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 educate, innovate, inspire and serve. Through this mission we will 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 earning 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 E. Retterer
President, Cerro Coso Community College
Cerro Coso Community College 2008-2009

CERRO COSO COMMUNITY COLLEGE
2008 - 2009 Catalog

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

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

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

KERN RIVER VALLEY CAMPUS
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Telephone (760) 379-5501, FAX (760) 379-5547

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The Cerro Coso Community College catalog reflects all course actions taken by the Curriculum and Instruction Committee (CIC) through Spring 2008. 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.
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ADMISSION, REGISTRATION, and FEES

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 http://www.cerrrocoso.edu/studentservices/admissions.

2. Request official high school transcripts as well as transcripts from each college attended. Official transcripts should be sent to the Admissions and Records Office at 3000 College Heights Blvd, Ridgecrest, CA 93555 (not typically required for those who already possess a college degree).

3. Schedule an appointment to take the College Placement Examination (CPE). The CPE 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 to review CPE results and to develop a Student Education Plan. 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 myBanWeb, Cerro Coso's web registration system by using the college website at http://www.cerrocoso.edu. Please check the schedule of classes for instructions on accessing myBanWeb, as well as for registration dates for web and on-campus registration.

Special Admission for K-12 Students - Concurrent Enrollment

Students who are enrolled in K-12 programs may be admitted as special part-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 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 final course approval. 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.

As a result of safety considerations and facility limitations, and pursuant to standards of the Joint Commission on Accreditation of Healthcare Organizations, enrollment in Health Careers Program courses involving placement in clinical facilities is limited to those students who...
undergo a criminal background check, which does not disclose certain convictions and pending charges. Background checks are required for registration in clinical courses, but are not required as a condition of enrollment in the Health Careers Programs. A student who does not remain continuously enrolled in the Health Careers Programs will be required to undergo a new criminal background check upon re-enrollment.

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 non-resident tuition, the capital outlay fee, the enrollment fee, and all are required to purchase a health and accident insurance policy. **International students must make their own accommodations and transportation arrangements prior to attending Cerro Coso Community College.**

Contacts, processes, and forms for the above can be located at [http://www.cerrocoso.edu/admissions/international-students](http://www.cerrocoso.edu/admissions/international-students) 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 and Fees

Note: All fees and tuition charges are current as of August 2007 and subject to change pending California legislative action and/or KCCD Board action.

Enrollment Fee. California does not charge tuition for a Community College education. However, all California Community College students are charged a state-mandated enrollment fee of $20 a unit with no cap on the fee; e.g., 10 units = $200.00, 12 units = $240.00, etc.

Non-Resident Tuition. While there is no tuition for California residents, out-of-state and international students who are not legal residents of California are required to pay a tuition fee at an annual or per semester unit rate as established each year by the Kern Community College District Board of Trustees. All non-resident students will be charged tuition at the rate of $197 per unit, payable at the time of registration. Out-of-state tuition will be assessed up to a maximum of 15 units, or a total of $2,955 per semester. Students paying non-resident tuition are also required to pay the state-mandated enrollment fee. In addition, a Capital Outlay fee of $25.00 per unit will be charged to international students.

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 supplies 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 THE ADD DATE) of the semester for full term course; or
2. prior to a date calculated to be 10% from the starting date of a course less than semester length. For example, if a course is 10 days or less in length, a student must withdraw before the second meeting to be credited a refund.

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

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

**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 using myBanWeb to drop all classes or by completing a course drop slip secured from the Office of Admissions and Records. 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.
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 10 and 11). 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
   Level 4 - MATH C040 (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 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 C056, 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.
ENGL C020 Literacy Skills

ENGL C030 Basic Writing Skills

ENGL C040 Improving Basic Writing Skills

ENGL C070 Introductory Composition OR ENGL C151 Technical Communication

ENGL C101 Freshman Composition

ENGL C102 Critical Thinking Through Literature

READ C036 Developmental Reading

READ C046 Improving Reading Skills

READ C056 Intro to College Reading

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

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

- **C050 Elementary Algebra**
  - Or
  - **C055 Intermediate Algebra**
    - Or **C056 Technical Math for Trades**
    - **C057 Geometry**
  - **C101 Survey of Mathematical Concepts**

- **C050 Elementary Algebra**
  - Or **C055 Intermediate Algebra**
    - Or **C056 Technical Math for Trades**
    - **C101 Survey of Mathematical Concepts**
  - **C121 Elementary Probability and Statistics**
    - **C130 Finite Mathematics**
    - **C131 Basic Functions and Calculus for Business**
    - **C141 College Algebra**

- **C050 Elementary Algebra**
  - **C055 Intermediate Algebra**
    - Or **C056 Technical Math for Trades**
  - **C057 Geometry**
  - **C121 Elementary Probability and Statistics**
    - **C141 College Algebra**
    - **C142 Trigonometry**
    - **C151 Analytic Geometry and Calculus I**
    - **C152 Analytic Geometry and Calculus II**
    - **C251 Analytic Geometry and Calculus III**
    - **C255 Ordinary Differential Equations**
    - **C257 Linear Algebra**

**Option**

- **General Transfer Option**
- **Math, Science, Engineering Transfer Option**
- **AA or AS Option**
6. **General Education**: Complete the following General Education pattern. Courses used to satisfy the general education requirements may be credit toward the minimum number of units (18) required in the major.

**GENERAL EDUCATION REQUIREMENTS:**

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**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), C255(L), C261(L)

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

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**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, C105, C115; GEOG C121, C131; PSYC C071, C101, C102, C114, C211, C241, C251, C261, C271; SOSC C074; SOCI C101, C131(D)

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

____ C. **Historical**: HIST C103, C104, C104H, C131, C132, C206, C216, C218, C224

____ D. **Interdisciplinary 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)

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

____ A. **Active Participation**: ART C111, C115, C121, C125, C126, C131, C141, C151, C161, C165, C166, C231, C242; MUSC C121, C122, C123, C124, C126, C127, C131, C132, C151, C152, C161, C162, C226, C261, C262; THEA C105, C111, C112, C118, C121, C126, C131, C140, C145, C211, C212, C230, C241; ENGL C141, C142, C144

____ B. **Arts**: ART C101, C105, C106, C191; MUSC C101, C105, C106, C173, C181, C183, C281, C282; THEA C101, C103

____ C. **Literature**: ENGL C102, C111, C221, C221H, C222, C222H, C231, C232, C235, C241, C242, C245(D), C249(D); SPAN C282

____ D. **Philosophy**: PHIL C101, C141, C161, C165, C166, 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. **Interdisciplinary Studies**: FILM/SPAN C211(D); INST C111, C201(D), C207, C220(D); INST/SOCI C210(D); SOCI C220(D)

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**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

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

____ IC C075, LIT C075
VI. **DIVERSITY**  One of the following courses, or any diversity general education class (D):

- BSAD C152, CHDV C125, C241; ENGL C245, C249; 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.

### Recommended Computer Competencies

On the basis of computer competency attained through successful completion of CSCI C070 or through personal experience, students must have basic proficiency in computer competency for many courses at the College. These skills consist of the following:

- Perform computer start up and shut down procedures correctly.
- Use computer input and output devices, such as the keyboard, mouse, stylus, trackball, or printer with proficiency.
- Access and manage login accounts and documents effectively, including downloading, creating, naming, retrieving, and decompressing files and folders with an awareness of file size, location of saved files and folders, and available space on storage media and a clear distinction between various campus, email, and course login accounts.
- Perform editing tasks, such as copying, cutting, and pasting of content and applying spell checking.
- Send an outgoing e-mail with an attachment, and open an incoming e-mail and its attachment.
- Search and navigate the Internet and other types of media and environments easily.
- Be aware of the need to evaluate Internet content for relevance, authenticity, authority, and currency.

### Catalog Rights

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

### 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.*
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 educational centers, 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 the other educational centers.

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.

Cerro Coso Community College Title IV School Code: 010111

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:

Step 1 - The Financial Aid Application

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

Step 2 - The Missing Information Letter

Cerro Coso Community College Financial Aid and Scholarships Office will receive your information electronically from the Federal Processing Center and you will receive a missing document/verification request letter. All students are required to complete a Financial Aid Terms of Agreement and Satisfactory Academic Progress Requirements and the Financial Aid Questionnaire.

- Read the Financial Aid Terms of Agreement and Satisfactory Academic Progress (SAP) Requirements.
- Read the Financial Aid Questionnaire thoroughly.
- Ask questions if you do not understand any of the forms and documents prior to signing.
- Return only the requested forms and/or documents and verifications as soon as possible to the Cerro Coso Community College Financial Aid and Scholarships Office.

Step 3 - The Verification Process

The Federal Processing Center randomly selects 30% of the financial aid applications for a process called verification. Please understand that during the verification process, it may result in a request for additional documents or clarification of your original FAFSA information. If the result is a change to your Expected Family Contribution (EFC), a correction will be submitted to the Department of Education for further processing.

Step 4 - Satisfactory Progress

A student that applies for financial aid will be reviewed to determine if he/she is maintaining Satisfactory Academic Progress (SAP). To meet SAP, a student must achieve a cumulative Grade Point Average (GPA) of 2.0 or better and complete 67% of all units attempted prior to attempting a total of 90 cumulative units. In addition, a student must be following their Student Educational Plan (SEP) approved by a Cerro Coso Community College Counselor.

Step 5 - The Award Notification Letter

An award letter stating how much you are entitled for based on full-time enrollment will be mailed to you. If you are not eligible, you will receive an explanation of why you are not eligible. Please sign and return the award notification letter to the Cerro Coso Community College Financial Aid and Scholarships Office.
Step 6 – Financial Aid Check Disbursements

Check disbursements are twice a semester, once at the start of the semester and during the middle of the semester. 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.

Financial Aid Programs

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.

**Federal 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.

**Cerro Coso Community College Work Study.** This is an institutional funded program which provides part-time employment for students. To be eligible, the student must apply for financial aid and submit a Cerro Coso Community College Work Study application packet.

**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.

**Academic Competitiveness Grant (ACG).** The Academic Competitiveness Grant (ACG) is a federal program that provides up to $750 for the first year of undergraduate study and up to $1,300 for the second year of undergraduate study. Students must be Pell Grant recipients who are enrolled in full-time status and are U.S. citizens. Recent high school graduates must have successfully completed a rigorous high school program as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0. the ACG award is in addition to the student’s Pell Grant award.

**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.

**Parent Loans for Undergraduate Students (PLUS).** To qualify for a PLUS loan, you must meet the requirements for federal financial aid. Your parents must also meet some of these general requirements. The PLUS loan has its own separate application and Promissory Note, and parents must pass a credit check. The interest rate on PLUS loans is variable with a cap of 9%. Interest begins to accrue immediately, and repayment starts within 60 days of the disbursement for the school year.

**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. Please visit the Cerro Coso Community College Financial Aid website link for more information on applying for scholarships and grants.

**Veterans’ Services**

Cerro Coso Community College (CCCC) maintains a full-time program of Veterans’ Services to assist veteran students and their dependents. The Veterans’ Representative (located at the IWV campus) is available to work with and assist veterans and their dependents in claiming and receiving the educational benefits to which they are entitled. This endeavor also includes the assisting in the receiving of tuition assistance for California veterans through the California Department of Veteran Affairs.

All veterans and dependents who wish to receive Montgomery GI Bill (MGIB) [VA] educational benefits must adhere to the following procedures:

1. File an application for eligibility by filling out a downloadable PDF file or filing online through the following website: [http://www.gibill.va.gov](http://www.gibill.va.gov). Veterans should fill out an application (22-1990) and dependents should fill out a 22-5490. These forms are found on the above-mentioned website under Educational Benefits – then Educational Forms.

2. The successful application, that includes a copy of a DD214, will result in a Certificate of Eligibility issued by the regional office in Muskogee, Oklahoma.

3. This certificate should be brought to the veterans’ representative, located at the college, to become part of the veteran/student master file.

4. Concurrently with this application process, the veteran student must work with a college counselor to select a specific educational objective that may be realistically pursued at CCC. This must be done each semester that they are in school. Develop a professional relationship with this counselor and use their knowledge and networking capacity to improve your educational chances.

5. Request that copies of transcripts of work completed at other collegiate institutions, if any, be sent directly to CCC Admissions and Records (A&R) Office. Training classes taken while in the military must be sent to the counseling department at CCC for review and possible inclusion of allowable units.

6. After your counseling session, your counselor will fill out a Veterans Class Program Approval that is forwarded to the VA Rep. (located at the IWV campus). The veteran/dependent’s registration in the college, together with this program approval signifies that the veteran/dependent will be certified to the VA, in order to receive cash educational benefits.

7. Notify the A&R 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.
8. Students should contact the veterans’ representative at the IWV campus for clarification 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; interpreting; test-taking; reading and note-taking services; use of special equipment; mobility assistance; peer mentoring, tutorial and learning assistance; taped book assistance; alternative media; 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, e-text, readers, note takers, 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 mentoring, advising, career and professional guidance, grants and part-time employment.

**Cooperative Agencies Resources for Education (CARE).** Included as a part of EOPS, CARE is a program designed to enhance educational opportunities for single 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 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, 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 the 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, non-print, and online resources in support of instructional and educational goals. Unless otherwise posted, the LRC is open Monday through Friday, and consists of the Library, LAC, High Tech/Alternative Media Center, instructional classrooms, and a virtual branch of the Kern County Law Library.

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

The LRC web page, [http://www.cerrocoso.edu/lrc](http://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.

Students seeking to enroll in Child Development Laboratory courses that require the student to be in contact with children must furnish such consents and information (including, but not limited to, all names used by the student, social security numbers, birth date and addresses) as may be required to carry out the background checks, and to provide access to the results to the District (and the Center, as necessary).
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 experi-
ence 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 learn about additional avenues for eligibility for joining the Honors Program, please contact the Counseling Office at the IWV campus. 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, 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 Office at the IWV campus (760) 384-6219.

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

The brand new South Gateway Student Apartments are located adjacent to the Eastern Sierra College Center’s Mammoth Lakes campus and are available for single or double occupancy. These apartments, with spectacular views, are managed by the Mammoth Lakes Foundation whose mission is to support higher education and cultural enrichment in the Eastern Sierra. For more information on cost and the application process log on to [http://www.mammothstudentapartments.org](http://www.mammothstudentapartments.org) or call the Mammoth Lakes Foundation at (760) 934-3781.

No student housing facilities are available at any of the other Cerro Coso Community College campuses. A listing of possible living accommodations for students in the nearby communities may be obtained in the Counseling 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.
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: [http://www.CollegeNext.org](http://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 credits 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 successfully complete 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 system wide and campus-specific LDTP pattern will total at least 60 units, the number needed to transfer to CSU as an upper-division student. Through CSU Mentor and ASSIST, students and counselors will be able to find road maps detailing coursework preparation by CSU campus and major.
### AREA 1: ENGLISH COMMUNICATION

CSU-Choose one course from each sub-groups (9 units). UC-Choose one course from Group 1A and one course from Group 1B (6 units). All courses must be complete with a “C” or better.

**NOTE:** Students transferring to a UC do not have to meet the oral communication requirement.

- **A.** English Composition: **ENGL C101, C101H**
- **B.** Critical Thinking - English Composition: **ENGL C102, C102H**
- **C.** Oral Communication: **SPCH C101**

### AREA 2: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

Choose one course from the following (3 units minimum).

- **A.** Mathematical Concepts: **MATH C121, C121H, C130, C131, C141, C151, C152, C251, C255, C257**

### AREA 3: ARTS AND HUMANITIES

Must choose at least one course from Arts and one course from Humanities (3 courses/9 units).

- **A.** Arts: **ART C101, C105, C106, C106H; MUSC C101, C101H, C118, C173; THEA C101, C103**

### AREA 4: SOCIAL AND BEHAVIORAL SCIENCES

Choose courses from at least two disciplines (3 courses/9 units).

- **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; CHDV C101, C115**
- **H.** **POLS C101, C101H, C102, C204**
- **I.** **PSYC C101, C101H, C102, C211, C241, C251, C261, C271**
- **J.** **SOCI C101, C121, C131**

### AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES

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


**NOTE:** *indicates a class with a lab component. A lab course that is taken before the corresponding lecture will not be accepted.

### AREA 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, C102, FREN C102, C201, C202, LATN C102, C201, C202, RUSS C102, SPAN C101, C102, C180, C201, C202**

### CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS

(Note: this requirement is not part of IGETC; may be completed prior to transfer.)

