C173 1.00 Unit
Intercollegiate Baseball I
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines. Participants must be enrolled in a minimum of 12 units during the season of competition

PHED C174 1.00 Unit
Intercollegiate Baseball II
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines. Must be enrolled in 12 units during season of competition. Must have completed 24 units with a 2.0 GPA

PHED C175 1.00 Unit
Competitive Baseball I
Advisory: Baseball experience

PHED C176 1.00 Unit
Competitive Baseball II
Advisory: Baseball experience
This is an intermediate course designed to prepare the athlete in the sport of baseball at the competitive level. Skills will be developed through high intensity practice sessions on a daily basis. 175 hours activity

PHED C177 1.00 Unit
Women's Intercollegiate Basketball I
Requisite: None
This course is designed for student athletes that wish to play intercollegiate basketball. Students will develop skills in all areas of the game through daily practices that will include: individual and team drills, scrimmages (intra-team play), film sessions, game strategy sessions, and outside team competition. Students must meet CCCA eligibility requirements. 90 hours activity

PHED C178 1.00 Unit
Women's Intercollegiate Basketball II
Requisite: None
This course is designed for the second semester of intercollegiate competition and is a continuation from the previous semester. Students will continue to develop basketball skills in all areas of the game and learn new basketball strategies. Students must meet CCCA eligibility requirements. 85 hours activity

PHED C181 1.00 Unit
Intercollegiate Softball I
Prerequisite: Must meet CCCA Athletic Eligibility Guidelines.
Participants must be enrolled in a minimum of 12 units during the season of competition

PHED C183 1.00 Unit
Competitive Softball I
Requisite: None
This is a basic level course designed to introduce students to competitive softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. 175 hours activity

PHED C184 1.00 Unit
Competitive Softball II
Prerequisite: PHED C183
This is an intermediate level course designed to expose students to competitive softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. 175 hours activity
PHED C203  1.00 Unit  
Aerobic Dance III  
A/UC/CSU  
Prerequisite: PHED C104
This is an advanced course in fitness dance that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises at a higher fitness level. 54 hours activity

PHED C205  1.00 Unit  
Weight Training III  
A/UC/CSU  
Prerequisite: PHED C106
This is an advanced course in co-educational weight training. Includes refinement of intermediate skills previously acquired with a heavy emphasis on weight training theory with further development of sophisticated individual program. 54 hours activity

PHED C207  1.00 Unit  
General Conditioning III  
A/UC/CSU  
Prerequisite: PHED C108
This is an advanced course in a co-educational, general conditioning class designed to help improve general fitness through exercise. Includes refinement of intermediate skills previously gained and emphasizes the maintenance of an individually designed fitness program. 54 hours activity

PHED C209  1.00 Unit  
Golf III  
A/UC/CSU  
Prerequisite: PHED C110
This is an advanced course with a continuation and refinement of all golf skills. A greater emphasis on course play and tournament play. 54 hours activity

PHED C213  1.00 Unit  
Tennis III  
A/UC/CSU  
Prerequisite: PHED C114
This is an advanced course in tennis. There will be special emphasis on serve placement, spin serves, ground-strokes, volleys, drop shots, and strategies as they apply in a competitive game situation. 54 hours activity

PHED C215  1.00 Unit  
Volleyball III  
A/UC/CSU  
Prerequisite: PHED C116
This is an advanced course designed to refine the fundamental skills of intermediate volleyball. A greater emphasis on competitive tournament play. 54 hours activity

PHED C217  1.00 Unit  
Basketball III  
A/UC/CSU  
Prerequisite: PHED C118
This is an advanced course designed for the advanced basketball player. Emphasis will be on advanced offensive and defensive theories in specialized situations. 54 hours activity

PHED C223  1.00 Unit  
Softball III  
A/UC/CSU  
Prerequisite: PHED C124
This is an advanced course designed to refine basic softball skills with special emphasis on team offensive and defensive strategies and advanced skills in batting, bunting, pitching, and fielding. 54 hours activity

PHED C225  1.00 Unit  
Soccer III  
A/UC/CSU  
Prerequisite: PHED C126
This is an advanced course designed to equip the student with advanced soccer skills. There will be a greater emphasis on advanced offensive and defensive strategies. 54 hours activity

PHED C227  1.00 Unit  
Racquetball III  
A/UC/CSU  
Prerequisite: PHED C128
This is an advanced course in racquetball designed to improve skills for competitive play. Advanced offensive and defensive techniques are stressed. 54 hours activity

PHED C229  1.00 Unit  
Cardiovascular Fitness III  
A/UC/CSU  
Prerequisite: PHED C130
An advanced course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, treadmills and stair steppers). This class is designed for vigorously fit individuals who want to improve or maintain a high level of cardiovascular fitness. Note: Participants must be symptom free of any cardiovascular disease or have a physician’s statement to participate. 54 hours activity

PHED C231  1.00 Unit  
Wellness Walking III  
A/UC/CSU  
Prerequisite: PHED C132
A physical activity course designed to improve fitness through vigorous walking. 54 hours activity

PHED C235  1.00 Unit  
Jazz Dance III  
A/UC/CSU  
Prerequisite: PHED C136
This is a course designed to cover advanced techniques of jazz dance. Participants practice advanced level exercises to develop strength and flexibility of the limbs and torso and learn advanced dance combinations. Performance and choreography skills are introduced in this course. 54 hours activity

PHED C251  1.00 Unit  
Intermediate General Conditioning for Competitive Athletes III  
A/UC/CSU  
Prerequisite: Participation in intercollegiate athletics
This is an intermediate course in co-educational physical fitness designed to help improve general fitness through exercise for competitive athletes. Includes current scientific trends and methods, general psychological and kinesiological and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. 27 hours lecture/54 hours activity
PHED C252  
Advanced General Conditioning for Competitive Athletes IV  
Prerequisite: Participation in intercollegiate athletics  
This is an advanced course in co-educational physical fitness designed to help improve general fitness through exercise for competitive athletes. Includes current scientific trends and methods in related general physiology and kinesiology and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. 27 hours lecture/54 hours activity

PHED C261  
Intercollegiate Basketball III  
Prerequisite: PHED C162; Must meet CCCA Athletic Eligibility Guidelines. Must have completed 24 units with a 2.0 GPA  
This course is designed to teach with emphasis on advanced skill, theory, tactics, strategy and intercollegiate competition. This class is only for the third semester of eligibility. 175 hours activity