- **1.** **HIST C131, C131H, C132, C132H**
- **2.** **POLS C101, C101H**

**NOTE:** Courses used to meet this requirement may not be used to satisfy requirements for IGETC for CSU.
MINIMUM ADMISSION REQUIREMENTS FOR UC TRANSFER STUDENTS:

1. Complete 60 semester units of transferable college credit (courses numbered 100-299, baccalaureate transferability is subject to review by individual transfer institutions) with a GPA of at least 2.4.
2. Complete the following course pattern, earning a grade of “C” or better in each course:
   A. Two transferable courses in English composition: ENGL 101 AND ENGL 102
   B. One transferable course in mathematical concepts & quantitative reasoning: MATH C121, C121H, C130, C131, C141, C151, C152, C251, C255, C257
   C. Four transferable courses chosen from at least two of the following subject areas:
      a) Arts & humanities; b) Social & behavioral sciences; c) Physical & biological sciences

Completion of the IGETC will satisfy the course pattern requirement for the minimum admission requirements listed above (#2). The IGETC is most advantageous for transfers who have not yet decided on a major or a campus. Once a student has identified a major, it is important for the student to work toward fulfilling any required preparatory courses, particularly in professional or “high unit” majors that select applicants on the basis of satisfaction of lower division major requirements. Students pursuing these types of programs should note that it is more important to complete the required preparatory courses than it is to complete the IGETC.

In general, it is not advisable for transfer students preparing for engineering majors (at any campus) to use the IGETC. Students entering “high unit” majors, such as those in the sciences, can follow the IGETC at some UC campuses (see IGETC Exceptions below), but must be careful to complete any needed lower division major preparation. For example, majors in the sciences not only have specific science prerequisites, but also have substantial mathematics requirements. Students pursuing these types of programs should use the GE-Breadth requirements for the specific major and campus of their choice an complete the Minimum Admissions Requirements listed above (see a counselor for course selection). Students considering transfer should see a counselor and go to www.assist.org.

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

ASSOCIATE ARTS DEGREE
Completion of the IGETC and 60 transferable units with a GPA of 2.4, will meet all requirements for an AA degree in General Education at Cerro Coso Community College.

ADVANCED PLACEMENT EXAMINATIONS
The following Advanced Placement Examinations may also be included in the IGETC Certification:

AP EXAMS APPROVED TO CLEAR SPECIFIC IGETC AREAS

<table>
<thead>
<tr>
<th>AP Score = 3,4,5</th>
<th>GE Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Am. Gov’t &amp; Politics (3)</td>
<td>*4</td>
</tr>
<tr>
<td>American History (3)</td>
<td>4F</td>
</tr>
<tr>
<td>Biology (4)</td>
<td>5B</td>
</tr>
<tr>
<td>Chemistry (5)</td>
<td>5A</td>
</tr>
<tr>
<td>Comp. Gov’t &amp; Politics (3)</td>
<td>4H</td>
</tr>
<tr>
<td>Econ-Micro (3)</td>
<td>4B</td>
</tr>
<tr>
<td>Econ-Macro (3)</td>
<td>4B</td>
</tr>
<tr>
<td>Eng. Comp. &amp; Lit. (4)</td>
<td>1A</td>
</tr>
<tr>
<td>Eng. Lang. &amp; Comp. (4)</td>
<td>1A</td>
</tr>
<tr>
<td>European Hist. (3)</td>
<td>3B</td>
</tr>
<tr>
<td>Math AB (9)</td>
<td>2A</td>
</tr>
<tr>
<td>Math BC (10)</td>
<td>2A</td>
</tr>
<tr>
<td>Spanish (10)</td>
<td>3B</td>
</tr>
<tr>
<td>Math AB (4)</td>
<td>2A</td>
</tr>
<tr>
<td>Math BC (9)</td>
<td>2A</td>
</tr>
<tr>
<td>Spanish (5)</td>
<td>3B</td>
</tr>
</tbody>
</table>

NOTE: Semester units in ( ) are credits granted by all campuses of the UC, at a minimum, as elective credits which count toward the 60 transferable units necessary for admissions eligibility. An AP score of 3 on exams may not be accepted for subject credit at some UC campuses. The list above includes only AP exams approved for IGETC and is not exhaustive (see a counselor for complete list of exams and unit limitations).

*AP – Am. Gov’t & Politics exam may be used to clear IGETC AREA4, however, the exam may not be used to clear the CSU American Institutions graduation requirement. Most CSU campuses, including CSU Fresno, do not clear this requirement with the AP Exam (POLS C101 or equivalent must be completed). Once exception is CAL POLY, SLO, which will clear the requirement after completing a one unit course in state & local government.

IGETC EXCEPTIONS:
IGETC is not accepted for Engineering majors and the following: Berkeley – College of Environmental Design, Chemistry, Natural Resources, and the Haas School of Business; Davis – all bachelor of science majors; Los Angeles – School of Nursing; Riverside – College of Natural and Agricultural Sciences; San Diego – Eleanor Roosevelt College and Revelle College.

IGETC is not recommended for the following: Merced – School of Natural Sciences; Santa Barbara – Biological Sciences, Chemistry, Computer Science, Physics, and Geology.
### AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING
Choose one course from each of the following sub-groups (3 courses/9 units). All courses must be complete with a “C” or better.

- **A1.** Oral Communication: **SPCH C101**
- **A2.** Written Communication: **ENGL C101, C101H; CLEP*, AP**
- **A3.** Critical Thinking: **ENGL C102, C102H; PHIL C205**

### AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS
Choose one course from each of the following sub-groups (3 courses/9 units minimum). One laboratory science required (+ Laboratory Course). Coursework in B4 must be completed with a “C” or better.

- **B1.** Physical Universe: **CHEM C100, C101+, C111+, C113+, C113H+, C122+, C221+; GEOL C111+, C121, C131; PHSC C101, C111+, C121, C125+, C131, C141, C145+; GEOG C101, C111+; CLEP*; AP**
- **B2.** Life Forms: **ANTH 121; BIOL C101, C101H, C105+, C105H+; C111+, C111H+, C112+, C112H+, C115, C121, C133, C138+, C141, C251+, C255+, C261+; CLEP*; AP**
- **B3.** Laboratory: **BIOL C102, C122, C142; GEOG C102; PHSC C102, C112, C122, C132, C142; any course noted above with (+); AP**
- **B4.** Mathematical Concepts: **MATH C121, C121H, C130, C131, C141, C142, C151, C152, C251, C255, C257; CLEP*, AP**

### AREA C: ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGES
Must choose at least one course from C1 and one course from C2 (3 courses/9 units).

- **C1.** Arts: **ART C101, C105, C106, C106H, C111, C121, C131, C135, C141, C151; MUSC C101, C101H, C105, C118, C121, C122, C131, C132, C151, C152, C161, C162, C173; CLEP*; THEA C101, C103, C111, C121; AP**

### AREA D: SOCIAL, POLITICAL AND ECONOMICAL INSTITUTIONS AND BEHAVIOR; HISTORICAL BACKGROUND
Choose one course in any of THREE DIFFERENT sub-groups (3 courses/9 units).

- **D1.** Anthropology and Archeology: **ANTH C111, C121, C131**
- **D2.** Economic: **ECON C101, C102, C103, AP**
- **D3.** Ethnic Studies: **HIST C209, C226; INST/SOCI C220; SOCI C121**
- **D4.** Gender Studies: **INST/SOC C220; SOCI C131**
- **D5.** Geography: **GEOG C121, C131, C131H**
- **D6.** History: **HIST C103, C103H, C104, C104H, C131, C131H, C132, C132H, C209, C218, CLEP*, AP**
- **D7.** Interdisciplinary and Behavioral Science: **INST C111, C201, C207; PSYC C271; CHDV C101, C105, C115**
- **D8.** Political Science and Government: **POLS C102, C204**
- **D9.** Psychology: **PSYC C101, C101H, C211, C231; CLEP**
- **D10.** Sociology and Criminology: **SOCI C101; CLEP*; ADMJ C101**

### AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT
Choose one course from E1 and two courses from E2.

- **E1.** Integrated Organism: **COUN C102, HSCI C101, PSYC C211, C231, C251; CHDV C101**
- **E2.** 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 the CSU 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**

*Note: ONLY HIST C131 and C132 can be double counted. See a counselor for more information.*

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*CLEP- College Level Examination Program/General Examinations**

**AP- Advanced Placement Test
MINIMUM ADMISSION REQUIREMENTS FOR CSU TRANSFER STUDENTS:

1. Complete 60 semester units of transferable college (courses numbered 100-299, baccalaureate transferability is subject to review by individual transfer institutions) with a GPA of at least 2.0, in order to be eligible for CSU admission.
2. Complete a minimum of 48 semester units from the CSU general education pattern.

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

CSU GE CERTIFICATION

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

ASSOCIATE ARTS DEGREE

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

ADVANCED PLACEMENT EXAMINATIONS

The following Advanced Placement Examinations may also be included in the CSU GE Certification:

<table>
<thead>
<tr>
<th>AP Score = 3,4,5</th>
<th>GE Area</th>
<th>AP Score = 3,4,5</th>
<th>GE Area</th>
<th>AP Score = 4,5</th>
<th>GE Area</th>
<th>AP Score = 3</th>
<th>GE Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Am. Gov’t &amp; Politics (3)</td>
<td>D8</td>
<td>Econ-Macro (3)</td>
<td>D2</td>
<td>Math AB (9)</td>
<td>B4</td>
<td>Math AB (4)</td>
<td>B4</td>
</tr>
<tr>
<td>Chemistry (5)</td>
<td>B1</td>
<td>European Hist. (3)</td>
<td>D6</td>
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<td></td>
</tr>
<tr>
<td>Comp. Gov’t &amp; Politics (3)</td>
<td>D8</td>
<td></td>
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<tr>
<td>Econ-Micro (3)</td>
<td>D2</td>
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</tbody>
</table>

NOTE: All CSU campuses will accept the minimum units shown above in ( ) toward fulfillment of designated GE AREA if the examination is included in a full or subject-area certification. These units are not consistently granted by all CSU campuses as elective credits, which count toward the 60 transferable units necessary for admission eligibility (check AP policy for each specific CSU campus).
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

Art...........................................................................................................................................................................30

Business Administration ...........................................................................................................................................30

Fine Arts .................................................................................................................................................................31

General Sciences .....................................................................................................................................................32

Physical Education ..................................................................................................................................................36

Pre-Engineering .....................................................................................................................................................37

Social Sciences .........................................................................................................................................................38

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Trade Practices .......................................................................................................................................................40
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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART C105</td>
<td>History of Western Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART C106</td>
<td>History of Western Art II</td>
<td>3</td>
</tr>
<tr>
<td>ART C111</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART C115</td>
<td>Three Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART C121</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART C131</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART C141</td>
<td>Basic Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>ART C151</td>
<td>Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>ART C165</td>
<td>Photography I</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 9 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART C131</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART C141</td>
<td>Basic Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>ART C151</td>
<td>Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>ART C165</td>
<td>Photography I</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Business Administration

BUSINESS ADMINISTRATION ASSOCIATE OF ARTS DEGREE (60 units total, 21 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:

<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>BSAD C102</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECON C102</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON C103</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH C121</td>
<td>Elementary Probability and Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

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**

ART C101  Art Appreciation .......................................................................................................................... 3 Units
ART C105  History of Western Art I ............................................................................................................... 3
ART C106  History of Western Art II ............................................................................................................. 3

**MUSIC**

MUSC C101  Music Appreciation .................................................................................................................. 3 Units
MUSC C118  History of American Popular Music ......................................................................................... 3
MUSC C173  Jazz Appreciation ...................................................................................................................... 3

**THEATRE**

THEA C101  Introduction to Theatre ........................................................................................................... 3 Units
THEA C103  Introduction to Play Reading ..................................................................................................... 3

Select 15 units from the following courses:

**ART**

ART C111  Two Dimensional Design ............................................................................................................ 3 Units
ART C115  Three Dimensional Design .......................................................................................................... 3
ART C121  Drawing I .................................................................................................................................. 3
ART C131  Painting I .................................................................................................................................... 3
ART C141  Basic Ceramics .......................................................................................................................... 3
ART C151  Sculpture ..................................................................................................................................... 3
ART C161  Beginning Photography ............................................................................................................. 3

**MUSIC**

MUSC C121  Piano I ....................................................................................................................................... 2 Units
MUSC C122  Piano II ..................................................................................................................................... 2
MUSC C221  Piano III .................................................................................................................................. 2
MUSC C222  Piano IV .................................................................................................................................. 2
MUSC C126  Guitar ....................................................................................................................................... 2
MUSC C131  Orchestra I ............................................................................................................................... 2
MUSC C132  Orchestra II ............................................................................................................................... 2
MUSC C231  Orchestra III ............................................................................................................................. 2
THEATRE

THEA C105  Performance Studies ................................................................. 2 Units
THEA C111  Fundamentals of Acting ........................................................... 2
THEA C112  Beginning Acting ................................................................. 2
THEA C118  Improvisation ................................................................. 2
THEA C121  Theatre Production ............................................................. 3
THEA C126  Shakespeare Theatre Production ............................................. 3
THEA C131  Technical Theatre ............................................................... 3
THEA C140  Movement for the Actor ......................................................... 2
THEA C145  Voice for the Actor .............................................................. 2
THEA C211  Intermediate Acting ............................................................. 2
THEA C212  Advanced Acting ............................................................... 2
THEA C230  Directing .............................................................................. 2
THEA C241  Creative Drama ................................................................. 2

DIGITAL MEDIA ARTS

DMA C111  XHTML and CSS ................................................................. 3
DMA C117  Web Design with Dreamweaver ............................................. 3
DMA C122  Digital Imaging with Photoshop ....................................... 3
DMA C107  Illustration and Design with Illustrator ................................. 3
DMA C109  Desktop Publishing with InDesign .................................... 3

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

General Sciences

GENERAL SCIENCES ASSOCIATE OF ARTS DEGREE - There are several emphases to the General Science Degree in order to meet the needs of students interested in liberal studies, life sciences, physical sciences, earth sciences, biology, human biology and chemistry. Students interested in Majoring in Biology, Human Biology or Chemistry should select from the respective emphasis and consult with a counselor.

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C101</td>
<td>Principles of Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL C102*</td>
<td>Principles of Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL C105*</td>
<td>Concepts of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL C111*</td>
<td>General Biology I</td>
<td>5</td>
</tr>
<tr>
<td>BIOL C112*</td>
<td>General Biology II</td>
<td>5</td>
</tr>
<tr>
<td>BIOL C121</td>
<td>Survey of Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL C122*</td>
<td>Survey of Anatomy and Physiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL C141</td>
<td>The Human Environment</td>
<td>3</td>
</tr>
<tr>
<td>BIOL C142*</td>
<td>The Human Environment Lab</td>
<td>1</td>
</tr>
<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>
</tbody>
</table>

**PHYSICAL SCIENCES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM C101*</td>
<td>Introductory Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM C111*</td>
<td>General Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM C113*</td>
<td>General Inorganic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS C111*</td>
<td>Mechanics</td>
<td>5</td>
</tr>
<tr>
<td>PHYS C113*</td>
<td>Electricity and Magnetism</td>
<td>5</td>
</tr>
<tr>
<td>PHYS C211*</td>
<td>Waves, Heat, Optics and Modern Physics</td>
<td>5</td>
</tr>
</tbody>
</table>

**MATHEMATICS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH C151</td>
<td>Analytic Geometry &amp; Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH C152</td>
<td>Analytic Geometry &amp; Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH C251</td>
<td>Analytic Geometry &amp; Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH C255</td>
<td>Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>MATH C257</td>
<td>Linear Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

**EARTH SCIENCES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG C101</td>
<td>Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL C111*</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOL C113*</td>
<td>Historical Geology</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C101</td>
<td>General Earth Sciences</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C102*</td>
<td>Earth Science Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PHSC C111</td>
<td>Concepts of Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C112*</td>
<td>Concepts of Physical Science Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHSC C121</td>
<td>Astronomy Lecture</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C122</td>
<td>Astronomy Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PHSC C125</td>
<td>Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>PHSC C141</td>
<td>Introduction to Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C143*</td>
<td>Field Studies in Oceanography</td>
<td>1</td>
</tr>
</tbody>
</table>

Complete general education requirements as needed.

Students planning to transfer to a 4-year institution and major in biology, human biology, or chemistry should select an emphasis from below and consult with a counselor.

**BIOLOGY EMPHASIS**: The biology emphasis provides students with the core science courses needed for transfer to a 4-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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C111*</td>
<td>General Biology I</td>
<td>5</td>
</tr>
<tr>
<td>BIOL C112*</td>
<td>General Biology II</td>
<td></td>
</tr>
<tr>
<td>CHEM C111*</td>
<td>General Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM C113*</td>
<td>General Inorganic Chemistry II</td>
<td></td>
</tr>
</tbody>
</table>

Total: 20 Units

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C101</td>
<td>Introductory Biology</td>
<td>3</td>
</tr>
<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>BIOL C261*</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM C111*</td>
<td>General Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM C122*</td>
<td>General Inorganic Chemistry I for Nursing and</td>
<td>5</td>
</tr>
<tr>
<td>Allied Health Science Majors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM C220</td>
<td>Fundamentals of Organic Chemistry</td>
<td>4</td>
</tr>
</tbody>
</table>

Total: 19-20 Units

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM C111*</td>
<td>General Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM C113*</td>
<td>General Inorganic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM C221*</td>
<td>Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM C222*</td>
<td>Organic Chemistry II</td>
<td>5</td>
</tr>
</tbody>
</table>

Total: 20 Units
Complete general education requirements and electives for a minimum of 60 total units.

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

**EARTH AND ATMOSPHERIC SCIENCES EMPHASIS**: Provides students who are planning on majoring in the physical/earth sciences with their core consisting of geology, physical science and atmospheric science. Please check with a counselor concerning requirements for specific transfer institutions.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOL C111</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOL C121</td>
<td>Historical Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL C131</td>
<td>Environmental Geology</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C103</td>
<td>Field Studies in the Earth Sciences</td>
<td>0.5-1</td>
</tr>
<tr>
<td>PHSC C111</td>
<td>Concepts of Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C112</td>
<td>Concepts of Physical Science Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PHSC C125</td>
<td>Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>Introduction to Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>PHSC 131</td>
<td>Introduction to Meteorology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>Introduction to Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>PHSC 142</td>
<td>Introductory Oceanography Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td>18-19</td>
</tr>
</tbody>
</table>

**ENGINEERING AND PHYSICS EMPHASIS**: Provides students who are planning on majoring in physics or engineering with the first two years of mathematics and physics. The Math and Chemistry requirements for transfer varies among institutions and students should check with a counselor for the specific requirements.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH C251</td>
<td>Analytical Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MATH C255</td>
<td>Ordinary Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>MATH C257</td>
<td>Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PHYS C111</td>
<td>Mechanics</td>
<td>5</td>
</tr>
<tr>
<td>PHYS C113</td>
<td>Electricity and Magnetism</td>
<td>5</td>
</tr>
<tr>
<td>PHYS C211</td>
<td>Waves, Heat, Optics and Modern Physics</td>
<td>5</td>
</tr>
</tbody>
</table>

Note: All Honors Courses of the above listed courses automatically fulfill the requirement for the respective degree specialization.
36- Degree Programs  

Cerro Coso Community College 2008-2009

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 Code</th>
<th>Course 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>First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillator</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 Code</th>
<th>Course 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 C151</td>
<td>Intro to General Conditioning for the Competitive Athlete I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C152</td>
<td>Beginning General Conditioning for Competitive Athletes II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C251</td>
<td>Intermediate General Conditioning for Competitive Athletes III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C252</td>
<td>Advanced General Conditioning for Competitive Athletes IV</td>
<td>1</td>
</tr>
</tbody>
</table>

INDIVIDUAL and TEAM SPORT: Select three different disciplines from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED C109</td>
<td>Golf I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C110</td>
<td>Golf II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C209</td>
<td>Golf III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C113</td>
<td>Tennis I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C114</td>
<td>Tennis II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C213</td>
<td>Tennis III</td>
<td>1</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM C111</td>
<td>General Inorganic Chemistry I</td>
<td>S</td>
</tr>
<tr>
<td>CHEM C113</td>
<td>General Inorganic Chemistry II</td>
<td>S</td>
</tr>
<tr>
<td>MATH C151</td>
<td>Analytic Geometry &amp; Calculus I</td>
<td>S</td>
</tr>
<tr>
<td>MATH C152</td>
<td>Analytic Geometry &amp; Calculus II</td>
<td>S</td>
</tr>
<tr>
<td>MATH C251</td>
<td>Analytic Geometry and Calculus III</td>
<td>S</td>
</tr>
<tr>
<td>PHYS C111</td>
<td>Mechanics</td>
<td>S</td>
</tr>
<tr>
<td>PHYS C113</td>
<td>Electricity and Magnetism</td>
<td>S</td>
</tr>
<tr>
<td>PHYS C211</td>
<td>Waves, Heat, Optics and Modern Physics</td>
<td>S</td>
</tr>
</tbody>
</table>

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 the following courses (minimum 18 units):

- THEA C101 Introduction to Theatre ................................................................ 3 Units
  or
- THEA C103 Introduction to Play Reading .................................................... 3
- THEA C111 Fundamentals of Acting .......................................................... 2
- THEA C112 Beginning Acting ....................................................................... 2
- THEA C121 Theatre Production .................................................................. 3
  or
- THEA C126 Shakespeare Theatre Production ........................................... 3
- THEA C140 Movement for the Actor ....................................................... 2
- THEA C145 Voice for the Actor ................................................................... 2
- THEA C211 Intermediate Acting .............................................................. 2
  or
- THEA C212 Advanced Acting .................................................................... 2
  or
- THEA C230 Directing ................................................................................. 2
Complete two of the following courses (minimum of 4 units):

- THEA C101 Introduction to Theatre ................................................................. 3 Units
- THEA C103 Introduction to Play Reading ......................................................... 3
- THEA C105 Performance Studies ................................................................. 2
- THEA C118 Improvisation .............................................................................. 2
- THEA C121 Theatre Production ...................................................................... 2
- THEA C126 Shakespeare Theatre Production .................................................. 3
- THEA C131 Technical Theatre ....................................................................... 2
- THEA C212 Advanced Acting ........................................................................ 2
- THEA C230 Directing ...................................................................................... 2
- THEA C241 Creative Drama ........................................................................... 2

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

Total (minimum): ............................................................................................. 22 Units

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

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
DRFT C121 Architectural Planning I .................................................................................................................. 3
DRFT C122 Architectural Planning II ................................................................................................................. 3
DRFT C151/DMA C127 Fundamentals of AutoCAD ......................................................................................... 3
DRFT C152 Advanced Computer Aided Design and Drafting ...................................................................... 3
DRFT C153/DMA C129 3D Solids Modeling with SolidWorks ....................................................................... 3
DRFT C161 Geometric Dimensioning and Tolerancing .................................................................................... 3
DRFT C211 Engineering Drawing III ................................................................................................................. 3
DRFT C212 Engineering Drawing IV ................................................................................................................. 3

MACHINE TOOL TECHNOLOGY

MCTL C111 Beginning Machine Shop ............................................................................................................. 3 Units
MCTL C112 Intermediate Machine Shop ......................................................................................................... 3
MCTL C211 Advanced Machine Shop .............................................................................................................. 3
MCTL C212 Advanced Machine Shop .............................................................................................................. 3
MCTL C215 Introduction to Computer Number Control Machining ................................................................. 3

WELDING TECHNOLOGY

WELD C101 Oxygen and Acetylene Welding ................................................................................................. 3 Units
WELD C102 Shielded Metal Arc Welding .......................................................................................................... 3
WELD C201 Welding Fabrication ...................................................................................................................... 3

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.


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

Administration of Justice ................................................................. 43
Automotive Technology .................................................................. 44
Business .......................................................................................... 44
Management ................................................................................. 45
Business Office Technology .............................................................. 45
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  Office Clerk Award ...................................................................... 46
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  Assistant Teacher Award .............................................................. 48
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Engineering Technology .................................................................. 53
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Health Careers .............................................................................. 55
  Administrative Medical Assisting Award .................................... 55
  Clinical Medical Assisting Award ............................................... 55
  Medical Assistant Certificate ..................................................... 55
Human Services ............................................................................. 55
  Human Services Worker Certificate .......................................... 55
  Human Services Para-Professional Certificate ............................ 56
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 Peace Officer Academy Modular Format Level II, 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:

- AUTO C111 Engine Performance ................................................................. 5.5 Units
- AUTO C115 Electrical Systems ................................................................. 5.5
- AUTO C121 Brakes .................................................................................... 3
- AUTO C125 Automotive Suspension and Steering .................................................. 3
- AUTO C131 Air Conditioning and Heating Systems ........................................ 3
- AUTO C135 Automatic Transmissions and Transaxles ................................. 3
- AUTO C141 Manual Drive Train and Axles .................................................. 3
- AUTO C145 Engine Repair ........................................................................... 3

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

BUSINESS 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. This major is 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
- CSCI C101 Introduction to Computer Information Systems ......................... 3
- BSAD C101 Financial Accounting .............................................................. 4
- BSAD C110 Introduction to Personal Finance ............................................. 3
- BSAD C131 Business Law ........................................................................... 3
- BSAD C141 Human Relations in Business ............................................... 3
- BSAD C152 Managing Diversity in the Workplace ........................................ 3
- BSAD C212 International Business .............................................................. 3
- BSAD C251 Principles of Management & Organization ............................. 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.
Management

MANAGEMENT ASSOCIATE OF SCIENCE DEGREE (60 units total, 32 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:

<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>BSAD C101</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSAD C102</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSAD C145</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C131</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C155</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C220</td>
<td>Principles of Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C222</td>
<td>Problem Solving and Computer Applications in Management</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C251</td>
<td>Principles of Management and Organization</td>
<td>3</td>
</tr>
</tbody>
</table>

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

BUSINESS MANAGEMENT CERTIFICATE (32 units): Any student completing the courses required for the major qualifies for a certificate in Business Management.

Business Office Technology

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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C070</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C072</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C145</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BSOT C133</td>
<td>Advanced Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BSOT C154</td>
<td>Office Personnel Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C070</td>
<td>Computer Literacy</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C121</td>
<td>Beginning Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C151</td>
<td>Intermediate Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C161</td>
<td>Advanced Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C123</td>
<td>Beginning Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C153</td>
<td>Intermediate Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C125</td>
<td>Beginning Access</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C155</td>
<td>Intermediate Access</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C127</td>
<td>MS PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C171</td>
<td>Introduction to the Internet and the World Wide Web</td>
<td>1</td>
</tr>
</tbody>
</table>
Complete four elective credits from the following:

- CSCI C129 Beginning MS Outlook ................................................................. 1 Unit
- CSCI C135 Beginning Adobe Acrobat .............................................................. 1
- CSCI C163 Advanced Excel ............................................................................. 1
- CSCI C165 Advanced Access ......................................................................... 1
- WEXP C101 Introduction to Work Experience ................................................. 1
- WEXP C102 Occupational Career Work Experience ...................................... 1-3

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
- BSOT C154 Office Personnel Seminar ............................................................ 3
- CSCI C070 Computer Literacy ......................................................................... 1
- CSCI C121 Beginning Word ............................................................................ 1
- CSCI C123 Beginning Excel ............................................................................. 1
- CSCI C125 Beginning Access ......................................................................... 1
- CSCI C127 MS PowerPoint ............................................................................. 1

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

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

Total: ................................................................................................................................................................. 30 Units

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

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

Select one of the following:

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

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
Select 6 elective units from the following:

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

**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 (CIS) ASSOCIATE OF SCIENCE DEGREE (60 units total, 31 units in the major) is designed for students pursuing professional employment in computer information systems for business. Students are prepared to pursue a career in network, systems, or database administration; technical and applications support; and computer programming. Designed for both full and part-time students, this program is appropriate to both those currently employed and those seeking to enter this field. Students completing the CIS AS degree are prepared to transfer to a Baccalaureate program in Computer Information Systems, Management Information Systems or related programs.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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>or</td>
<td>CSCI C251 Introduction to Structured Programming with Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CSCI C252 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</td>
<td>MATH C131 Basic Functions and Calculus for Business</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>MATH C121 Elementary Probability and Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total: ........................................................................................................................................... 19 Units

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 Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C101</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CSCI C136</td>
<td>Advanced Adobe Acrobat</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C140</td>
<td>A+ Essential Skills for PC Repair</td>
<td>2</td>
</tr>
<tr>
<td>CSCI C141</td>
<td>A+ Standard Skills for IT Technicians</td>
<td>2</td>
</tr>
<tr>
<td>CSCI C143</td>
<td>Network+ Fundamentals of Network Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C146</td>
<td>Security+ Fundamentals of Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C161</td>
<td>Advanced Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C163</td>
<td>Advanced Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C165</td>
<td>Advanced Access</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C181</td>
<td>XHTML and CSS</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C187</td>
<td>MS Project</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C195</td>
<td>Introduction to Robotic Programming</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 C265</td>
<td>C++ Programming Language I</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C267</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C285</td>
<td>Extensible Markup Language (XML)</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>DMA C211</td>
<td>Web Scripting With Java Script</td>
<td>3</td>
</tr>
<tr>
<td>DMA C213</td>
<td>Web Development with PHP and MySQL</td>
<td>3</td>
</tr>
<tr>
<td>WEXP C101</td>
<td>Introduction to Work Experience</td>
<td>1</td>
</tr>
<tr>
<td>WEXP C102</td>
<td>Occupation and Career Work Experience I</td>
<td>1-3</td>
</tr>
</tbody>
</table>

**COMPUTER INFORMATION SYSTEMS CERTIFICATE** (25 units) provides students with skills to enter the job market as help desk providers, computer support specialists, or entry level programmers.

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</td>
<td>CSCI C252</td>
<td>Introduction to Computer Science</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</td>
<td>MATH C131</td>
<td>Basic Functions and Calculus for Business</td>
</tr>
<tr>
<td>or</td>
<td>MATH C121</td>
<td>Elementary Probability and Statistics</td>
</tr>
</tbody>
</table>

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

Select a minimum of 6 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C136</td>
<td>Advanced Adobe Acrobat</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C140</td>
<td>A+ Essential Skills for PC Repair</td>
<td>2</td>
</tr>
<tr>
<td>CSCI C141</td>
<td>A+ Standard Skills for IT Technicians</td>
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<tr>
<td>CSCI C143</td>
<td>Network+ Fundamentals of Network Technologies</td>
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</tr>
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<td>CSCI C146</td>
<td>Security+ Fundamentals of Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C161</td>
<td>Advanced Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C163</td>
<td>Advanced Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C165</td>
<td>Advanced 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 C195</td>
<td>Introduction to Robotic Programming</td>
<td>2</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 C265</td>
<td>C++ Programming Language I</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>DMA C211</td>
<td>Web Scripting with Java Script</td>
<td>3</td>
</tr>
<tr>
<td>DMA C213</td>
<td>Web Development with PHP and MySQL</td>
<td>3</td>
</tr>
<tr>
<td>WEXP C101</td>
<td>Introduction to Work Experience</td>
<td>1</td>
</tr>
<tr>
<td>WEXP C102</td>
<td>Career Work Experience</td>
<td>1-3</td>
</tr>
</tbody>
</table>

**Total: .............................................................................................................. 25 Units**
52- Degree Programs

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:

BSAD C100 Introduction to Business ................................................................. 3 Units
CSCI C101 Introduction to Computer Information Systems................................. 3
CSCI C241 Introduction to Telecommunications ................................................ 3
CSCI C251 Introduction to Structured Programming with Visual Basic ............ 3
  or
CSCI C252 Introduction to Computer Science ................................................... 3
CSCI C270 Database Design and Management ................................................. 3
MATH C130 Finite Mathematics .................................................................. 4
  or
MATH C131 Basic Functions and Calculus for Business ................................. 4
  or
MATH C121 Elementary Probability and Statistics ........................................... 4

Total: ............................................................................................................... 19 Units

Select a minimum of 6 of the following courses:

CSCI C181 Hypertext Markup Language (HTML) ............................................. 3 Units
CSCI C251 Introduction to Structured Programming with Visual Basic ............ 3
CSCI C252 Introduction to Computer Science ................................................... 3
CSCI C265 C++ Programming Language I ...................................................... 3
CSCI C267 Java Programming .......................................................................... 3
CSCI C280 Web Applications Development Using PHP ................................. 3
CSCI C285 Extensible Markup Language (XML) .............................................. 3
DMA C211 Web Scripting with JavaScript ...................................................... 3
DMA C213 Web Development with PHP and MySQL .................................... 3

Computer Science

COMPUTER SCIENCE ASSOCIATE OF SCIENCE DEGREE (60 units total, 31 units in the major) is a foundation degree for those who intend to transfer to a four-year institution to continue studies in Computer Science or comparable programs.

Complete all of the following courses:

CSCI C252 Introduction to Computer Science .................................................. 3 Units
  or
CSCI C266 C++ Programming .......................................................................... 3
CSCI C267 Java Programming .......................................................................... 3
MATH C151 Analytic Geometry and Calculus I ................................................. 5
MATH C152 Analytic Geometry and Calculus II ................................................. 5
MATH C251 Analytic Geometry and Calculus III ................................................. 5
PHYS C111  Mechanics .................................................................................................................. 5
PHYS C113  Electricity and Magnetism .......................................................................................... 5

Total: .................................................................................................................................................. 31 Units

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

**COMPUTER SCIENCE CERTIFICATE**: Any student completing the courses required for a major qualifies for a certificate in Computer Science.