PHED C262  
Intercollegiate Basketball IV  
Prerequisite: PHED C261; Must meet CCCA Athletic Eligibility Guidelines. Must be enrolled in a minimum of 12 units during the season of competition with a 2.0 GPA  
This course is designed with emphasis on advanced skill, theory, tactics, strategy and intercollegiate competition. This class is only for the fourth semester of eligibility (Spring only). 175 hours activity

PHED C263  
Competitive Basketball Techniques III  
Prerequisite: PHED C164  
This is an advanced course designed for individuals with prior years of basketball playing experience. Course prepares individuals for competitive experience through cardiovascular, kinesiological endurance as well as through advanced basketball skills, strategy and competition. 54 hours activity

PHED C275  
Competitive Baseball III  
Prerequisite: Baseball experience  
This is an advanced course designed to prepare the athlete in the sport of baseball at the competitive level. Skills will be developed through high intensity practice sessions on a daily basis. 175 hours activity

PHED C276  
Advanced Baseball Skills  
Prerequisite: Previous experience as a competitive baseball athlete  
Summer baseball class. A course for individuals with prior years of baseball playing experience. Improvement and refinement of advanced baseball skills in a competitive laboratory environment. In addition, students will increase knowledge and application of advanced baseball strategies. Field trips are designed to provide opportunities for student participants to apply advanced baseball skills. 54 hours activity

PHED C277  
Women’s Intercollegiate Basketball III  
Requisite: None  
This course is designed for the second year and third semester student participant. Students will participate in higher level activity and skill development. The class will emphasize advanced strategies including various offenses and defense. Students must meet CCCA eligibility requirements. 90 hours activity

PHED C278  
Women’s Intercollegiate Basketball IV  
Requisite: None  
This course is designed for the fourth semester of intercollegiate competition. Students will participate in advanced drills and competition. Emphasis will include advanced strategies, ability to recognize various offenses and defenses. Students must meet CCCA eligibility requirements. 85 hours activity

PHED C281  
Intercollegiate Softball II  
Requisite: Must meet CCCA Athletic Eligibility Guidelines. Participants must be enrolled in a minimum of 12 units during the season of competition and must have completed 24 units with a 2.0 GPA  
This course involves participation in high level competition and skill development at the intercollegiate level in the sport of softball. Emphasis will be placed on advanced skill, theory, tactics, strategy and intercollegiate competition. This course is to be taken during the second semester of intercollegiate athletic eligibility (Spring only). 175 hours activity

PHED C283  
Competitive Softball III  
Requisite: PHED C184  
This is an advanced level course designed to expose students to competitive softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. 175 hours activity

PHSC C101  
General Earth Sciences  
Advisory: Reading Level 1, Writing Level 2  
A general survey of the four fields in the physical sciences - geology, oceanography, meteorology, and astronomy - that focus on our physical environment. This course is designed to provide an overview of the physical world for students concentrating in studies outside of the natural sciences. 54 hours lecture

PHSC C102  
Earth Sciences Laboratory  
Requisite: PHSC C101 or concurrent enrollment  
Practical experience in the correlated area of geology, oceanography, meteorology and astronomy; the methods of science. 54 hours laboratory
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<th>Course Code</th>
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| PHSC C103   | Field Studies in the Earth Sciences        | 05.0-1.00 Unit | A/UC/CSU  
Field trips to selected sites of oceanographic, geologic, or meteorological interest. Credit/No Credit Grading. 9.00-18.00 hours lecture |
| PHSC C111   | Concepts of Physical Science               | 3.00 Units | A/UC/CSU  
Advisory: Reading Level 1, Math Level 3  
A survey of concepts in physics and chemistry, with applications to the earth sciences and astronomy, for the non-science major. Topics are developed with a minimum of mathematical presentation. 54 hours lecture |
| PHSC C112   | Concepts of Physical Sciences Laboratory   | 1.00 Unit | A/UC/CSU  
Advisory: PHSC C111 or concurrent enrollment  
To provide the student with lab experiences that will make the laws and theories of physical science discussed in lecture more meaningful and more realistic. To further the student's understanding and appreciation of how science is actually done. To assign lab work that will enhance the student's ability to communicate well in writing, to follow written and verbal instructions, to use very basic mathematical skills, to collect and graph data, and to draw valid conclusions from experimental evidence. 54 hours laboratory |
| PHSC C121   | Elementary Astronomy                        | 3.00 Units | A/UC/CSU  
Advisory: Reading Level 1, Writing Level 2  
A nonmathematical description of the physical universe with an emphasis on the nature and evolution of the planets, stars, galaxies and the universe and on the methods and tools by which the current understanding has been achieved. Recent discoveries will be stressed, such as quasars, pulsars, black holes, neutron stars, and the new findings about the planets and moons of the solar system obtained from space exploration. 54 hours lecture |
| PHSC C122   | Astronomy Laboratory                        | 1.00 Unit | A/UC/CSU  
Advisory: Reading Level 1, Writing Level 2  
The astronomy laboratory course will consist of: understanding optics: understanding the optical principles and actual hands-on construction of several types of telescopes, including reflectors and refractors; understanding the use of star charts to observe the night sky; and, guided hands-on observations of the night sky using the naked eye, binoculars, and telescopes. The course will include the performance of laboratory optical and observational research projects and the writing of associated research reports or papers. Students will participate in project teams of 2-3 students. 54 hours laboratory |
| PHSC C125   | Astronomy                                  | 4.00 Units | A/UC/CSU  
Advisory: Reading Level 1, Writing Level 2, Math Level 2  
Astronomy is a general survey of the physical universe; the nature and evolution of the universe, galaxies, stars, and planets; and the methods and tools by which the current understanding has been achieved will be emphasized. The laboratory portion will consist of: understanding: the optical principles and actual construction of several types of telescopes; the use of star charts; guided hands-on observations of the night sky using the naked eye, binoculars, and telescopes; and, the performance of research projects and reports. 54 hours lecture/54 hours laboratory |
| PHSC C131   | Introduction to Meteorology                | 3.00 Units | A/UC/CSU  
Advisory: Reading Level 1, Writing Level 2  
This introductory course in meteorology emphasizes its interdisciplinary physical science basis and methods. Concepts covered include atmospheric composition and structure, solar-terrestrial relations, radiation, heat and temperature, air pressure, humidity, atmospheric stability, clouds and cloud systems, precipitation, wind and circulation, thunderstorms, tornadoes and hurricanes, weather analysis and forecasting, and climate. Special topics of current interest are also discussed such as El Nino, air pollution, global warming, ozone depletion, weather modification, and acid rain. 54 hours lecture |
| PHSC C132   | Introduction Meteorology Laboratory        | 1.00 Unit | A/UC/CSU  
Advisory: Reading Level 1, Writing Level 2  
This course provides laboratory experience that will make the topics covered in the Introductory Meteorology lecture more meaningful and realistic to the student. Interdisciplinary Physical Science concepts and methods are used to explain weather phenomena. Included in the course are measurement of basic weather parameters (such as temperature, pressure, wind, and humidity), weather map interpretation, data plotting and interpretation, instrument usage, and weather analysis and forecasting. Field activities emphasize the interaction between weather phenomena and human activity. Designed for the non-science major. 54 hours laboratory |
| PHSC C141   | Introduction to Oceanography               | 3.00 Units | A/UC/CSU  
Advisory: Reading Level 1, Writing Level 2  
An introduction to the basic concepts of ocean science, covering all aspects: physical, chemical, geological, and biological, with emphasis on the coastal environment. 54 hours lecture |
| PHSC C142   | Introductory Oceanography Laboratory       | 1.00 Unit | A/UC/CSU  
Prerequisite: PHSC C141 or concurrent enrollment  
This course emphasizes laboratory and field experience. The laboratory experiences include exercises on ocean currents, tides, and sea floor; bathymetry and sediments, seawater characteristics, and marine organisms. There will be a half-day cruise on an oceanographic research vessel to collect and study marine organisms and to measure seawater properties at selected depths. The field studies will also include a weekend field trip along the California coast to study the geology and biology of both the sandy beach and rocky intertidal environments. 18 hours lecture/18 hours laboratory |
PHSC C143 1.00 Unit
Field Studies in Oceanography
Requisite: None
An introduction to the marine environment through field study of selected sites along the California coast. 18 hours lecture/18 hours laboratory

PHSC C145 4.00 Units
Oceanography
Advisory: Reading Level 1, Writing Level 2
Oceanography is an introduction to the basic concepts of ocean science, covering all aspects: physical, chemical, geological, and biological, and emphasizing the coastal environment. The course includes both laboratory and field experiences. The laboratory experiences include exercises on ocean currents, tides, sea floor bathymetry and sediments, seawater characteristics and marine organisms. Field studies may include trips to lakes and selected sites along the California coast to study sandy beaches and rocky intertidal environments. 54 hours lecture/54 hours laboratory

PHYS C111 5.00 Units
Mechanics
Prerequisite: MATH C151 or concurrent enrollment
This course covers the fundamental laws of nature governing the motion of bodies and their relation to external forces. Motion in 1, 2, and 3 dimensions is covered as well as conservation of momentum, energy and angular momentum, gravitation, fluid statics and dynamics, oscillation and simple harmonic motion. 63 hours lecture/81 hours laboratory

PHYS C113 5.00 Units
Electricity and Magnetism
Prerequisite: PHYS C111
This course covers electromagnetic principles such as charge and matter, electric and magnetic fields, potential, capacitors, dielectric materials, resistance, current, AC and DC circuits, induction, Maxwell’s equations, and electromagnetic waves. 63 hours lecture/81 hours laboratory

PHYS C211 5.00 Units
Waves, Heat, Optics and Modern Physics
Prerequisite: PHYS C113
This course covers the laws governing wave motion, thermodynamics, optics, atomic physics, quantum physics, and other aspects of modern physics. 63 hours lecture/81 hours laboratory

POLS C090 1.00 Unit
Introduction to Parliamentary Procedure
Requisite: None
Designed to assist leaders, managers, and others involved with organizations to conduct meetings effectively, this course covers the fundamental principles of parliamentary law and the presentation of motions including the classification, precedence, and rules governing motions. Notices of meetings and proposals, quorum, order of business, debate, votes required, and methods of voting are also covered. 18 hours lecture

POLS C101 3.00 Units
American Government
Advisory: Reading Level 1, Writing Level 2
The course includes the study of American government with an emphasis on national, state, and local government. In addition, students will undertake a comprehensive analysis of government structure, functions, principles and problems. 54 hours lecture

POLS C101H 4.00 Units
American Government – Honors
Advisory: Reading Level 1, Writing Level 2
The course includes the study of American government with an emphasis on national, state, and local government. In addition, students will undertake a comprehensive analysis of government structure, functions, principles, and problems. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students. 72 hours lecture

POLS C102 3.00 Units
Comparative Government
Advisory: Reading Level 1, Writing Level 2
Comparative government, the analysis of constitutional principles, governmental institutions and political systems of selected governments abroad. The relationship between political institutions and social change. 54 hours lecture

POLS C204 3.00 Units
United States Foreign Policy
Advisory: Reading Level 1, Writing Level 2
This course examines U.S. foreign policy from an historical perspective and through an analysis of the policy making process. Students will study how specific policies are products of both internal and external factors. Several methods for evaluating U.S. policies will be identified and applied to current policies. 54 hours lecture

PSYC C071 3.00 Units
Psychology for Life
Requisite: None
A non-theoretical approach to human behavior; adaptation to problems of college, vocation, family, and society. Growth and development of children from the prenatal periods to adolescence. Emphasizes the stages of development. 54 hours lecture

PSYC C101 3.00 Units
General Psychology
Advisory: Reading Level 1, Writing Level 2
This course offers the student an introduction to the scientific study of behavior; Perceptions, thinking, motivation, emotion, intelligence and learning; general psychological principles. 54 hours lecture
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<th>Course Code</th>
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<td>Intervention Skills Human Services</td>
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<td>PSYC C231</td>
<td>Health Psychology</td>
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| PSYC C241   | 3.00  | PSYC C241 | A/UC/CSU | Introduction to Abnormal Psychology
Exploration of behavioral disorders with primary considerations given to neurotic and psychotic behavior. 54 hours lecture |
| PSYC C251   | 3.00  | PSYC C251 | A/UC/CSU | Human Sexuality
Advisory: Reading Level 1, Writing Level 2
Biological, psychological and cultural aspects of human sexuality. 54 hours lecture |
| PSYC C261   | 3.00  | PSYC C261 | A/UC/CSU | Psychology of Effective Behavior
Prerequisite: PSYC C101
The psychosocial principles which facilitate effective behavior: includes learning process, personality and self-understanding, personal and social awareness and communication skills. 54 hours lecture |
| PSYC C271   | 3.00  | PSYC C271 | A/UC/CSU | Research Methods for the Social and Behavioral Sciences
Prerequisite: PSYC C101
This course provides a survey in research methods for the social and behavioral sciences. The student is introduced to various kinds of research, including survey research, between-subjects and within-subjects experimental designs, and single subject designs. Choosing a research design, making systematic observations, choosing and using subjects, and research ethics are also covered. 54 hours lecture |