### 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C111</td>
<td>Fundamentals of AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C152</td>
<td>Advanced Computer Aided Design and Drafting</td>
<td>3</td>
</tr>
<tr>
<td>MATH C142</td>
<td>Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MCTL C111</td>
<td>Beginning Machine Shop</td>
<td>3</td>
</tr>
<tr>
<td>WELD C101</td>
<td>Oxygen and Acetylene Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 8 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCTL C112</td>
<td>Intermediate Machine Shop</td>
<td>3</td>
</tr>
<tr>
<td>MCTL C211</td>
<td>Advanced Machine Shop</td>
<td>3</td>
</tr>
<tr>
<td>MCTL C215</td>
<td>Introduction to Computer Number Control</td>
<td>3</td>
</tr>
<tr>
<td>WEXP C101</td>
<td>Introduction to Work Experience</td>
<td>1</td>
</tr>
<tr>
<td>WEXP C102</td>
<td>Occupational/Career Work Experience</td>
<td>1-3</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C111</td>
<td>Engineering Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C112</td>
<td>Engineering Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C211</td>
<td>Engineering Drawing III</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C212</td>
<td>Engineering Drawing IV</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C151</td>
<td>Fundamentals of AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C152</td>
<td>Advanced Computer Aided Design and Drafting</td>
<td>3</td>
</tr>
</tbody>
</table>
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.

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** (10 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
- HCRS C150 Medical Terminology for the Health Professional ..................................................................... 3

**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, HCRS C064 and HCRS C150 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

**MEDICAL ASSISTANT CERTIFICATE** (22 units): will be awarded to those students completing all 5 courses listed above.

**Human Services**

**Human Services Associate of Science Degree and Certificates**: (60 units total, 26 units in the major) prepares students for employment in a broad range of human services settings. It consists of seven core courses and offers additional electives or other approved specialized courses to develop competencies for specific employment settings. Although individual courses are offered online, the full certificate is currently not available in online environments.

**HUMAN SERVICES WORKER CERTIFICATE (20 Units)**: Any student who completes the seven core courses

- HMSV C101 Introduction to Human Services .................................................................................................. 3 Units
- HMSV C102 Cultural Competence in Human Services ...................................................................................... 3
- HMSV C103 Preparation for Field Work in Human Services* ...................................................................... 3
- HMSV C104 Field Work in Human Services .................................................................................................... 4
### Human Services Para-Professional Certificate (26 units)

Any student who completes all of the core courses and two elective courses.

***Complete two elective courses from the following:

- **SPCH C105** Interpersonal Communication .................................................. 3 Units
- **PSYC C112** Introduction to Substance Abuse Treatment ........................................ 3
- **PSYC C241** Abnormal Psychology ......................................................................... 3
- **PSYC C116** Case Management ............................................................................. 3
- **CHDV C101** Child Development ........................................................................... 3
- **CHDV C241** The Exceptional Child: Nature and Needs ......................................... 3
- **PSYC C211** Lifespan Development ........................................................................ 3

Total: .................................................................................................................. 6 Units

***Or other approved specialized courses

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

*Pending review and approval by the California Community College Chancellor’s Office.

### 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 and Tool Problems .................................. 3
- **WELD C101** Oxyacetylene Welding ................................................................. 3
Cerro Coso Community College 2008-2009  
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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, 31 units in the major) is designed to prepare students for work in the legal environment as either professional paralegals or legal assistants. Students receive training in all aspects of the legal system including the court system, legal research, client interviews, legal briefs, and court procedures. Career opportunities exist with private attorneys, local court jurisdictions, corporate law offices, and independent paralegals.

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 C131</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA C101</td>
<td>Introduction to Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>PARA C105</td>
<td>Legal Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PARA C112</td>
<td>Legal Research &amp; Writing I</td>
<td>3</td>
</tr>
<tr>
<td>PARA C122</td>
<td>Legal Research &amp; Writing II</td>
<td>3</td>
</tr>
<tr>
<td>PARA C130</td>
<td>Civil Litigation and Procedure I</td>
<td>3</td>
</tr>
<tr>
<td>PARA C140</td>
<td>Civil Litigation and Procedure II</td>
<td>3</td>
</tr>
<tr>
<td>PARA C290</td>
<td>Paralegal Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

Select 8 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARA C150</td>
<td>Law Office Management</td>
<td>3</td>
</tr>
<tr>
<td>PARA C220</td>
<td>Bankruptcy Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA C230</td>
<td>Probate Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA C240</td>
<td>Criminal Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>PARA C250</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>PARA C260</td>
<td>Personal Injury and Tort Litigation</td>
<td>3</td>
</tr>
<tr>
<td>PARA C270</td>
<td>Real Property Law</td>
<td>2</td>
</tr>
<tr>
<td>PARA C280</td>
<td>Worker’s Compensation Law</td>
<td>2</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C101</td>
<td>Introductory Biology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C070</td>
<td>Introductory Composition</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL C101</td>
<td>Freshman Composition</td>
<td>4</td>
</tr>
</tbody>
</table>
PARALEGAL STUDIES CERTIFICATE (31 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.

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
- DMA C102 Digital Imaging with Photoshop ........................................................... 3
- DMA C107 Illustration and Design with Illustrator .................................................. 3
- MATH C142 Trigonometry ....................................................................................... 4
- PHSC C111 Concepts of Physical Science .............................................................. 3
  and
- PHSC C112 Concepts of Physical Science Laboratory ..................................... 1
- 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
  or
- CHEM C211 Analytical Chemistry ......................................................................... 4

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.

Small Business Management/Entrepreneurship

SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP ASSOCIATE OF SCIENCE DEGREE (60 units total, 30 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 C110 Introduction to Personal Finance .......................................................................................................................... 3
BSAD C125 Computerized Accounting Practice .................................................................................................................... 2
BSAD C131 Business Law ....................................................................................................................................................... 3
BSAD C145 Business Communication .................................................................................................................................... 3
BSAD C171 Introduction to Marketing ................................................................................................................................... 3
BSAD C180 Entrepreneurship: Small Business Management ............................................................................................. 3
BSAD C211 E-Commerce .......................................................................................................................................................... 3
CSCI C101 Introduction to Computer Information Systems ................................................................................................. 3

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

ENTREPRENEURSHIP CERTIFICATE (30 units): Any student completing the courses required for a certificate in Small Business Management/Entrepreneurship.

Vocational Nursing

VOCATIONAL NURSING ASSOCIATE OF SCIENCE DEGREE (60 units total, 63.5 units in the major) is an intensive program totaling 1662 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 varies adult medical-surgical conditions is integrated throughout three semesters of the program. Course content also includes concepts of growth and development, normal obstetrics and pediatrics. After successful completion of the program, the student is eligible to take the licensure examination provided by the National Council of State Board of Nursing (NCLEX-PN).
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.

Complete all of the following courses:

**PREREQUISITES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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>CSCI C070</td>
<td>Computer Literacy</td>
<td>1</td>
</tr>
<tr>
<td>HCRS C055</td>
<td>Certified Nurses’ Aide</td>
<td>5</td>
</tr>
<tr>
<td>HCRS C150</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>IC C075</td>
<td>Intro Library Research</td>
<td>1</td>
</tr>
<tr>
<td>PSYC C101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**SEMESTER I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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>6</td>
</tr>
<tr>
<td>HCRS C070/EMTC C070</td>
<td>CPR for the Healthcare Provider</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**SEMESTER II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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>6</td>
</tr>
</tbody>
</table>

**SEMESTER III**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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>6</td>
</tr>
</tbody>
</table>

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

*Note: All prerequisites must be successfully completed with a grade of “C” or better before entering the program. Students must also possess a current CNA certificate.

**VOCATIONAL NURSING CERTIFICATE (63.5 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, 34 units in the major) provides students with fundamentals in software tools, design theory, and current practices in the 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.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA C102</td>
<td>Digital Imaging with Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DMA C111</td>
<td>XHTML and CSS</td>
<td>3</td>
</tr>
<tr>
<td>DMA C113</td>
<td>Accessibility and Usability</td>
<td>3</td>
</tr>
<tr>
<td>DMA C115</td>
<td>Interactivity and Interface Design with Flash</td>
<td>4</td>
</tr>
<tr>
<td>DMA C117</td>
<td>Web Design with Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DMA C211</td>
<td>Web Scripting with JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>DMA C280</td>
<td>Web Production Management</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C151</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Select at least 9 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART C111</td>
<td>Two Dimensional Design</td>
<td>3</td>
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<tr>
<td>ART C121</td>
<td>Basic Drawing</td>
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<tr>
<td>BSAD C211</td>
<td>Introduction to E-Commerce</td>
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<tr>
<td>CSCI C265</td>
<td>C++ Programming Language I</td>
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<td>CSCI C267</td>
<td>Java Programming</td>
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<td>DMA C101</td>
<td>Career Planning and Portfolio Development</td>
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<tr>
<td>DMA C107</td>
<td>Illustration and Design with Illustrator</td>
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<tr>
<td>DMA C109</td>
<td>Desktop Publishing with InDesign</td>
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<tr>
<td>DMA C111</td>
<td>Design and Development for Mobile Devices</td>
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</tr>
<tr>
<td>DMA C121</td>
<td>Principles of Animation with 3DS</td>
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<td>DMA C131</td>
<td>Digital Video Production with Premiere</td>
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<tr>
<td>DMA C133</td>
<td>Creating Motion Graphics with After Effects</td>
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<tr>
<td>DMA C139</td>
<td>Media for Mobile Devices</td>
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<td>DMA C141</td>
<td>Fundamentals of Game Design with VirTools</td>
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<tr>
<td>DMA C143</td>
<td>Serious Game Prototyping</td>
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<tr>
<td>DMA C213</td>
<td>Web Development with PHP and MySQL</td>
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<tr>
<td>DMA C215</td>
<td>Advanced ActionScripting with Flash</td>
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<tr>
<td>DMA C217</td>
<td>PHP Site Management and Theme Design</td>
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<tr>
<td>MUSC C183</td>
<td>Fundamentals of Sound Design for Media</td>
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</tr>
</tbody>
</table>

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

**WEB DESIGN CERTIFICATE** (34 units): Any student completing 34 units, including 24 units of core courses and at least 9 units among the specified electives qualifies for a certificate in Web Design.
Welding Technology

WELDING TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 units total, 20 units in the major) trains students in multiple welding processes and is designed to prepare them for an entry level welding position in diverse fields. Safe and clean work habits are practiced and personal protective equipment is required.

Areas in which welders work include: mining, manufacturing, marine welding, ship building, metal art sculpting, machine shops, construction, railroads, automotive, as well as the aircraft, aerospace and renewable energy industries.

Job prospects of graduates from this program are excellent.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DRFT C108</td>
<td>Reading Technical Drawings</td>
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<tr>
<td>MCTL C107</td>
<td>Basic Hand Tools</td>
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<tr>
<td>MATH C056</td>
<td>Technical Math for Trades</td>
<td>3</td>
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<tr>
<td>WELD C101</td>
<td>Oxyacetylene Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD C102</td>
<td>Shielded Metal Arc Welding (SMAW)</td>
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<tr>
<td>WELD C200</td>
<td>Gas Metal Arc Welding (GMAW)</td>
<td>2</td>
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<tr>
<td>WELD C201</td>
<td>Welding Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>WELD C203</td>
<td>Gas Tungsten Arc Welding (GTAW)</td>
<td>2</td>
</tr>
</tbody>
</table>

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

WELDING TECHNOLOGY CERTIFICATE (12 units): This certificate provides a focus on the major welding and cutting processes for building or upgrading skills and is also a foundation for the two-year degree.

Complete all of the following courses:

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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.
ADMJ C082  Firearms  
A  2.00 Units  
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  
A  2.00 Units  
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  
A/UC/CSU - CAN AJ 2  3.00 Units  
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  
A/UC/CSU - CAN AJ 4  3.00 Units  
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  
A/UC/CSU  3.00 Units  
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  
A/CSU  3.00 Units  
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  
A/UC/CSU  3.00 Units  
This course studies the factors that create friction between community and the criminal justice agencies. Includes the roles of Administration of Justice practitioners and agencies interrelationships and role expectations among various agencies and the public. Principal emphasis is placed upon the professional image of the criminal justice system and the development of the positive relationships between members of the criminal justice system and the public. 54 hours lecture.

ADMJ C125  Principles of Investigation  
A/CSU  3.00 Units  
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  
A/CSU  3.00 Units  
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  
Arrest and Firearms  
A/CSU  1.50 Units  
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 III  
A/CSU  4.50 Units  
Prerequisite: 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  
A/CSU  12.00 Units  
Prerequisite: ADMJ C141, 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.

ADMJ C151  Introduction to Corrections  
A/CSU  3.00 Units  
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.

ADMJ C205  California Vehicle Code  
A/CSU  3.00 Units  
California Vehicle code and related subjects as applied by the peace officer in the State of California. 54 hours lecture.

ADMJ C211  Concepts of Enforcement Service  
A/CSU  3.00 Units  
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.

ADMJ C215  Patrol Procedures  
A/CSU  3.00 Units  
This course includes a look into the historical development of the patrol philosophy. Issues of planning for field activities including the function of patrol, traffic enforcement, and other preliminary investigative duties of the field officer will be reviewed. The techniques for planning patrol activities, handling complaints and requests for service will be analyzed. The mechanics of in-field interviewing, person and property searches and arrests will be outlined. The course will cover issues relative to the handling of traffic related problems, civil and domestic disturbances and other community crime related incidents. 54 hours lecture.

ADMJ C221  Defensive Tactics  
A/CSU  2.00 Units  
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.

ADMJ C225  Physical Evidence  
A/CSU  2.00 Units  
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.

AERONAUTICS

AERO C101  General Aeronautics  
A/CSU  3.00 Units  
Advisory: Level 3 Math  
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.

AERO C111  Instrument Flight Rules and Fundamentals  
A/CSU  3.00 Units  
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.
### AGRICULTURE

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>AGRI C101</td>
<td>Fundamentals of Horticulture</td>
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</tr>
<tr>
<td>AGRI C102</td>
<td>Botany</td>
<td>4.00</td>
</tr>
<tr>
<td>AGRI C105</td>
<td>Soils and Plant Nutrition</td>
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</tr>
<tr>
<td>AGRI C111</td>
<td>Plant Propagation</td>
<td>3.00</td>
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<tr>
<td>AGRI C115</td>
<td>Environmental Irrigation</td>
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<tr>
<td>AGRI C121</td>
<td>Introduction to Pest Control</td>
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### AMERICAN SIGN LANGUAGE

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<td>ASL C102</td>
<td>American Sign Language II</td>
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### ANTHROPOLOGY

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<td>ANTH C111</td>
<td>Cultural Anthropology</td>
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<tr>
<td>ANTH C121</td>
<td>Physical Anthropology</td>
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</table>
ANTH C131  Archaeology
A/UC/CSU - CAN ANTH 6  3.00 Units
Advisory:  Level 1 Reading, Level 1 Writing
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 C001  Ceramic Technique & Decoration
X  0.00 Units
This course is an introduction to ceramics. Students will explore ceramic materials including art clay, terra-cotta, and stoneware in addition to various decorating techniques on mold-cast items. 108 hours laboratory.

ART C002  Porcelain Technique/Decoration
X  0.00 Units
This course is an introduction to porcelain. Exploration of porcelain materials including china and glass, in addition to various decorating techniques on mold-cast items. 108 hours laboratory.

ART C003  Ceramic Technique/Decoration
X  0.00 Units
This course is an introduction to ceramics. Students will explore ceramic materials including art clay, terra-cotta, and stoneware in addition to various decorating techniques on mold-cast items. 36 hours laboratory.

ART C004  Porcelain Technique/Decoration
X  0.00 Units
This course is an introduction to porcelain. Exploration of porcelain materials including china and glass, in addition to various decorating techniques on mold-cast items. 36 hours laboratory.

ART C005  Decorative Painting Technique
X  0.00 Units
This course is an introduction to Decorative Painting Technique. Students will explore acrylic painting technique on rocks, wood, tin, paper, canvas, glass, and any other bases to which acrylic paints will adhere. 27 hours lecture/81 hours laboratory.

ART C006  Decorative Painting Technique
X  0.00 Units
This course is an introduction to Decorative Painting Technique. Students will explore acrylic painting technique on rocks, wood, tin, paper, canvas, glass, and any other bases to which acrylic paints will adhere. 9 hours lecture/27 hours laboratory.

ART C055  Art Media Workshop
A  0.50 Units
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  Special Topics In Art
A  0.50 Units
In this studio visual art course, students will develop skills and techniques in selected media. 4.50 hours lecture/13.50 hours laboratory.

ART C061  Special Topics in Art
A  1.00 Units
In this studio, visual art course, students will develop skills and techniques in selected media. This course does not fulfill core or elective requirements for certificates or degrees in Art. 9 hours lecture/27 hours laboratory.

ART C062  Special Topics in Art
A  1.50 Units
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  Special Topics in Art
A  2.00 Units
In this studio visual art course, students will develop skills and techniques in selected media. 18 hours lecture/54 hours laboratory.

ART C065  Special Topics in Art
A  3.00 Units
In this studio visual art course, students will develop skills and techniques in selected media. 27 hours lecture/81 hours laboratory.

ART C101  Introduction to Art
A/UC/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing
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.
ART C105  History of Western Art I
A/UC/CSU - CAN ART 2  3.00 Units
Advisory: Level 1 Reading, Level 2 Writing
Historical development of painting from the Paleolithic Period to the end of the Middle Ages. Field trips required. 54 hours lecture.