**READING**

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<tbody>
<tr>
<td>READ C036</td>
<td>4.00</td>
<td>Developmental Reading</td>
<td>P</td>
<td>This reading course helps students improve their reading skills. Emphasis is placed on development of word recognition, vocabulary, paragraph analysis, and comprehension. 72 hours lecture</td>
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</table>
| READ C046   | 4.00  | Improving Reading Skills | P | Prerequisite: READ C036, Reading Level 3
Students will learn to analyze paragraphs and essays for stated and unstated main ideas, identify supporting material, distinguish patterns of organization, recognize words and phrases that show relationships of ideas, make reasonable inferences, and draw logical conclusions. 72 hours lecture |
| READ C056   | 3.00  | Introduction to College Reading | A | Prerequisite: READ C046, Reading Level 2
This course improves students’ critical reading skills. Using a variety of fiction and nonfiction reading materials, students learn to analyze, infer, distinguish fact from opinion, identify writers’ purposes and tones, and synthesize. In addition, writers learn to summarize, outline, map and mark text material. 54 hours lecture |

**RESORT AND COMMERCIAL RECREATION MANAGEMENT**

<table>
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<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Prerequisite</th>
<th>Description</th>
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</table>
| RCRM C051   | 1.00  | Team Building Activities and Initiatives | A | Requisite: None
Presents students with the principles and applications of group cohesion development and team building by use of interactive games, low rope challenges, trust challenges confidence activities. 9 hours lecture/27 hours laboratory |
| RCRM C061   | 1.00  | Camping and Backpacking Techniques | A | Requisite: None
A course for the beginning camper who wishes to learn backpacking techniques. Includes discussion of equipment, cooking skills, campsite selection, fire and shelter construction, safety and first aid, navigation skills, etc. for safe camping. 9 hours lecture/27 hours laboratory |
| RCRM C062   | 1.00  | Survival Techniques and Winter Camping | A | Prerequisite: RCRM C061
Application of basic camping techniques to conditions with no equipment (survival skills); and to winter camping. Discussion of equipment and methods of camping in snow, navigation, winter hazards; survival skills relating to shelter and water gathering. Note: Basic camping equipment is needed. 9 hours lecture/27 hours laboratory |
| RCRM C063   | 1.00  | Orienteering | A | Requisite: None
Students learn to utilize topographical maps and a magnetic compass to traverse a preset course, usually in a forested area, as efficiently as possible. Students learn basic map and compass skills and develop good techniques in the art of efficient navigation on foot. Students obtain practice developing and utilizing their own orienteering skill instruction techniques to improve the outdoor experience of their future recreation clients. 9 hours lecture/27 hours laboratory |
| RCRM C065   | 1.00  | Basic Mountaineering | A | Requisite: None
Mountaineering safety, demonstration and practice of rock climbing skills. The student will learn to belay, climb, rappel and to handle a climbing rope. Two roped climbs are expected. Note: Recommended for those who are reasonably healthy and physically fit. 9 hours lecture/27 hours laboratory |
| RCRM C067   | 1.00  | Beginning Mountain Biking | A | Requisite: None
A beginning course designed to improve physical fitness, knowledge of nutritional needs, learn to appreciate a life long sport through activity of mountain biking. 9 hours lecture/27 hours laboratory |
RCRM C071  1.00 Unit  
Beginning Alpine Ski Instructor Training  
Requisite: None  
Covers the fundamental principles and practices of teaching skiing to novice-level skiers, including skiing demonstrations and teaching methodology. Discussions/lectures emphasize equipment information, child skier issues, theoretical concepts of skiing, and application of quality skiing instruction. Successful completion of course can lead to PSIA Alpine Level I Certification. Note: Enrollment limited to students who meet Professional Ski Instructors of America (PSIA) preliminary requirements for Level I Certification. 9 hours lecture/36 hours laboratory

RCRM C072  1.00 Unit  
Intermediate Alpine Ski Instructor Training  
Requisite: None  
Designed to augment the principles and practices of teaching skiing to Level 4, Level 5, and Level 6 skiers obtained in PSIA Certified Level II preparation clinics. The course is a continuation of the curriculum presented in PSIA Level I content courses with information geared toward techniques for instructing intermediate level skiers. This instructional improvement course is typically offered just prior to a PSIA Certified Level II examination. Note: Enrollment limited to students who meet Professional Ski Instructors of America (PSIA) preliminary requirements for Level II Certification. 9 hours lecture/36 hours laboratory

RCRM C073  1.00 Unit  
Advanced Alpine Ski Instructor Training  
Requisite: None  
Designed to augment the principles and practices of teaching skiing to Level 7, Level 8, and Level 9 skiers obtained in PSIA Certified Level III preparation clinics. The course is a continuation of the curriculum presented in PSIA Level II content courses with information geared toward techniques for instructing advanced level skiers. This instructional improvement course is typically offered just prior to a PSIA Certified Level III examination. Note: Enrollment limited to students who meet Professional Ski Instructors of America (PSIA) preliminary requirements for Level III Certification. 9 hours lecture/36 hours laboratory

RCRM C075  1.00 Unit  
Beginning Snowboard Instructor Training  
Requisite: None  
Covers the fundamental principles and practices of teaching snowboard skiing to novice-level snowboard skiers, including snowboard demonstrations and teaching methodology. Discussions/lectures emphasize equipment information, child skier issues, theoretical concepts of snowboard skiing and application of quality snowboard instruction. 9 hours lecture/36 hours laboratory

RCRM C080  0.50 Units  
Special Topics in Resort and Commercial Recreation Management  
Requisite: None  
In this course students will learn concepts and develop skills and techniques in the selected topic. 9 hours lecture

RCRM C081  1.00 Unit  
Special Topics in Resort and Commercial Recreation Management  
Requisite: None  
In this course students will learn concepts and develop skills and techniques in the selected topic. 18 hours lecture