ART C106  History of Western Art II
A/UC/CSU - CAN ART 4  3.00 Units
Advisory: Level 1 Reading, Level 2 Writing
Historical development of painting, sculpture and architecture from Giotto (1300) to the present. 54 hours lecture.

ART C106H  History of Western Art II – Honors
A/UC/CSU  4.00 Units
Advisory: Level 1 Reading, Level 2 Writing
Historical development of painting, sculpture, architecture, and other art forms from the renaissance to the present. Special emphasis on the impressionist and post-impressionist periods, focusing on the revolutionary innovations in art that focused on time and space. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

ART C111  Two Dimensional Design
A/UC/CSU  3.00 Units
This is a beginning level studio class which introduces a fundamental understanding and usage of the elements and principles of two dimensional design theory and color theory as they relate to the composition of two dimensional images. 27 hours lecture/81 hours laboratory.

ART C115  3-Dimensional Design
A/UC/CSU  3.00 Units
Use of individual design elements related to the study of three-dimensional composition. 27 hours lecture/81 hours laboratory.

ART C121  Drawing I
A/UC/CSU  3.00 Units
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.

ART C126  Life Drawing Studio
A/CSU  1.50 Units
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.

ART C131  Painting I
A/UC/CSU  3.00 Units
Advisory: Level 1 Reading, Level 2 Writing
This course is a beginning level studio course which introduces the materials, methods, and techniques of painting as a means of creating two dimensional art images. 27 hours lecture/81 hours laboratory.

ART C135  Watercolor Painting
A/UC/CSU  3.00 Units
Techniques of still life, landscape and imaginative painting as related to the problems of watercolor. 27 hours lecture/81 hours laboratory.

ART C141  Basic Ceramics
A/UC/CSU - CAN ART 6  3.00 Units
Basic ceramic materials and techniques such as wheel throwing, hand building, glaze application and design techniques. 27 hours lecture/81 hours laboratory.

ART C142  Intermediate Ceramics
A/UC/CSU  3.00 Units
Prerequisite: ART C141
Continued work in basic techniques. Glaze calculations and kiln firing are explored. 27 hours lecture/81 hours laboratory.

ART C151  Sculpture
A/UC/CSU - CAN ART 12  3.00 Units
Three-dimensional materials and their relationship to design, form, and three-dimensional space. 27 hours lecture/81 hours laboratory.

ART C161  Beginning Photography
A/CSU  3.00 Units
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.
ART C165  Beginning Black and White Photography  
A/UC/CSU  3.00 Units  
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.

ART C166  Intermediate Black and White Photography  
A/UC/CSU  3.00 Units  
Prerequisite: ART C165  
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.

ART C176  Etching & Relief Printmaking  
A/UC/CSU  3.00 Units  
Prerequisite: ART C111 or ART C121  
Exploring the expressive potential of fine art print through the techniques of etching and relief printing. 27 hours lecture/81 hours laboratory.

ART C197  Art Practicum III  
A/CSU  3.00 Units  
Co-requisite: Concurrent enrollment in an art studio course  
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. This course may be taken four times. 162 hours laboratory.

ART C221  Advanced Basic Drawing  
A/UC/CSU  3.00 Units  
Advisory: ART C121  
Further study in drawing practices on an intermediate level with emphasis on creative work. 27 hours lecture/81 hours laboratory.

ART C231  Painting II  
A/UC/CSU  3.00 Units  
Prerequisite: ART C131  
This course provides students opportunities for advanced projects in painting. 27 hours lecture/81 hours laboratory.

ART C241  Advanced Ceramics  
A/UC/CSU  3.00 Units  
Advisory: ART C142  
Continued development of basic ceramics skills. Advanced work in glaze and clay formation, kiln firing, and forming techniques. 27 hours lecture/81 hours laboratory.

ART C251  Advanced Sculpture  
A/UC/CSU  3.00 Units  
Advisory: ART C151  
Advanced work with three-dimensional materials and their relationship to design and form. Creative expression through the manipulation of traditional sculpture materials. 27 hours lecture/81 hours laboratory.

ART C261  Advanced Photography  
A/CSU  3.00 Units  
Advisory: A working knowledge of photography  
Students will work to build a personal photographic portfolio of their work using 35mm color slides. Weekly assignments will enable students to develop their skills in commercial, editorial, portrait, and fine art photography. Students enrolling should have a working knowledge of the craft and aesthetic of photography. Equipment, film, and processing is the student’s responsibility. This is not a darkroom class. 54 hours lecture.
**AUTOMOTIVE TECHNOLOGY**

**AUTO C111 Engine Performance**  
A/CSU 5.50 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course presents the principles and theory underlying the design, construction and operation of the automobile’s fuel system and related components, and emission control fundamentals. 27 hours lecture/216 hours laboratory.

**AUTO C115 Electrical Systems**  
A/CSU 5.50 Units  
Advisory: Level 2 Reading, Level 2 Writing  
This course presents the principles and theories underlying the design, construction and operation of the automobile’s electrical systems. Students learn to diagnose, test, adjust and repair electrical system components. This course prepares students for Automotive Service Excellence (ASE) testing in electrical systems. 45 hours lecture/162 hours laboratory.

**AUTO C121 Brakes**  
A/CSU 3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing  
This course presents the principles and theories underlying the design, construction, function and operation of the automotive brake system. This course prepares students for ASE testing in brake systems. 18 hours lecture/108 hours laboratory.

**AUTO C125 Automotive Suspension and Steering**  
A/CSU 3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course presents the principles and theory underlying the diagnosis, repair and maintenance of the suspension system, including wheel bearings, tires and shocks. 18 hours lecture/108 hours laboratory.

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

**AUTO C135 Auto Transmission and Transaxle Systems**  
A/CSU 3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course focuses on the development of skills in removing and replacing, repairing, adjusting and servicing drive train components in automatic transmissions. 18 hours lecture/108 hours laboratory.

**AUTO C141 Manual Drive Train and Axles**  
A/CSU 3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course focuses on the development of skills in removing and replacing, repairing, adjusting and servicing drive train components including clutches, manual transmissions and linkage, universal joints, drive line bearings and differentials. 27 hours lecture/81 hours laboratory.

**AUTO C145 Engine Repair**  
A/CSU 3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course focuses on the development of the skills and knowledge required to remove, rebuild, and replace an engine back to its original condition. 18 hours lecture/108 hours laboratory.

**AUTO C151 Hybrid and Alternative Fuels**  
A/CSU 3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course is an introduction to fundamentals of hybrid and alternative fuel vehicles and their role in today’s carbon based society. The difference between AC/DC motors vs. gasoline engines will be explored. Unique safety and service procedures for hybrid vehicles is also emphasized. 36 hours lecture/54 hours laboratory.

**BIOLOGY**

**BIOL C101 Principles of Biology**  
A/UC/CSU 3.00 Units  
Advisory: Level 1 Reading  
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. Not open to students with credit in BIOL 105. 54 hours lecture.

**BIOL C101H Introductory Biology - Honors**  
A/UC/CSU 4.00 Units  
Advisory: Level 1 reading, Level 2 writing  
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. The course is not open to students with credit in BIOL C105. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.
### BIOL C102 Principles of Biology Laboratory
A/UC/CSU 1.00 Unit
Advisory: BIOL C101 or concurrent enrollment, Level 1 Reading, Level 2 Writing

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 laboratory.

### BIOL C105 Concepts of Biology
A/UC/CSU 4.00 Units
Advisory: Level 1 Reading, Level 2 Writing

This course provides a biological experience for non-majors. Topics cover principles of organization, cell structure and function, metabolism, genetics, organ systems of plans and animals, ecology, evolution, and biodiversity. Not open to students with credit in BIOL C101 or BIOL C102. 54 hours lecture/54 hours laboratory.

### BIOL C105H Concepts of Biology-Honors
A/UC/CSU 5.00 Units
Advisory: Level 1 Reading, Level 2 Writing

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. 72 hours lecture/54 hours laboratory.

### BIOL C111 General Biology I
A/UC/CSU 5.00 Units
Advisory: Level 1 Reading, Level 1 Writing

This is an introductory course for students majoring in biological sciences and related subjects. The course covers: principles of cell biology, metabolism, biochemistry, molecular biology, genetics, and physiology. 72 hours lecture/54 hours laboratory.

### BIOL C111H General Biology I - Honors
A/UC/CSU 6.00 Units
Advisory: CHEM C101, Level 1 Reading, Level 2 Writing

This is an introductory course for students majoring in biological sciences and related subjects. The following topics will be covered: Principles of cell biology, metabolism, biochemistry, molecular biology, genetics, and physiology. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture/108 hours laboratory.

### BIOL C112 General Biology II
A/UC/CSU 5.00 Units
Advisory: Level 1 Reading, Level 1 Writing

This is an introductory course for students majoring in biological sciences and related subjects. The course covers taxonomy, survey of living organisms, introductory ecology, and introductory evolution. 72 hours lecture/54 hours laboratory.

### BIOL C112H General Biology II - Honors
A/UC/CSU 6.00 Units
Prerequisite: BIOL C111

This is an introductory course for students majoring in biological sciences and related subjects. The course covers taxonomy, survey of living organisms, introductory ecology, and introductory evolution. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. 72 hours lecture/108 hours laboratory.

### BIOL C115 Principles of Ecology
A/UC/CSU 4.00 Units
Advisory: Level 1 Reading, Level 2 Writing

Relationships of plants and animals to their environment. Structure and functions of ecosystems, energy flow, nutrient cycling, population growth and regulation, community organization and dynamics. Observation and analysis of ecosystems in the field, exploration of management strategies and the ecosystem approach to resource management. 54 hours lecture/54 hours laboratory.

### BIOL C121 Survey of Anatomy and Physiology
A/UC/CSU 3.00 Units
Advisory: Level 1 Reading, Level 2 Writing

This course is an introductory anatomy and physiology course for students in health career programs. Emphasis is on the structure and function of human cells, tissues, organs, and organ systems. Human development and heredity are also covered. 54 hours lecture.

### BIOL C122 Survey of Anatomy and Physiology Laboratory
A/UC/CSU 1.00 Unit
Advisory: Level 1 Reading, Level 2 Writing

This course is the laboratory component of an introductory anatomy and physiology course designed for students in health career programs. Emphasis is on the structure and function of human cells, tissues, organs, and organ systems. Human development and heredity are also covered. 54 hours laboratory.
BIOL C131  Introduction to Forestry
A/UC/CSU  3.00 Units
Advisory: Level 1 Reading, Level 2 Writing

Forestry management, silvicultural practices, trees, land, and timber measurements and the forest environment. Wood characteristics, identification and uses. Harvesting and manufacturing forest products. Protection of forests from destructive agents. Western forest practices. 54 hours lecture.

BIOL C133  Natural Resources
A/UC/CSU  3.00 Units
Advisory: Level 1 Writing, Level 2 Reading

Natural resources: conservation and management; includes water, soil, atmosphere and biotic resources such as wildlife, forest, grassland, and aquatic organisms. Resource development, conservation and management practices for the future of a sustainable planet. 54 hours lecture.

BIOL C135  Wildlife Management
A/CSU  3.00 Units
Advisory: Level 2 Reading

Foundations of wildlife production; identification, life histories and ecology of important wildlife species. 54 hours lecture.

BIOL C137  Identification of California Wildlife
A/CSU  3.00 Units
Advisory: Level 2 Reading

Game birds, fish and mammals of California and the Western United States. Characteristics of game animals and protected species. Practice in identifying animals in their environment. 54 hours lecture.

BIOL C138  Identification of California Plants
A/CSU  4.00 Units

In this course, students will gain a deeper understanding of California natural history with an emphasis on local plants. Topics covered in this course and your ability to identify plants will enrich your enjoyment of local resources and your own garden. Weekend field trips are required. 54 hours lecture/54 hours laboratory.

BIOL C141  The Human Environment
A/UC/CSU  3.00 Units
Advisory: Level 1 Reading, Level 1 Writing

This course explores the interactions of humans with the lives and activities of the organisms and the environment. Local, regional and global ecology is considered from a scientific perspective. Critical evaluation of environmental issues and problems is a focus of this course. 54 hours lecture.

BIOL C142  The Human Environment Laboratory
A/UC/CSU  1.00 Unit
Prerequisite: BIOL C141 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  1.00 Unit

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  1.00 Unit

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  1.00 Unit
Advisory: Level 2 Reading, Level 2 Writing

This field course is an overview of the geology, past and present climate, ecology, flora and fauna of the California coast systems, particularly that of the central coast and human impact on these systems. Field trip required. Camping recommended. This class can be repeated four times. 48 hours laboratory.

BIOL C154  Natural History of the Foothills
A/CSU  1.00 Unit

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  1.00 Unit

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 1.00 Unit
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 1.00 Unit
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 C161 Natural History Studies - Bristlecone Forests
A/CSU 0.50 Units
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 C162 Natural History Studies - Carrizo Plains
A/CSU 0.50 Units
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. 27 hours laboratory.

BIOL C163 Natural History Studies - Death Valley National Park
A/CSU 0.50 Units
This field course is a study in Death Valley National Park of the geology, the past and present climate and its effects on the park, 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. 27 hours laboratory.

BIOL C164 Natural History Studies - East Mojave National Preserve
A/CSU 0.50 Units
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 C171  Natural History Studies - Sequoia Forests**  
A/CSU 0.50 Units  
This field course is a study of the Sequoia forests of the southern Sierra Nevada, the geology, past and present climate, ecology, life 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  Natural History Studies - Sierra Meadows**  
A/CSU 0.50 Units  
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  Natural History Studies - Oases of Mojave Desert**  
A/CSU 0.50 Units  
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.

**BIOL C241  Plant Pathology**  
A/CSU 4.00 Units  
Advisory: BIOL C101 or BIOL C105 or BIOL C112; Level 1 Reading, Level 2 Writing  
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  Human Anatomy**  
A/UC/CSU - CAN BIOL 10 4.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
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  Human Physiology**  
A/UC/CSU 4.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
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  General Microbiology**  
A/UC/CSU 4.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course offers an introduction to major topics and sub-disciplines in microbiology including microbial diversity and classification, microbial anatomy and physiology, microbial genetics, microbial ecology, medical microbiology and immunology, epidemiology and public health, and biotechnology. The course is designed for students interested in health careers. 36 hours lecture/108 hours laboratory.

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**BUSINESS ADMINISTRATION**

**BSAD C070  Business Mathematics**  
A 3.00 Units  
Advisory: Level 3 Math  
This course provides practice with a wide range of mathematical procedures used in various business applications. Students perform calculations both manually and using a calculator to solve problems in accounting, retail, finance and taxation. Learners will require access to a printing calculator with features including: round off/up key, decimal selector for 0 through 6 plus float, memory keys and 10-12 digit keyboard. 54 hours lecture.

**BSAD C072  Introduction to Accounting**  
A 3.00 Units  
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 record keeping to closing entries and preparation of year end documents balance sheet, income statement, and statement of owner’s equity for a sample merchandising business. 54 hours lecture.

**BSAD C074  Managing Your Own Business**  
A 3.00 Units  
Assisting the small business owner or manager; determination of major policies and selling; relationship of volume, cost, price, quality, service, timing, human relations, customer service and other problems of group interest. 54 hours lecture.
BSAD C075  Fundamentals of Retailing
A  3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing
Job opportunity exploration in the field of goods and service and allied occupations. How to obtain a job and hold it, personality development, selling, merchandising, promotion on the job, merchandise analysis, store mathematics, effective oral expression and the ability to get along with people. The business community is used as a laboratory to illustrate the latest methods and techniques in the fields of retailing, marketing and distribution. 54 hours lecture.

BSAD C076  Fundamentals of Salesmanship
A  3.00 Units
Development of poise, improvement of personality, stimulation of confidence through training in selling. Planning, preparing and giving sales talks. Improving language and enunciation. 54 hours lecture.

BSAD C080  Special Topics in Business
A  0.50 Units
In this course students will learn concepts and develop skills and techniques in the selected topic. 9 hours lecture. 9 hours lecture.

BSAD C081  Special Topics in Business
A  1.00 Units
In this course students will learn concepts and develop skills and techniques in the selected topic. 18 hours lecture.

BSAD C083  Special Topics in Business
A  3.00 Units
In this course students will learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates or degrees in Business. 9 hours lecture/27 hours laboratory.

BSAD C086  Special Topics in Business
A  1.00 Units
In this course students will learn concepts and develop skills and techniques in the selected topic. This course is recommended as the first business course for all business majors. 54 hours lecture.

BSAD C101  Financial Accounting
A/UC/CSU - CAN BUS 2  4.00 Units
Advisory:  BSAD C072, Level 1 Reading, Level 1 Writing, Level 3 Math
This course introduces transaction analysis and reporting accounting information. Students examine accounting theory and the procedures of the accounting cycle. Emphasis is on preparing financial statements and interpreting results. 72 hours lecture.