RCRM C083  3.00 Units  
Special Topics in Resort and Commercial Recreation Management  
Requisite: None  
In this course students will learn concepts and develop skills and techniques in the selected topic. 54 hours lecture

RCRM C101  2.00 Units  
Introduction to the Hospitality Industry  
Advisory: Reading Level 1  
Provides a basic understanding of the lodging and food service industry by tracing the industry’s growth and development, reviewing the organization of hotel and food and beverage operation, and by focusing on industry opportunities and future trends. Local history, growth, and trends are also included. 36 hours lecture

RCRM C111  2.00 Units  
Resort Management  
Advisory: Reading Level 1  
Offers a complete approach to the operation of resort properties. Beginning with historical development, details presented in planning, development, financial investment management and marketing and deal with the unique nature of resort business. The course also examines the future and the impact of the condominium concept, time-sharing, technological change and the increased cost of energy and transportation. 36 hours lecture

RCRM C112  2.00 Units  
Front Office Procedures  
Prerequisite: RCRM C111  
Advisory: Reading Level 1  
Presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management. Front office procedures and management are placed within the context of the overall operations of a hotel. 36 hours lecture

RCRM C113  2.00 Units  
Food and Beverage Management  
Prerequisite: RCRM C111  
Provides a basic understanding of principles of food production and service management, reviewing sanitation, planning, purchasing, storage and beverage management. 36 hours lecture
### Foundations of Leisure and Recreation (RCRM C151)
- **Units**: 3.00
- **A/CSU**: A/CSU
- **Requisite**: None
- **Description**: The stature and role of recreation and leisure in society is reviewed. The course is designed to systematically study the historical, social, and philosophical foundations of the professional movement. Definitions, theories, values, issues, problems, and relationships of the field to other American institutions, benefits to the individual, and future trends and issues are discussed. 54 hours lecture.

### Introduction to Outdoor Recreation (RCRM C155)
- **Units**: 3.00
- **A/CSU**: A/CSU
- **Requisite**: None
- **Description**: An introduction to the field of outdoor recreation specific to the United States. It includes a survey of historical and philosophical bases, involvement of governmental agencies, private and commercial recreation, and management practices and considerations. The course is in a lecture and discussion format, with some out-of-class observation of a governmental or private sector recreation program required. 54 hours lecture.

### Hotel and Motel Security Management (RCRM C211)
- **Units**: 2.00
- **A/CSU**: A/CSU
- **Prerequisite**: RCRM C111
- **Description**: Explains the issues surrounding the need for individualized security programs; examines a wide variety of security and safety equipment and procedures; discusses guest protection and internal security for asset protection and outlines Occupational Safety and Health Act (OSHA) regulations that apply to lodging properties. 36 hours lecture.

### Hotel/Motel Law (RCRM C212)
- **Units**: 2.00
- **A/CSU**: A/CSU
- **Prerequisite**: RCRM C111
- **Description**: Provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotelkeeper and illustrates the possible consequences of failure to satisfy legal obligations. 36 hours lecture.

### Marketing of Hospitality Services (RCRM C213)
- **Units**: 2.00
- **A/CSU**: A/CSU
- **Prerequisite**: RCRM C111
- **Description**: Designed to provide students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for hotel/motel properties. 36 hours lecture.

### Supervisory Housekeeping (RCRM C221)
- **Units**: 2.00
- **A/CSU**: A/CSU
- **Prerequisite**: RCRM C111
- **Description**: Provides an overview of the fundamentals of housekeeping management. This course describes the management functions, tools and practices required in today's lodging and institutional housekeeping departments. 36 hours lecture.

### Recreation Programming and Event Management (RCRM C251)
- **Units**: 3.00
- **A/CSU**: A/CSU
- **Requisite**: None
- **Description**: Covers the planning, scheduling, and implementation of recreational activities and events. Students learn through lecture, simulation, and practical experience the procedures involved in developing, marketing, and preparing events of varying magnitudes for diverse audiences. 54 hours lecture.

### Leadership and Supervision in Recreation (RCRM C255)
- **Units**: 3.00
- **A/CSU**: A/CSU
- **Requisite**: None
- **Description**: Examines the nature, scope, status, and historical development of professional leadership in recreation administration and leisure services. The professional body of supervision knowledge, group dynamics, and theories of leadership are covered. Competence, skills, and techniques of the supervisor and other recreation personnel are emphasized. 54 hours lecture.

### Environmental Interpretation (RCRM C261)
- **Units**: 3.00
- **A/CSU**: A/CSU
- **Description**: Examines the principles and practices of effective environmental interpretation of outdoor recreation resources. 54 hours lecture.

### Leisure Services and Special Population (RCRM C271)
- **Units**: 3.00
- **A/CSU**: A/CSU
- **Requisite**: None
- **Description**: Presents the characteristics of a variety of special populations and provides information to improve the planning, implementation and evaluation of recreational programs and activities for such populations. Course attendees learn how attitudes, stereotypes, legislation and barriers affect special populations recreationally, socially, educationally and vocationally. 54 hours lecture.

### Elementary Russian I (RUSS C101)
- **Units**: 4.00
- **A/UC/CSU**: A/UC/CSU
- **Advisory**: Reading Level 1, Writing Level 2
- **Description**: Basic structure and vocabulary for understanding, reading, writing and speaking Russian. Drill in pronunciation, comprehension and structure of the language. 72 hours lecture.

### Elementary Russian II (RUSS C102)
- **Units**: 4.00
- **A/UC/CSU**: A/UC/CSU
- **Prerequisite**: RUSS C101
- **Description**: This course is a continuation of basic structure and vocabulary for understanding, reading, writing and speaking Russian. Drill in pronunciation, comprehension and structure of the language. Introduction to Russian culture is included. 72 hours lecture.
### SOCIAL SCIENCE

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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>SOCI C210</td>
<td>Diversity and Film</td>
<td>3.00</td>
<td>A/UC/CSU</td>
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<td>Through films, videos and documentaries</td>
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<td>students will use critical reasoning</td>
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<td>skills to discover</td>
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<td>how the structures of race, class, gender</td>
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<td>and similar constructs</td>
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<td>have shaped and formed our society and</td>
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<td>there will be analysis, discussion and</td>
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<td>written critique of selected films.</td>
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<td>The emphasis is on issues of</td>
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<td>multiculturalism and diversity as</td>
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<td>classism, and gender issues and satisfies</td>
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<td>This course is cross-listed with</td>
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<td>INST C210. 54 hours lecture</td>
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<td>SOCI C220</td>
<td>Perspective on Race, Class and Gender</td>
<td>3.00</td>
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<td>Students will use critical reasoning</td>
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<td>society. The class will cover a range of</td>
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<td>topics from the philosophical origins of</td>
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<td>racist thought to an exploration of</td>
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<td>current buzzwords such as diversity and</td>
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<td>multiculturalism. Through multiple and</td>
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<td>varied readings and classroom discussion</td>
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<td>we will attempt to discover the</td>
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<td>interrelatedness of concepts such as race,</td>
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<td>class and gender and the roots of our</td>
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<td>“melting pot” society. Cross-listed with</td>
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<td>INST C220. 54 hours lecture</td>
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### SPANISH

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>SPAN C100</td>
<td>Basic Conversational Spanish</td>
<td>3.00</td>
<td>A/UC/CSU</td>
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<td>This course is designed to start students</td>
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<td>speaking Spanish confidently at a basic</td>
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<td>level. Emphasis will be made on oral</td>
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<td>practice, pronunciation and vocabulary</td>
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<td>building. The class will develop the</td>
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<td>students’ speaking skills and understanding</td>
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<td>of Spanish for practical use in everyday</td>
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<td>situations. This course is neither a</td>
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<td>prerequisite nor equivalent to SPAN C101</td>
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<td>and can be taken concurrently with SPAN</td>
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<td>C101. 54 hours lecture</td>
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<td>SPAN C101</td>
<td>Elementary Spanish I</td>
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<td>This is an introductory course where</td>
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<td>students will learn basic grammar and</td>
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<td>the culture and civilization of the</td>
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<td>Spanish-speaking world. The emphasis of</td>
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<td>the course is on communication and</td>
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<td>composition skills and can be used for</td>
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<td>transfer to four-year institutions.</td>
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<td>90 hours lecture</td>
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<td>SPAN C102</td>
<td>Elementary Spanish II</td>
<td>5.00</td>
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<td>This course is a continuation of the</td>
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<td>introduction to the Spanish language</td>
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<td>civilization of the Spanish-speaking</td>
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<td>world. The emphasis of the course is</td>
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<td>on communication and preparation for</td>
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<td>advanced reading and composition skills</td>
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<td>All of the major grammatical concepts of</td>
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<td>Spanish will have been covered by the</td>
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<td>end of this course including most of the</td>
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<td>verb tenses. 90 hours lecture</td>
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<tr>
<td>SPAN C110</td>
<td>5.00</td>
<td>Review of Elementary Spanish</td>
<td>This is a refresher course for students with previous training in Spanish but without the proficiency required for a second year course. This is a comprehensive review of most of the major grammatical components of SPAN C101 and C102. Past experience in Spanish could include but is not limited to those who studied the language at some time in the past and have not utilized it, those who speak fairly well but wish to improve writing skills, or those who wish to solidify what they have recently learned before moving on. 90 hours lecture</td>
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<tr>
<td>SPAN C150</td>
<td>1.50</td>
<td>Intensive Spanish Beginner</td>
<td>This course is designed for students with little or no knowledge of Spanish and introduces them to basic communication skills through the fundamentals of Spanish grammar and the presentation of various cultural aspects of Spanish-speaking countries. Students will acquire the vocabulary for basic conversation as it relates to everyday situations. 27 hours lecture</td>
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<tr>
<td>SPAN C154</td>
<td>1.50</td>
<td>Intensive Spanish Beginner-Intermediate</td>
<td>This course is designed for students who have had some formal instruction in Spanish or who have acquired communication skills through some interaction with Spanish speakers. The course is also a continued development of the students’ listening, speaking, reading, and writing skills through further study of Spanish grammar and vocabulary related to a variety of situations. 27 hours lecture</td>
</tr>
<tr>
<td>SPAN C171</td>
<td>3.00</td>
<td>Intermediate Conversation</td>
<td>This course will improve the student's ability to communicate in Spanish through vocabulary building, reading, and classroom conversation at a mid to high-intermediate level. Through an interactive classroom approach, students will have the opportunity to enhance their oral proficiency as they apply the language to a variety of situations. There will be some review of the most difficult grammar concepts for non-native speakers. May be taken concurrently with SPAN C201. 54 hours lecture</td>
</tr>
<tr>
<td>SPAN C180</td>
<td>3.00</td>
<td>Spanish for Native Speakers</td>
<td>This course is designed for native Spanish speakers, who already speak, read and write the language but wish to develop their fluency further through vocabulary building, spelling and accentuation rules, cognates, grammatical structures and composition. Cultural topics will also be in order for students to have a deeper understanding and awareness of their cultural heritage. This course will be taught in Spanish. 54 hours lecture</td>
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<tr>
<td>SPAN C201</td>
<td>5.00</td>
<td>Intermediate Spanish I</td>
<td>This course is an in-depth review and continued study of Spanish grammatical structures while further developing students’ understanding of Hispanic culture and civilization through cultural and literary readings. The emphasis of the course is on communication, both written and spoken with focus on reading and composition skills. May be taken concurrently with SPAN C171. 90 hours lecture</td>
</tr>
<tr>
<td>SPAN C202</td>
<td>5.00</td>
<td>Intermediate Spanish II</td>
<td>This course is a continuation of an in-depth grammar review of the Spanish language and further study of more advanced grammatical concepts, while at the same time, involving an enhancement of students’ cultural awareness through reading, discussion and essays of Hispanic culture and literary works. The emphasis of the course is on communication, both written and spoken with a continued focus on reading and composition skills. 90 hours lecture</td>
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<tr>
<td>SPAN C211</td>
<td>3.00</td>
<td>Hispanic Culture Through Film</td>
<td>This class will study Hispanic civilization and culture through films, videos and documentaries. There will be analysis, discussion, and written critique of selected films from Spain and Latin America and the United States. The emphasis is on issues of multiculturalism and diversity as illustrated by the films. This course will focus on topics such as race, prejudice and discrimination, classism, and gender issues. Films are subtitled; no knowledge of Spanish is required. This course is cross-listed with FILM C211. 54 hours lecture</td>
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<tr>
<td>SPAN C250</td>
<td>1.50</td>
<td>Intensive Spanish Intermediate</td>
<td>Intensive Spanish Intermediate builds upon the skills acquired in SPAN C154. The course includes a further study of Spanish vocabulary, idioms, more complex grammatical structures, and the Hispanic culture. Through in-class activities and dramatizations, oral presentations and cultural materials, students will have the opportunity to practice and improve their communication skills. 27 hours lecture</td>
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<tr>
<td>SPAN C252</td>
<td>0.50</td>
<td>Special Topics in Spanish</td>
<td>This course is for students who wish to pursue special areas of study within the discipline. Topics are chosen based upon student interests and could include the study of geography and history, literature art, music, dance, gastronomy, travel, Spanish for specific occupations, or other similar topics. The design of this course serves to accelerate the learning process by associating the acquired grammar and vocabulary skills with individual cultural interests. 9 hours lecture</td>
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<td>THEA C111</td>
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<td>Fundamentals of Acting</td>
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<td>THEA C126</td>
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<td>Shakespeare Theatre Production</td>
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<td>THEA C131</td>
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<td>Technical Theatre</td>
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Creative Drama
THEA C241
2.00 Units
A/UC/CSU
Advisory: Reading Level 1, Writing Level 2
This course exposes students to the use of drama as a learning tool and its appropriate role in formal education, preschool, elementary, and secondary education. It is designed for drama enthusiasts as well as those who wish to gain the necessary skills to guide experiences in dramatic play and storytelling in their settings. Students will gain the necessary skills to guide experiences in dramatic play and storytelling in various settings.