BSAD C102  Managerial Accounting
A/UC/CSU - CAN BUS 4  4.00 Units
Prerequisite:  BSAD C101
This course focuses on analyzing and reporting accounting data for use in management planning, control and decision-making. Students examine cost systems, manufacturing systems, budgeting, and financial statement preparation and analysis. 72 hours lecture.

BSAD C110  Introduction to Personal Finance
A/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 1 Writing, Level 2 Math
This course introduces students to the principles of personal financial management. Topics include budgeting, career decisions, tax structure, consumer credit, insurance and retirement, purchasing decisions, savings, and investment. 54 hours lecture.

BSAD C125  Computerized Accounting Practice
A/CSU  2.00 Units
Advisory:  BSAD C101
This course is designed to give students practical experience maintaining accounting records using an accounting software package. Students will perform business simulation exercises involving accounts receivable, accounts payable, inventory, payroll and general ledger. 18 hours lecture/54 hours laboratory.

BSAD C131  Business Law I
A/UC/CSU - CAN BUS 8  3.00 Units
Advisory:  Level 1 Reading, Level 1 Writing
This course introduces students to the legal environment of business and the American legal system. Students examine contracts in depth and agency law. The course includes a study of the governmental regulation of business and the relationship between administrative/legislative (state and federal) law, and business ethics. 54 hours lecture.
BSAD C141 Human Relations in Business
A/CSU 3.00 Units
Advisory: BSAD C100, Level 1 Reading, Level 2 Writing
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.

BSAD C145 Business Communication
A/CSU 3.00 Units
Advisory: CSCI C121; Level 1 Reading, Level 1 Writing
This course presents the principles and techniques of effective written and oral business communications. Students will discuss, critique, and practice business-writing strategies to produce messages, letters, reports, and presentations, while developing critical thinking skills. Business communication in a global environment is also emphasized. 54 hours lecture.

BSAD C152 Managing Diversity-Workplace
A/CSU 3.00 Units
Advisory: BSAD C100, Level 1 Reading, Level 2 Writing
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.

BSAD C155 Human Resource Management
A/CSU 3.00 Units
Advisory: Level 1 Reading, Level 2 Writing
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.

BSAD C157 Tribal Organization and Management I
A/CSU 3.00 Units
Advisory: Level 1 Reading, Level 2 Writing
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.

BSAD C158 Tribal Organization and Management II
A/CSU 3.00 Units
Advisory: BSAD C157
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.

BSAD C171 Introduction to Marketing
A/CSU 3.00 Units
Advisory: Level 1 Reading, Level 2 Writing, Level 3 Math
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.

BSAD C180 Entrepreneurship: Small Business Management
A/CSU 3.00 Units
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.

BSAD C201 Business Ethics
A/CSU 3.00 Units
Advisory: Level 1 Reading, Level 1 Writing
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.
BSAD C211  E-Commerce  
A/CSU  3.00 Units  
Advisory BSAD C100, CSCI C101, Level 1 Reading, Level 1 Writing  
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 website. 54 hours lecture.

BSAD C212  International Business  
A/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing  
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.

BSAD C215  Exporting: A World of Opportunity  
A/CSU  5.00 Units  
Advisory: BSAD C100, Level 1 Reading, Level 1 Writing  
This course is designed to teach interns how to conduct international market research for various companies in Kern County. Students will learn how to locate resources on the Internet and how to export products. Students will participate in a paid internship arranged by the Kern County Export Program. 36 hours lecture/240 Other hours.

BSAD C220  Principles of Project Management  
A/CSU  3.00 Units  
Advisory: BSAD C100, CSCI C101, Level 1 Reading, Level 1 Writing  
This course introduces students to the principles of project management. Topics include project management theory and project initiation, planning, and implementation. Additionally, techniques for selection, monitoring, and controlling are introduced. Students make extensive use of project management software to track resources, tasks, and milestones. 54 hours lecture.

BSAD C222  Problem Solving and Computer Applications in Management  
A/CSU  3.00 Units  
Advisory: BSAD 100, CSCI 101, Level 1 Reading, Level 1 Writing, Level 2 Math  
This course uses computer applications and critical thinking skills to solve real-world business problems. Students integrate the use of word processing, spreadsheet, database, presentation, add-in software, and Internet resources to manage data to solve problems. Emphasis is placed on the use of software tools and analysis and modeling techniques to manage and manipulate data sources for decision making. The course assumes prior successful experience with and knowledge of individual Microsoft Office computer applications programs. 54 hours lecture.

BSAD C251  Principles of Management and Organization  
A/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing  
This course covers the formal organization, its environment and structure. Elements of planning, decision making, organizing, staffing, leading, controlling, and evaluating are covered. Case studies, competency (experiential) exercises, and projects are used to develop managerial skills. This course is a "capstone" for business career students. 54 hours lecture.

BUSINESS OFFICE TECHNOLOGY

BSOT C080  Special Topics - Business Office Technology  
A  0.50 Units  
In this course students will learn concepts and develop skills and techniques in the selected topic. 9 hours lecture.

BSOT C081  Special Topics: Business Office Technology  
A  1.00 Unit  
In this course students will learn concepts and develop skills and techniques in the selected topic. 18 hours lecture.

BSOT C083  Special Topics: Business Office Technology  
A  3.00 Units  
In this course students will learn concepts and develop skills and techniques in the selected topic. 54 hours lecture.
BSOT C086  Special Topics: Business Office Technology  
A  1.00 Unit  
In this course students will learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates or degrees in Business Office Technology. 9 hours lecture/27 hours laboratory.

BSOT C131  Basic Computer Keyboarding  
A/CSU  1.00 Unit  
Advisory: Level 2 Reading  
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.

BSOT C132  Intermediate Computer Keyboarding  
A/CSU  1.00 Unit  
Advisory: BSOT C131 or 15 wpm net on a two-minute supervised timing  
Learners in this course build on a basic keyboarding foundation with correct touch typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-Key numeric keypad. Skill-building includes introductory formatting of documents. Successful completion of this class will result in minimum keyboarding speed of 30 wpm net. 9 hours lecture/27 hours laboratory.

BSOT C133  Advanced Computer Keyboarding  
A/CSU  1.00 Unit  
Advisory: BSOT C132 or 30 wpm net on a three-minute supervised timing  
Learners in this course build on an intermediate keyboarding foundation with correct touch typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-Key numeric keypad. Skill-building includes formatting of documents and individualized remedial drills. Successful completion of this class will result in minimum keyboarding speed of 45 wpm net. 9 hours lecture/27 hours laboratory.

BUSINESS SUPERVISION

BSSP C071  Elements of Supervision  
A  3.00 Units  
The overall responsibilities of a supervisor in industry, services, business and government. Includes organization, duties, communication, planning, human relations, training, evaluation and motivation. 54 hours lecture.

CHEMISTRY

CHEM C100  Foundations of Chemistry  
A/UC/CSU  3.00 Units  
Prerequisite: MATH C055  
This course covers measurement and units in chemistry, properties of matter, the structure of the atom, inorganic compounds, the periodic table, calculations from balanced chemical equations, basic chemical bonding, the ideal gas law and properties of water and other liquids. 54 hours lecture.

CHEM C101  Introduction to Chemistry  
A/UC/CSU  4.00 Units  
Prerequisite: MATH C055  
This course covers measurement and units in chemistry, properties of matter, the structure of the atom, inorganic compounds, the periodic table, calculations from balanced chemical equations, basic chemical bonding, the ideal gas law and properties of water and other liquids. 54 hours lecture/54 hours laboratory.

CHEM C111  General Inorganic Chemistry  
A/UC/CSU - CAN CHEM 2  5.00 Units  
Prerequisite: MATH C055  
This course covers matter and measurement, atoms, molecules, ions, calculations with chemical formulas and equations, aqueous reactions and solution stoichiometry, thermochemistry, the electronic structure of atoms, periodic properties of the elements, concepts of chemical bonding, molecular geometry and bonding theories, the gaseous state, intermolecular forces in solids and liquids, modern materials, and properties of solutions. 72 hours lecture/54 hours laboratory.

CHEM C113  General Inorganic Chemistry II  
A/UC/CSU - CAN CHEM 4  5.00 Units  
Prerequisite: CHEM C111  
This course covers modern materials, properties of solutions, kinetics, chemical and aqueous equilibrium, acids and bases, environmental chemistry, thermodynamics, electro-chemistry, nuclear chemistry, metallurgy, chemical trends in the periodic chart, coordination compounds, and bioorganic chemistry. 72 hours lecture/54 hours laboratory.
### CHEM C113H General Inorganic Chemistry II-Honors
A/UC/CSU 6.00 Units
Prerequisite: CHEM C11

This course covers modern materials, properties of solutions, kinetics, chemical and aqueous equilibrium, acids and bases, environmental chemistry, thermodynamics, electro-chemistry, nuclear chemistry, metallurgy, chemical trends in the periodic chart, coordination compounds, and bioorganic chemistry. The honors course provides more content in the form of advanced topics in chemistry and requires greater intensity and depth of study above and beyond that of the non-honors class. 90 hours lecture/54 hours laboratory.

### CHEM C122 General Inorganic Chemistry for Nursing
A/UC/CSU 5.00 Units
Prerequisite: CHEM C101

This course covers matter and measurement, atoms, molecules, ions, calculations with chemical formulas and equations, aqueous reactions and solution stoichiometry, thermochemistry, the electronic structure of atoms, periodic properties of the elements, concepts of chemical bonding, molecular geometry and bonding theories, the gaseous state, intermolecular forces in solids and liquids, modern materials and properties of solutions. The laboratory portion of this course includes experiments specifically designed for students pursuing Nursing and/or Allied Health Science careers. 72 hours lecture/54 hours laboratory.

### CHEM C220 Fundamentals of Organic Chemistry
A/UC/CSU 4.00 Units
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
A/UC/CSU 5.00 Units
Prerequisite: CHEM C111

This course covers structure and bonding, polar bonds, alkanes, cycloalkanes, stereochemistry, synthesis, structure and reactivity of alkenes, synthesis, structure and reactivity of alkynes, handedness in chemistry, synthesis, structure and reactivity of alkyl halides, carbocations, the concept of resonance, nucleophilic substitutions and eliminations, basic biochemistry, mass spectrometry, infrared, nuclear magnetic resonance and ultraviolet spectroscopy and aromaticity. 72 hours lecture/54 hours laboratory.

### CHILD DEVELOPMENT

#### CHDV C080 Child Development Conference
A 1.00 Unit

This course allows those who are interested or currently working in the field of Child Development to gain professional growth experience in accordance with the Permit Matrix. Students will have the opportunity to travel to county, state, and national conferences to learn more about topics related to infant/toddler, preschool, and schoolage programs. Certificates of completion for Professional Growth will be available. 18 hours lecture.

#### CHDV C081 Special Topics in Child Development
A 1.00 Unit

This course allows those who are interested or currently working in the field of Child Development to gain professional growth experience in accordance with the Permit Matrix. A series of seminars and workshops are designed each semester to introduce those who are new to the field as well as the rejuvenate those who are experienced in the field. Current local, state, and national issues will be covered. Certificates of completion for Professional Growth will be available. 18 hours lecture.
CHDV C082  Special Topics in Child Development  
A  2.00 Units

This course allows those who are interested or currently working in the field of Child Development to gain professional growth experience in accordance with the Permit Matrix. A series of seminars and workshops are designed each semester to introduce those who are new to the field as well as to rejuvenate those who are experienced in the field. Current local, state, and national issues will be covered. Certificates of completion for Professional Growth will be available. 36 hours lecture.

CHDV C083  Special Topics in Child Development  
A  3.00 Units

This course allows those who are interested or currently working in the field of Child Development to gain professional growth experience in accordance with the Permit Matrix. A series of seminars and workshops are designed each semester to introduce those who are new to the field as well as to rejuvenate those who are experienced in the field. Current local, state, and national issues will be covered. Certificates of completion for Professional Growth will be available. 54 hours lecture.

CHDV C084  Special Topics in Child Development  
A  0.50 Units

This course allows those who are interested or currently working in the field of Child Development to gain professional growth experience in accordance with the Permit Matrix. A series of seminars and workshops are designed each semester to introduce those who are new to the field as well as to rejuvenate those who are experienced in the field. Current local, state, and national issues will be covered. Certificates of completion for Professional Growth will be available. 9 hours lecture.

CHDV C101  Child Development  
A/UC/CSU  3.00 Units

Advisory: Level 1 Reading, Level 1 Writing

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  
A/CSU  3.00 Units

Advisory: Level 1 Reading, Level 1 Writing

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  
A/CSU  3.00 Units

Advisory: Level 1 Reading, Level 1 Writing

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  
A/CSU  3.00 Units

Advisory: Level 1 Reading, Level 1 Writing

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  
A/CSU  3.00 Units

Advisory: Level 1 Reading, Level 1 Writing

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  
A/CSU  3.00 Units

Advisory: Level 1 Reading, Level 1 Writing

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  
A/CSU  0.50 Units

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  
A/CSU  3.00 Units

Advisory: Level 1 Reading, Level 1 Writing

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  
A/CSU  3.00 Units
Advisory: One development course (CHDV C101, CHDV C105, or CHDV C107); Level 1 Reading, Level 1 Writing

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  Language and Literature  
A/CSU  3.00 Units
Advisory: One development course (CHDV C101, CHDV C105, or CHDV C107); Level 1 Reading, Level 1 Writing

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  Assessment and Evaluation  
A/CSU  3.00 Units
Advisory: One Development course (CHDV C101, CHDV C105, CHDV C107); Level 1 Reading, Level 1 Writing

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

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  Professional Development  
A/CSU  1.00-2.00-3.00 Units
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 Other hours.

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

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

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  Foundations of Infant Development  
A/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing  
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  School Age Curriculum  
A/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing  
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  The Exceptional Child: Nature and Needs  
A/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing  
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  Administration of Child Development Programs I  
A/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing  
Students are introduced to the principles, techniques and methods for the efficient administration of child development programs. Topics covered include: budgeting, personnel leadership and management, health and safety, facility design and layout, and regulations including Title 5 of the California Education Code, Title 22 of the California Code of Regulations and California Health & Safety Code. 54 hours lecture.

CHDV C252  Administration of Child Development Programs II  
A/CSU  3.00 Units  
Prerequisite: Completion of 9 units of Child Development course work or equivalent  
Advisory: CHDV C251  
Child Development program administrators are managers responsible for providing oversight for all program operations, as well as leadership in child development and the greater community. This course emphasizes the principles, techniques and methods for creating and maintaining a caring, cooperative workplace that respects human dignity, promotes professional satisfaction, and models positive relationships. 54 hours lecture.

CHDV C281  Adult Supervision  
A/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing  
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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COMPUTER SCIENCE

CSCI C001  Computer Skills Lab  
X  0.00 Units  
The computer skills lab enables students to build computer literacy and information competency skills. 640 hours laboratory.

CSCI C019  Computers: Beginning  
X  0.00 Units  
This course is a very basic introduction to computers. At a relaxed pace, students will learn some hardware and software terminology; how to create, save, and find word processing files; the basics of surfing the Internet; and sending email. 4.50 hours lecture/13.50 hours laboratory.

CSCI C040  Supervised Tutor Computer Lab  
X  0.00 Units  
Co-requisite: Any Cerro Coso class  
The Open Computer Lab class provides students supplemental guided computer assistance to complete projects outside of class in their related subject matter. 640 hours tutorial.
CSCI C070  Computer Literacy  
A  1.00 Unit  
Advisory: Level 2 Reading  

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 Driver's License (ICDL). 9 hours lecture/27 hours laboratory.

CSCI C079  Special Topics Computer Science  
A  0.50 Units  

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

CSCI C080  Introduction to Help Desk Operations  
A  2.00 Units  
Advisory: CSCI C070  

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.

CSCI C101  Introduction to Computer Information Systems  
A/UC/CSU  3.00 Units  
Advisory: CSCI C070, Level 2 Reading, Level 2 Writing  

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.

CSCI C121  Beginning Word  
A/CSU  1.00 Unit  
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  Beginning Excel  
A/CSU  1.00 Unit  
Advisory: CSCI C070 or CSCI C101  

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 C125  Beginning Access  
A/CSU  1.00 Unit  
Advisory: CSCI C070 or CSCI C101  

This hands-on computer course is designed to provide an intermediate understanding of database programs. Fundamental relational database design and management as well as building and editing basic tables, forms, queries, and reports is introduced. This course begins preparation for the core level Microsoft Access Office Specialist certification exam. 9 hours lecture/27 hours laboratory.
CSCI C127  MS PowerPoint  
A/CSU 1.00 Unit  
Advisory:  CSCI C070 or CSCI C101  
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  Microsoft Outlook  
A/CSU 1.00 Unit  
Advisory:  CSCI C070, Level 1 Reading, Level 1 Writing  
This course introduces students to personal management software integrating electronic mail, contact information, task features, a journal, and scheduling with the calendar functions. 9 hours lecture/27 hours laboratory.