Intermediate Acting
THEA C211
2.00 Units
A/UC/CSU
Advisory: Reading Level 1, Writing Level 2
This course focuses on the interpretation and performance of comedic scripts. Students will work on advanced vocal and physical exercises to enhance their comedic timing and develop skills in characterization. This course will introduce students to the knowledge of the Stanislavski System and its application to their roles. Students will build on their knowledge of the Stanislavski System as they practice their skills in the performance of comedic scenes. Students will work with partners to develop comedic timing and will guide student work on vocal characterization and the use of dialects in performance. The course will guide student work on physical and vocal skills and will focus on the theory and process of directing, from play selection to first performance. Students will develop directing techniques and skills by directing short dramatic works.

Voice for the Actor
THEA C145
2.00 Units
A/UC/CSU
Advisory: Reading Level 1, Writing Level 2
This course offers an introduction to vocal performance for the actor. Students will develop their skills in the performance of theatre exercises, improvisations, cold readings, classical monologues, and comedic scenes. Students will practice their skills in the performance of theatre exercises, improvisations, cold readings, classical monologues, and comedic scenes. Students will work on advanced vocal and physical exercises to enhance their vocal clarity and expressiveness for performance. The course will guide student work on vocal and physical clarity and expressiveness for performance.

Movement for the Actor
THEA C140
2.00 Units
A/UC/CSU
Advisory: Reading level 1, Writing level 2
This course offers an introduction to movement for the actor. Students will learn how to enhance physical clarity, expressiveness, and creativity in character development. The course will guide student work on vocal and physical clarity and expressiveness for performance.

Advanced Acting
THEA C212
2.00 Units
AUCSU
Prerequisite: THEA C211
This course focuses on the interpretation and performance of classical scripts. Students will work on advanced vocal and physical exercises to develop skills in acting methods beyond the Stanislavski System. Students will practice their skills in the performance of classical scenes and classical monologues. Students will work on advanced vocal and physical exercises to enhance their physical clarity, expressiveness, and creativity in character development. The course will guide student work on vocal and physical clarity and expressiveness for performance.
### Course Descriptions

#### WEXP C111
1.00 Unit  
Human Relations in Work Experience I  
Requisite: None  
Seminar on topics related to the job environment including job advancement, motivation, and interpersonal relationships. 18 hours lecture

#### WEXP C112
1.00-2.00-3.00 Units  
Occupational/Career Work Experience II  
Corequisite: Concurrent enrollment in WEXP C111  
Occupational/Career Work Experience is an extension of occupational learning opportunities and career awareness for students through employment in occupational fields to which their college programs or majors are related. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain up to four units per semester or a maximum of 16 units total toward their Associate Degree. 75-150-225 hours work experience

#### WEXP C113
1.00 Unit  
Human Relations in Work Experience II  
Requisite: None  
Seminar continuing study of appropriate behavior in the job environment, self-improvement through self-understanding, and the principles of leadership. 18 hours lecture

#### WEXP C114
1.00-2.00-3.00 Units  
Occupational/Career Work Experience III  
Corequisite: Concurrent enrollment in WEXP C113  
Occupational/Career Work Experience is an extension of occupational learning opportunities and career awareness for students through employment in occupational fields to which their college programs or majors are related. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain up to four units per semester or a maximum of 16 units total toward their Associate Degree. 75-150-225 hours work experience

#### WEXP C121
1.00 Unit  
Supervision in Work Experience  
Requisite: None  
Seminar devoted to the responsibilities of a supervisor. Includes organization, duties, communication, planning, human relations, training, evaluation and motivation. 18 hours lecture

#### WEXP C122
1.00-2.00-3.00 Units  
Occupational/Career Work Experience IV  
Corequisite: Concurrent enrollment in WEXP C121  
Occupational/Career Work Experience is an extension of occupational learning opportunities and career awareness for students through employment in occupational fields to which their college programs or majors are related. Credit is granted at the rate of: (a) Each 75 hour of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain up to four units per semester or a maximum of 16 units total toward their Associate Degree. 75-150-225 hours work experience

#### WEXP C151
1.00 Unit  
General Work Experience Seminar I  
Requisite: None  
One hour seminar per week devoted to job search skills, initiative, goal setting, motivation, job attitudes, practical psychology, applied human and industrial relations and current issues related to individual experiences and problems of students enrolled in work experience program. 18 hours lecture

#### WEXP C152
1.00-2.00 Units  
General Work Experience I  
Corequisite: Concurrent enrollment in WEXP C151  
General Work Experience is supervised employment of students with the intent of assisting them to acquire desirable work habits, attitudes and career awareness in jobs. Jobs held by students in General Work Experience need not be related to their occupational goals or college programs. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain three units per semester for two semesters or a maximum of six units total. Note: These units are counted as elective units toward the associate degree. 75-150 hours work experience

#### WEXP C153
1.00 Unit  
General Work Experience Seminar II  
Requisite: None  
One hour seminar per week devoted to job search skills, initiative, goal setting, motivation, job attitudes, practical psychology, applied human and industrial relations and current issues related to individual experiences and problems of students enrolled in work experience program. 18 hours lecture