CSCI C135  Beginning Adobe Acrobat  
A/CSU 1.00 Unit  
Advisory:  CSCI C070, Level 1 Reading, Level 1 Writing  
This is a hands-on microcomputer course designed to provide basic understanding of Adobe Acrobat©. Topics include creating portable document files (PDF), working with PDF files, as well as annotation and editing of files. 9 hours lecture/27 hours laboratory.

CSCI C136  Advanced Adobe Acrobat  
A/CSU 1.00 Unit  
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 C140  A+ Essential Skills for Computers  
A/CSU 2.00 Units  
Advisory:  CSCI C101  
This course emphasizes a fundamental technical understanding of personal computer hardware, setup, maintenance, and installation in a personal workgroup environment. This course prepares a student for the CompTIA A+ essentials exam for entry level IT Technicians and services as a building block for further certification oriented technical training. 18 hours lecture/54 hours laboratory.

CSCI C141  A+ Standard Skills for IT Technicians  
A/N/CSU 2.00 Units  
Advisory:  CSCI C140  
This course builds upon the technical understanding of professional computer support and develops competency for troubleshooting in a corporate network environment. This course prepares a student for the CompTIA A+ 220-602 exam for IT Technicians. 18 hours lecture/54 hours laboratory.

CSCI C143  Network + Fundamentals of Network Technologies  
A/N/CSU 3.00 Units  
Advisory:  CSCI C141 or 1 year equivalent networking experience  
This course emphasizes the fundamental technical understanding of computer networks. Network+ is a globally recognized certificate to validate a student’s proficiency installing, configuring and troubleshooting basic network hardware, protocols and services. A successful candidate is prepared to take the Network+ certification exam. This course is ideal for prospective candidates in network administration and/or further training in Microsoft, Linux, and/or network routing and switching. 36 hours lecture/54 hours laboratory.

CSCI C146  Security + Fundamentals of Network Security  
A/N/CSU 3.00 Units  
Advisory:  CSCI C143 or 2 years equivalent experience in the Information Technology field  
This course emphasizes the fundamental technical understanding of computer and network security principals. Security + is a globally recognized certificate that validates a student’s knowledge in the implementation of practical hardware, software, network and Internet security. A successful candidate is prepared to take the Security+ certification exam. This course is ideal for prospective candidates who want to master practical network and computer security. 36 hours lecture/54 hours laboratory.

CSCI C151  Intermediate Word  
A/CSU 1.00 Unit  
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**  
A/CSU 1.00 Unit  
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**  
A/CSU 1.00 Unit  
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 Advanced Word**  
A/CSU 1.00 Unit  
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 Advanced Excel**  
A/CSU 1.00 Unit  
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 Advanced Access**  
A/CSU 1.00 Unit  
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 Introduction to the Internet**  
A/CSU 1.00 Unit  
Advisory: CSCI C070, Level 1 Reading, Level 1 Writing  
This course provides a hands-on introduction to the Internet and World Wide Web, including electronic mail, file transfer protocol (FTP), browser use, web page development, security, e-commerce, search strategies, copyrights, and social networking. 9 hours lecture/27 hours laboratory.

**CSCI C181 XHTML and CSS**  
A/CSU 3.00 Units  
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing  
This course provides students with a foundation of XHTML skills with emphasis on code validation and semantic encoding. Students also learn how to control page appearance with cascading style sheets and will be introduced to microformats. 36 hours lecture/54 hours laboratory.

**CSCI C183 Web Development with Microsoft Front Page**  
A/CSU 1.00 Unit  
Advisory: CSCI C070, CSCI C171  
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 Introduction to MS Project**  
A/CSU 1.00 Unit  
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 C190  Introduction to LEGO Robotics
A/CSU  1.00 Unit
Advisory: Level 2 Reading, Level 2 Writing

This course is an introduction to Robotics using the LEGO Mindstorms platform. Basic mechanical, electronics, and control issues in Robotics are discussed, including the design and implementation of robotic systems. Students design, implement, and program a variety of robotic systems. 9 hours lecture/27 hours laboratory.

CSCI C195  Introduction to Robotic Programming
A/CSU  2.00 Units
Advisory: CSCI C101

This project-based class introduces basic programming concepts and techniques, including designing, testing, debugging, and documenting programs, using a language such as Not Quite C (NQC) with an emphasis on structured programming techniques used to control a robot. 18 hours lecture/54 hours laboratory.

CSCI C241  Introduction to Telecommunications
A/CSU  3.00 Units
Prerequisite: CSCI C101

This course is designed to familiarize the student with the techniques, applications and control of modern data communications networks. The course provides the student with a working knowledge of the types of communications systems and their strengths and weaknesses in solving various information network problems. 54 hours lecture/18 hours laboratory.

CSCI C251  Introduction to Visual Basic Programming
A/UC/CSU  3.00 Units
Prerequisite: CSCI C101

This course is an introduction to object-oriented programming and the integrated development environment (IDE) of Visual Basic, including fundamentals, logic algorithm development, classes and objects. 36 hours lecture/54 hours laboratory.

CSCI C252  Introduction to Computer Science
A/UC/CSU  3.00 Units
Prerequisite: CSCI C101 and 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 C265  Introductory C++ Programming
A/UC/CSU  3.00 Units
Prerequisite: CSCI C101

This course is an introduction to C++ object-oriented programming, including fundamentals, logic, algorithm development, classes, functions and inheritance. 36 hours lecture/54 hours laboratory.

CSCI C267  Java Programming
A/UC/CSU  3.00 Units
Advisory: CSCI C251 or CSCI C252 and MATH C055

This course introduces techniques and principles of problem solving using computer systems with the Java computer programming language. The development of applications and applets with Java will be covered using object-oriented programming techniques. 36 hours lecture/54 hours laboratory.

CSCI C270  Introduction to Database Design and Management
A/CSU  3.00 Units
Advisory: CSCI C101

This course introduces the concepts of database systems, design, and management. The course will cover the relational database model, normalization, entity-relationship diagrams and SQL (Structured Query Language). Additional topics include data warehousing, and web-based database development. 36 hours lecture/54 hours laboratory.

CSCI C280  Web Application Development Using PHP
A/CSU  3.00 Units
Prerequisite: CSCI C101
Advisory: DMA C213

This course covers an introduction to the use of the PHP platform to develop dynamic web applications. It covers the origins, syntax and structure of PHP, as well as the PHP-specific commands and objects and their use in PHP development. 36 hours lecture/54 hours laboratory.

CSCI C285  Extensible Markup Language-XML
A/CSU  3.00 Units
Prerequisite: CSCI C101 and MATH C055
Advisory: DMA C111/CSCI C181

An introduction to Extensible Markup Language (XML), an engine that allows users to describe data regardless of whether that data is being processed via fax, wireless device, or computer. Students will learn how to share and access data both on the web and in business settings. 36 hours lecture/54 hours laboratory.
COUNSELING

COUN C081  Topics in College Adjustment  
A  1.00 Unit

This course is a group approach dealing with problems faced by students attempting to succeed in college. There is an emphasis on study techniques, goal setting and establishing priorities. It is open to all students; however, it is designed for students who have been placed on probation or academic disqualification. 18 hours lecture.

COUN C101  Tools for College Success  
A/UC/CSU  2.00 Units

This course will introduce students to the process of academic and career planning by means of personal and group exercises. Life skills such as critical thinking, resource management, personal assessment and motivational factors will be explored. Issues of diversity that may impact the student will be raised (e.g. equal access, job opportunities and barriers to education) through class discussions and readings. This class is open to all students; however, it is specifically designed for the non-traditional student. 36 hours lecture.

COUN C102  Becoming a Lifelong Learner  
A/CSU  3.00 Units

Advisory: PDEV C101

This class will discuss and practice interpersonal skills necessary to develop teamwork, communication, problem-solving, and leadership. Time and money management will be covered. Personal qualities necessary in life -- self-esteem, respect, critical thinking, and multi-project management will be presented. 54 hours lecture.

DANCE

DANC C104  Basic Country Western Dancing  
A/UC/CSU  1.00 Unit

This beginning country western dance course is designed to give the student a foundation in western/rock social dance routines for both line and couples dancing. Students will learn dances such as the Electric Slide, Reggae Cowboy, Cowboy Cha Cha. This course meets physical education activity requirement. 54 Other hours.

DIGITAL MEDIA ARTS

DMA C060  Special Topics in Media Arts  
A  0.50 Units

In this studio media arts course, students will develop skills and techniques in digital media and selected software tools. This course does not fulfill core or elective requirements for certificates or degrees in Media Arts. 4.50 hours lecture/13.50 hours laboratory.

DMA C061  Special Topics in Media Arts  
A  1.00 Unit

In this studio media arts course, students will develop skills and techniques in digital media and selected software tools. This course does not fulfill core or elective requirements for certificates or degrees in the media arts. 9 hours lecture/27 hours laboratory.

DMA C062  Special Topics in Media Arts  
A  1.50 Units

In this studio media arts course, students will develop skills and techniques in digital media and selected software tools. This course does not fulfill core or elective requirements for certificates or degrees in the media arts. 13.5 hours lecture/40.50 hours laboratory.

DMA C063  Special Topics in Media Arts  
A  2.00 Units

In this studio media arts course, students will develop skills and techniques in digital media and selected software tools. This course does not fulfill core or elective requirement for certificates or degrees in the media arts. 18 hours lecture/54 hours laboratory.

DMA C065  Special Topics in Media Arts  
A  3.00 Units

In this studio media arts course, students will develop skills and techniques in digital media and selected software tools. This course does not fulfill core or elective requirements for certificates or degrees in the media arts. 36 hours lecture/54 hours laboratory.

DMA C101  Career Planning and Portfolio Development  
A/CSU  3.00 Units

Advisory: Computer Competency, Level 1 Reading, Level 2 Writing

This course prepares students to plan, create, and present traditional portfolios, interactive Web or CD-ROM portfolios, or video tape demo 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.

DMA C102  Digital Imaging with Photoshop  
A/CSU  3.00 Units

Advisory: Computer Competency, Level 1 Reading, Level 2 Writing

This course provides beginning through intermediate concepts in digital imaging. Topics covered include image editing and enhancing, original creation of composite images from photographs and artwork, drawing and painting original digital artwork, and the creation of web graphics. Students will incorporate basic design principles in their digital photographs and compositions. 36 hours lecture/54 hours laboratory.
DMA C103  Digital Photo Retouching with Photoshop  
A/CSU 2.00 Units  
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing  
This course provides beginning through intermediate concepts in digital photograph retouching techniques, including correcting color, tone, saturation, sharpness, and distorted or damaged areas of a photograph with various Photoshop techniques. Students will also learn how to apply common photographic special effects and prepare color images for output. 24 hours lecture/36 hours laboratory.

DMA C105  Media Production Art with Photoshop  
A/CSU 3.00 Units  
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing  
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 animation, games, and multimedia. The student will explore the processes of character development and design, environment design and layout, and story boarding. 36 hours lecture/54 hours laboratory.

DMA C107  Illustration and Design with Illustrator  
A/CSU 3.00 Units  
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing  
This course enables students to develop computer illustration and design skills through visual design exercises and projects, including logos and marks, technical and creative illustration, package designs, and simple graphic communications. Students develop an awareness of various illustrative styles and genre. Students also develop proficiency through the intermediate level in the use of vector drawing application, Adobe Illustrator. No prior knowledge of the software is required. 36 hours lecture/54 hours laboratory.

DMA C108  Advanced Digital Imaging and Illustration  
A/CSU 3.00 Units  
Advisory: DMA C102, DMA C107  
This course provides students with advanced skills in digital imaging and computer illustration. They will study a variety of illustration styles and design periods and begin to develop a personal style of their own. Students will learn how to use Adobe Photoshop and Illustrator together to leverage techniques for a particular design problem. 36 hours lecture/54 hours laboratory.

DMA C109  Desktop Publishing with InDesign  
A/CSU 3.00 Units  
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing  
This course provides students with a strong foundation in graphic design theory with specific emphasis on typography and the design of multi-page documents, such as newsletters, brochures, magazines pages, calendars, and books. Students develop an awareness of various graphic design styles and genres. Students also develop proficiency through the intermediate level in the use of the desktop publishing software, Adobe InDesign. No prior knowledge of the software is required. 36 hours lecture/54 hours laboratory.

DMA C111  XHTML and CSS  
A/CSU 3.00 Units  
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing  
This course provides students with a foundation of XHTML skills with emphasis on code validation and semantic encoding. Students also learn how to control page appearance with cascading style sheets and will be introduced to microformats. 36 hours lecture/54 hours laboratory.

DMA C113  Accessibility and Usability  
A/CSU 3.00 Units  
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing  
This course examines Web usability and accessibility and provides students with the skills to analyze and critique Web content on those issues. Students will learn the critical service that the internet provides in the lives of disabled individuals, they will learn how these individuals access and navigate Web content, and they will learn how to design Web sites that accommodate them. 54 hours lecture.

DMA C115  Interactivity and Interface Design with Flash  
A/CSU 4.00 Units  
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing  
This course provides students with an in-depth analysis of multimedia interactivity, including the psychology of user interaction and methods for designing and developing effective navigational interfaces. Students will also learn the fundamentals of Web animation and interactivity with Adobe Flash. No prior knowledge of the software is required. 45 hours lecture/81 hours laboratory.
DMA C117  Web Design with Dreamweaver  
A/CSU 3.00 Units  
Advisory: DMA C102, DMA C111, DMA C113  
This course provides students with the opportunity to develop and refine visual design skills, building upon students' previous foundation of digital imaging, XHTML and CSS markup, and understanding of usability and accessibility. Students develop an awareness of various Web design styles and genre. They will also develop proficiency through the intermediate level in the use of Web development software, Adobe Dreamweaver. No prior knowledge of the software is required. 36 hours lecture/54 hours laboratory.

DMA C119  Design and Development for Mobile Devices  
A/CSU 3.00 Units  
Advisory: DMA C111, DMA C117  
This course provides students with the skills to develop content for mobile devices (cell phones, PDAs, etc.) using wireless markup language (WML) and handheld style sheets. Particular emphasis is given to designing for small screens, including interface design, usability, and aesthetic style. 36 hours lecture/54 hours laboratory.

DMA C121  Principles of Animation with 3DS Max  
A/CSU 3.00 Units  
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing  
The hands-on course introduces the student to the fundamentals of 3D animation. The student will study the principles of animation, and explore 3D modeling, texturing, lighting and rendering, as well as basic 3D animation techniques. 36 hours lecture/54 hours laboratory.

DMA C122  Environments with 3DS Max  
A/CSU 3.00 Units  
Advisory: DMA C121  
This course uses a guided digital studio approach in a close analysis of the practical production skills and techniques in creating 3D environments. Students will complete a combination of exercises, individual and group projects in modeling, man-made scenes, applying principles of photorealism, creating environmental lighting effects, advanced textures, project workflow and management, and rendering, photorealistic shots. 36 hours lecture/54 hours laboratory.

DMA C123  Digital Character Animation with 3DS Max  
A/CSU 3.00 Units  
Advisory: DMA C121  
This course is a study in digital character animation which explores character design, character modeling, skeletal deformation techniques and character animation. 36 hours lecture/54 hours laboratory.

DMA C127  Fundamentals of AutoCAD  
A/CSU 3.00 Units  
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing  
In this course students acquire fundamental skills in the use of AutoCAD to produce industrial, architectural, and engineering drawings. Course topics include AutoCAD feature, commands, and tools for drawing and dimensioning techniques. 36 hours lecture/54 hours laboratory.

DMA C129  3D solids Modeling with SolidWorks  
A/CSU 3.00 Units  
Advisory: Computer Competency, Level 1 Reading Level 2 Writing  
This course covers the principles of orthographic drawing, pictorial drawing, dimensioning and geometric tolerancing, and descriptive geometry and their application to the visualization, representation, and 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. 36 hours lecture/54 hours laboratory.

DMA C130  Introduction to Podcasting  
A/CSU 1.5 Units  
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing  
This course provides students with practical experience in creating audio and video podcasts using software that is open source or bundled with an operating system. Course topics include planning, recording, editing, applying compression, and publishing the file to a server. Students will also learn how podcasting is being used in education, business, entertainment, and a variety of other industries. 18 hours lecture/27 hours laboratory.

DMA C131  Digital Video Production  
A/CSU 3.00 Units  
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing  
This course introduces digital video production techniques including: single camera operation and procedures, basic principles and techniques of sound and script writing, and digital video editing. Course topics include the operation of digital camcorders, lighting and sound equipment, post-production digital editing suites, concepts and techniques of nonlinear digital editing, including organization of the editing process, working the time line and audio editing, with emphasis on the principles and aesthetics of video editing. 36 hours lecture/54 hours laboratory.
DMA C133  Motion Graphics with After Effect
A/CSU  3.00 Units
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing

In this project based course, students will learn to produce visual effects, composite images and movies, and create original animated presentations. Topics include combining video, still images, graphics, text and sound into video productions. A special emphasis is placed upon the fundamental motion graphics skills necessary to produce video content for broadcast, web and multimedia. 36 hours lecture/54 hours laboratory.