#### WEXP C154
1.00-2.00 Units  
General Work Experience II  
Corequisite: Concurrent enrollment in WEXP C153  
General Work Experience is supervised employment of students with the intent of assisting them to acquire desirable work habits, attitudes and career awareness in jobs. Jobs held by students in General Work Experience need not be related to their occupational goals or college programs. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain three units per semester for two semesters or a maximum of six units total. Note: These units are counted as elective units toward the associate degree. 75-150 hours work experience
KERN COMMUNITY COLLEGE
DISTRICT

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*Member serving from the Cerro Coso service area

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Greg Chamberlain Associate Chancellor,
  Educational Services

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B.S. University Redlands at Riverside
M.B.A. University of LaVerne

VALERIE KARNES
Interim Dean, Occupational Education and Workforce Development
B.A. University of California, Davis
M.A. Pepperdine University

JOHN DALY
Director, Maintenance of Operations

LISA COUCH
Assistant Director, Budget Management/Human Relations
A.A. Cerro Coso Community College
B.A. Bellevue University

M. LOUISE FARMER
Administrative Assistant to the President

FACULTY

CHRISTINE L. ABBOTT
English Professor
B.A. California State University, Fresno
M.A. California State University, Fresno

RICHARD E. ADAMS
Physical Education Professor
A.A. Moorpark College
B.A. California State University, Northridge
M.A. University of San Francisco

SUZANNE AMA
Media Arts Associate Professor
B.F.A. American Intercontinental University

RICHARD L. BENSON
Art Professor
B.A. Humboldt State University
M.F.A. University of California, Irvine

ANNE C. BENVENUTI
Philosophy/Psychology Professor
B.A. University of San Francisco
M.A. University of California, Los Angeles
Ph.D. University of California, Los Angeles

DEAN BERNSTEN
Mathematics Professor
B.S. California State University, Chico
M.S. Oregon State University
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<td>Shannon Bliss</td>
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<td>Larry A. Board</td>
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<td>Steven Busby</td>
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<td>Yi Hfen Chen</td>
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<td>Matthew Crow</td>
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<td>Melinda Fogle-Oliver</td>
<td>Drama/Theatre</td>
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<td>Elisabeth I. Fuller</td>
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<td>Tom M. Heck</td>
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<td>Director, Animation Academy</td>
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</table>

The page also includes images of some of the faculty members.
DEBBY KILBURN
Computer Science
Professor
A.A. College of the Sequoias
B.A. California State University, Fresno
M.A. Pepperdine University

MARY KOWALSKI
Health Careers
Professor
Director, Vocational Nursing
B.A. State University College at Buffalo
B.S.N. San Diego State University
M.S.N. California State University, Los Angeles

GREG A. KOST
Counseling
Assistant Professor
B.A. University of Nevada
M.S. University of Nevada

WILLIAM N. LOCKE
Physical Education
Professor
B.A. San Francisco State University
M.A. San Francisco State University

JAMES R. S. MANION
Mathematics
Professor
B.S. Purdue University
M.A. Arizona State University

COREY J. MARVIN
English
Professor
B.A. University of California, Santa Barbara
M.A. University of California, Santa Barbara
Ph.D. University of California, Santa Barbara

MICHAEL METCALF
Emergency Medical Technology
Assistant Professor
A.A. Cerro Coso Community College

DAVID MILLER
Physical Science
Associate Professor
B.A. Humboldt State
M.S. California State University, Chico
Ph.D. Stanford University

JEANNINE MOLINE
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Assistant Professor
A.A. Cerro Coso Community College
B.A. California State, Bakersfield
M.A. California State, Bakersfield

KAREN O’CONNOR
Business Office Technology/Computer Science
Assistant Professor
Instructor’s Diploma, Vancouver Vocational
M.Ed. Simon Fraser University

MARY O’NEAL
Child Development
Associate Professor
Director, Child Development
B.S. University of Redlands

HEATHER B. OSTASH
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Associate Professor
B.A. Fresno State University
M.A. Sonoma State University

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Counseling
Director, Special Services
B.A. Central Michigan University
M.Ed. Rhode Island College
Psy.D. American Behavioral Studies Institute

BONITA ROBISON
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M.A. California State University, Bakersfield

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B.S. Metropolitan State College, Denver
M.A. University of California, San Diego

DONALD ROSENBERG
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M.A. University of California, Los Angeles
Ph.D. University of California, Los Angeles

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Art
Associate Professor
B.F.A. University of Northern Iowa
M.A. University of Northern Iowa
M.F.A. California Institute of the Arts

CLAUDIA SELLERS
Biology
Associate Professor
B.S. University of California, Riverside
M.A. University of California, Berkeley
Ph.D. University of California, Berkeley

JOSEPH SLOVACEK
Mathematics
Professor
B.A. Sonoma State University
M.A. University of California, San Diego

JOHN STENGER-SMITH
Chemistry/Physical Science
Professor
B.S. University of Delaware
Ph.D. University of Massachusetts, Amherst
<table>
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<tr>
<th>Name</th>
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</table>
| NORMAN STEPHENS    | English             | Associate Professor  
B.A. University of California, Davis  
M.A. University of Washington |
| PAULA SUOREZ       | Counseling          | Professor  
B.A. University of California, Santa Barbara  
M.A. Chapman University |
| CHRISTINE SWIRIDOFF| English             | Associate Professor  
B.A. California State University, Fresno  
M.A. California State University, Fresno  
Ph.D. Temple University, Philadelphia |
| PENNY TALLEY       | Counseling          | Professor  
B.A. California State University, Bakersfield  
M.S. University of La Verne |
| JONATHAN R. TITTLE | Social Science      | Professor  
B.A. Lawrence University  
M.A. Chapman University  
M.A. California State University, Northridge |
| DENNIS I. VANDERWERFF | Library Information Technology | Director of Learning Resources  
A.A. Santa Rosa Junior College  
B.A. Sonoma State University  
M.L.S. University of California, Berkeley  
Ph.D. University of Southern California |
| GAYLE WHITLOCK      | Counseling          | Assistant Professor  
A.A. Cerro Coso Community College, Ridgecrest  
B.A. California State University, Bakersfield  
M.A. California State University, Bakersfield |
| RACHEL WINSTON      | Mathematics         | Associate Professor  
B.S. Syracuse University  
M.S. Pepperdine University  
M.A. California State University, Fullerton |
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