DMA C135  Digital Cinematography
A/CSU  3.00 Units
Advisory: DMA C131

This is a course in digital cinema planning and production through hands-on experience. Course topics include artistic expression, logistics, script writing, single camera operation and procedures, lighting, sound recording and editing, and digital video editing. 36 hours lecture/54 hours laboratory.

DMA C139  Media for Mobile Devices
A/CSU  3.00 Units
Advisory: DMA C115, DMA C131

This course provides students with theoretical knowledge and practical experience developing video and audio media for mobile devices, such as cell phones, video iPods, PDAs, and mobile game consoles. Students will also learn about relevant media formats, compression algorithms, distribution methods, and broadcast protocols. 36 hours lecture/54 hours laboratory.

DMA C141  Fundamentals of Game Design
A/CSU  3.00 Units
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing

This course introduces techniques of 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.

DMA C143  Serious Game Prototyping
A/CSU  3.00 Units
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing

This course is intended for students who 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.

DMA C211  Web Scripting with JavaScript
A/CSU  3.00 Units
Advisory: DMA C111/CSCI C181, Level 1 Reading, Level 3 Math

This course provides students with the skills to create highly interactive web pages with JavaScript. Practical application of JavaScript include navigation rollover effects, manipulating windows, manipulating form data, validating forms, creating drop down menus, and displaying current date and time. 36 hours lecture/54 hours laboratory.

DMA C213  Web Development with PHP and MySQL
A/CSU  3.00 Units
Advisory: DMA C211, Level 1 Reading, Level 3 Math

This course provides students with the skills to create dynamic web pages with PHP and MySQL. Practical applications of PHP include Web form data processing, work with MySQL databases, and read and write text files. 36 hours lecture/54 hours laboratory.

DMA C215  Advanced ActionScripting with Flash
A/CSU  3.00 Units
Advisory: DMA C115

This course equips students to develop highly interactive Flash content through advanced skills in ActionScript. Students learn 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.
**DMA C217  PHP Site Management and Theme Design**  
A/CSU 3.00 Units  
Advisory: DMA C111, DMA C213

In this course, students learn how to install a PHP-driven content management system (CMS), manage local and remote servers, configure the site, add content, and monitor site usage. Students will work with one of several popular open source CMSs, their choice of Joomla, Drupal, or WordPress. They will learn how to alter existing themes and to create a custom theme for their chosen content management system. Prior to the start of the course, students will need a personal account with a web hosting service that accommodates the CMS with which they wish to work. 36 hours lecture/54 hours laboratory.

**DMA C219  Game Programming**  
A/CSU 3.00 Units  
Advisory: DMA C141

This course explores the concepts and techniques of game engine programming for electronic and mobile game design and production. Topics include the following: 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 a front-end visual game design tool to complement the game engine programming process; and the use and issues of stock game engines. 36 hours lecture/54 hours laboratory.

**DMA C280  Web Production Management**  
A/CSU 3.00 Units  
Advisory: DMA C102, DMA C111, DMA C113, DMA C115, DMA C117, DMA C211

This is a course in Web design project planning and production. Students will work in teams to design and complete a commercial Web site. Students will also develop an understanding of team roles, workflow, budgeting, and legal and technical considerations for completing a project. 36 hours lecture/54 hours laboratory.

**DMA C281  Animation Production Management**  
A/CSU 3.00 Units  
Advisory: DMA C102, DMA C105, DMA C121, DMA C122

This is a course in animation project planning and production. Students will work in teams to design, plan and create a complete short animation project. Students will also develop an understanding of team roles, workflow, budgeting, and legal and technical considerations for completing a project. 36 hours lecture/54 hours laboratory.

**DMA C282  Game Production and Workflow**  
A/CSU 3.00 Units  
Advisory: DMA C141, DMA C143

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.

**DRAFTING**

**DRFT C108  Reading Technical Drawings**  
A/CSU 3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing

This course provides students with the opportunity to develop skills in reading and interpreting technical drawings used in an industrial environment. Principles of technical drawing are introduced along with standard symbols and abbreviations found in industrial drawings, schematics, and diagrams. Students produce technical sketches without the use of instruments. 54 hours lecture.

**DRFT C111  Engineering Drawing I**  
A/CSU 3.00 Units  
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**  
A/CSU 3.00 Units  
Advisory: DRFT C111 or two years of 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  
A/CSU 3.00 Units
Advisory: DRFT C111 or one year of 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  
A/CSU 3.00 Units
Advisory: DRFT C121
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  
A/CSU 3.00 Units
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing
In this course students acquire fundamental skills in the use of AutoCAD to produce industrial, architectural, and engineering drawing. Course topics include AutoCAD feature, commands, and tools for drawing and dimensioning techniques. 36 hours lecture/54 hours laboratory.

DRFT C152  Advanced Computer Aided Design and Drafting  
A/CSU 3.00 Units
Advisory: DRFT C151, DRFT C211
Exploration of the role of 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.

DRFT C153  3D Solids Modeling with SolidWorks  
A/CSU 3.00 Units
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing
This course covers the principles of orthographic drawing, pictorial drawing, dimensioning and geometric tolerancing, and descriptive geometry and their application to the visualization, representation, and 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. 36 hours lecture/54 hours laboratory.

DRFT C161  Geometric Dimensioning and Tolerancing  
A/CSU 3.00 Units
Advisory: DRFT C111
Geometric Dimensioning and Tolerancing as a means of specifying engineering design and drawing requirements as defined in American National Standards Institute Y14.5M 1982. This class will provide the student with a working knowledge of this standard. Suggested for those who must interpret present specifications. 54 hours lecture.

DRFT C211  Engineering Drawing III  
A/CSU 3.00 Units
Advisory: DRFT C112
Advanced word in fundamentals, techniques, and conventional practices including secondary auxiliaries, axonometric projections, developments, intersections, gears, and cams. Preparation of detailed working drawings, exploded views, and assembly drawings including isometric and oblique views. Use of ink and Leroy lettering equipment. Emphasis on team design work. Field trips to familiarize the student with the drafting environment of industrial facilities. 36 hours lecture/54 hours laboratory.

DRFT C212  Engineering Drawing IV  
A/CSU 3.00 Units
Advisory: DRFT C161, DRFT C211 or concurrent enrollment
Fundamentals, techniques and conventional methods of drawing utilizing Geometric Dimensioning and Tolerancing (GD&T). Students will be expected to measure parts utilizing micrometers, draw then apply GD&T to the drawings. This class will provide the student with a working knowledge of how GD&T works and how it is applied to current industry drawings and standards. Suggested for those who are pursuing an AS degree in Engineering Technology. 36 hours lecture/54 hours laboratory.

ECON C101  Introduction to Economics  
A/UC/CSU 3.00 Units
Advisory: Level 1 Reading, Level 2 Writing
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.
### ECON C102  Macro-Economics
A/UC/CSU - CAN ECON 2  
Advisory:  Level 1 Reading, Level 2 Writing

This course is the study of the national and global economy; the impact of economic aggregates and government action. Emphasis on macroeconomic concepts; including national income, productivity, employment, inflation, monetary and fiscal policy. Exploration of the business cycles, international trade, finance and social change from economic perspective and its impact on economic growth in an increasingly industrialized world. 54 hours lecture.

### ECON C103  Micro-Economics
A/UC/CSU - CAN ECON 4  
Advisory:  ECON C102

This course is focuses on the study of decision making by individual firms and consumers in regard to the allocation of scarce resources. Emphasis is on the basics of supply and demand; price-output determination, industrial organization and profit maximization, labor market analysis and economics of developing countries. 54 hours lecture.

### EDUCATION

#### EDUC C201  Educational Field Experience
A/CSU  
Advisory:  Level 1 Reading, Level 1 Writing, Level 1 Math

This course is designed to provide a prospective teacher with a practical framework for further education work and study appropriate to their career goals. This class requires observation and participation in a diverse learning environment supervised by a credentialed teacher and attendance at all on-campus seminars. Placement will be made in an elementary or secondary classroom. A freedom from tuberculosis certificate is required prior to classroom admission. 36 hours lecture/54 hours laboratory.

#### EDUC C262  Fundamentals of Online Teaching and Learning
A/CSU  
Advisory:  Level 1 Reading, Level 1 Writing

This course provides students with an understanding of the opportunities and challenges that technology and the online learning environment presents to online learning. Fundamental concepts of best practice in online teaching are explored, such as equipping students for the Knowledge Economy, the cultivation of a learning community, an overview of learning theory, and accommodating diverse learning styles and abilities. 27 hours lecture.

### ELECTRONICS TECHNOLOGY

#### ET C101  Electrical Circuit Analysis I
A/CSU  
Advisory:  MATH C050

Students will learn International System of Units; engineering notation and prefixes; definitions of current, voltage, resistance, power, work and efficiency; Ohm's and Kirchhoff’s Laws; series and parallel circuit principles; series-parallel, DC resistive networks. Thevenin and Norton's theorems. 72 hours lecture.

#### ET C105  Electrical Circuit Analysis II
A/CSU  
Prerequisite:  ET C101  
Advisory:  MATH C142

The course will cover power in AC circuits and the application of Kirchoff’s Law, the concept of dependent sources, Thevenin and Norton equivalent circuits, the phenomena of resonance, transfer functions and filters, and transformers. 72 hours lecture.

### EMERGENCY MEDICAL TECHNOLOGY

#### EMTC C070  CPR for the Healthcare Provider
A  
This is a Healthcare Provider – CPR Course that meets or exceeds the current American Heart Association standards. The course provides training in emergency treatment for life-threatening cardiopulmonary arrest, airway and breathing management, and foreign body obstructed airway for all age groups. This course also includes one and two rescuer CPR, use of barrier devices, AED use and the prevention of disease transmission. 10 hours lecture.
EMTC C105  Emergency Medical Technician I  
A/CSU  5.50 Units  
Techniques of emergency medical care through recognition of signs and symptoms of illnesses, and injuries. Proper procedures of emergency care and transportation aspects required for EMT-I personnel. Upon completion of the above objectives and passing the Final Exams, the student will receive a Certificate of Completion. This certificate allows the student to apply for County certification as an Emergency Medical Technician-I. 90 hours lecture/37 hours laboratory.

EMTC C106  First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillator  
A/CSU  0.50 Units  
This course teaches current First Aid instruction for “Schools and the Community” through discussion, demonstrations, and practical experiences. It includes Emergency Action Steps; breathing and cardiac problem recognition and care; CPR (Cardiopulmonary Resuscitation) for adult, child, infant; AED (Automated External Defibrillator) for adult and child, and choking for conscious and unconscious person; wound care; bandaging; shock; poisoning; local poisonous plants and animals; burns; bone and joint injuries including splinting; diabetic emergencies; temperature extremes; and other sudden illnesses. It may also include disaster preparation and family planning for local emergencies. 10 hours lecture.

EMTC C111  Advanced First Aid and CPR  
A/UC/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
Care and treatment of emergency situations designed for rescue personnel. Skills and proper procedures of emergency care and transportation of most types of accidents and illnesses. American Red Cross course. This course may be taken four times. 54 hours lecture.

EMTC C205  Emergency Medical Technician I Refresher  
A/CSU  1.50 Units  
Prerequisite: Current EMT certificate or certification that has not expired longer than one year.  
Briefly covers all material covered in EMTC C105; with emphasis on demonstration of skills and updated information. Upon completion of the above objectives and passing the Final Exams, the student will receive a Certificate of Completion. This certificate allows the student to apply, or re-apply, for County certification as an Emergency Medical Technician-I. 32 hours lecture.

EMTC C215  Hazardous Material: First Responder – Operator  
A/CSU  1.00 Unit  
This course provides participants who are likely first responders with an improved capability to respond to hazardous material events in a safe and competent manner. Participants will learn to function effectively within the typical resource and capability limitations and the operational level. 18 hours lecture.

ENGINEERING

ENGR C110  Introduction to Engineering  
A/CSU  4.00 Units  
Prerequisite: MATH C141, MATH C142  
This course provides an introduction to the profession of engineering and its connection with society today and in the future. The development of basic engineering skills for future success in the field will be emphasized. Engineering disciplines, functions, and employment opportunities will be considered. Application of the engineering problem solving method, teamwork, and the design process are practiced. Typical engineering problems will be solved aided by use of computer software. College courses required for individual engineering majors will be illustrated. 54 hours lecture/54 hours laboratory.

ENGR C120  Introduction to Materials Science  
A/CSU  4.00 Units  
Prerequisite: CHEM C111, PHYS C111  
This course investigates the relationships between microscopic structures and the macroscopic properties of engineering materials including metals, ceramics, glasses, polymers, and composites. Mechanical, thermal, electrical, magnetic and optical properties are examined. Processes for producing and strengthening various materials are introduced. 54 hours lecture/54 hours laboratory.

ENGR C185  Digital Logic and Design  
A/CSU  4.00 Units  
Prerequisite: MATH C141, MATH C142  
This course covers discrete mathematics, logic, Boolean algebra, binary arithmetic, logic gates, combinatorial logic, and minimization techniques. This course also includes an introduction to sequential circuits, state machines and synchronous state machine design. Students design combinatorial circuits, flipflops, multivibrators, registers, and counters. 54 hours lecture/54 hours laboratory.
ENGR C230  Engineering Circuit Analysis  
A/CSU 4.00 Units  
Prerequisite: PHYS C113  
This course covers Ohm’s and Kirchhoff’s Law; Mesh and Nodal analysis; basic network theorems; RL and RC transients; phasors and steady-state sinusoidal analysis, first and second order circuits, current, voltage and power relationships. This course is designed for students majoring in electrical and electronics engineering. 54 hours lecture/54 hours laboratory.

ENGL C020  Literacy Skills  
P 3.00 Units  
This course is designed to help students improve their reading and writing skills, learn sentence structures, gain an understanding of basic principles of grammar and spelling, develop their vocabulary, and learn ways to express ideas in short writings. 54 hours lecture.

ENGL C021  Basic Spelling Skills  
P 1.00 Unit  
Students have an opportunity to improve their spelling by working through sequential exercises that help them become familiar with spelling principles. This course may be taken four times. 54 hours lecture.

ENGL C030  Basic Writing Skills  
P 4.00 Units  
Prerequisite: ENGL C020 or Level 4 Writing  
Advisory: Level 3 Reading  
This course teaches students ways to develop and organize ideas in short writings, focusing on the importance of coherent, unified, and well-developed paragraphs with topic sentences and effective supporting detail. The course will also cover how to build these paragraphs into short essays and how to revise and edit for correctness. Major principles of grammar will be reviewed. 72 hours lecture.

ENGL C040  Improving Basic Writing Skills  
P 4.00 Units  
Prerequisite: ENGL C030 or Level 3 Writing  
Advisory: Level 2 Reading  
This course, which is preparation for College Composition, is designed to teach students to write short compositions (500-750 words each) with clear organization, development, keywords, thesis, topic sentences, and sufficient supporting details. Students will become familiar with a variety of rhetorical modes, be introduced to expository and text-based writing, and complete in-class compositions. Major and minor principles of grammar will be reviewed. 72 hours lecture.

ENGL C070  Introductory Composition  
A 4.00 Units  
Prerequisite: ENGL C040 or Level 2 Writing  
Advisory: Level 1 Reading  
This composition course for AA/AS degrees prepares students to take transfer-level courses and to enter the job market. Students write four to six short expository and argumentative essays and a 1000-1250 word research paper with a central controlling idea; coherent development to a reasoned conclusion; and correct sentence structure, punctuation, and spelling. The course further emphasizes properly acknowledging and documenting outside sources. 72 hours lecture.

ENGL C071  Spelling Improvement  
A 1.00 Unit  
Advisory: Level 2 Writing  
Basic spelling, including the use of the apostrophe. 18 hours lecture.

ENGL C092  Grammar & Punctuation Refresher  
A 2.00 Units  
Advisory: Level 2 Reading, Level 2 Writing  
This course is designed for students of all levels. Topics include recognizing sentence patterns, avoiding run-ons and fragments, knowing when to use the comma, correctly employing the minor punctuation marks of semicolon, colon, dash, and others. Some time will be spent on grammar’s relation to style and a brief history of the English language. 36 hours lecture.

ENGL C101  Freshman Composition  
A/UC/CSU - CAN ENGL 2 4.00 Units  
Prerequisite: ENGL C070  
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 2,000 words showing the student’s ability to analyze and evaluate source material and to generate and develop independent topics of inquiry appropriate to academic work (total: 7,000 words). The course emphasizes and analyzing and actively engaging university-level concepts presented in outside sources. 72 hours lecture.
ENGL C101H Freshman Composition – Honors
A/UC/CSU 5.00 Units
Prerequisite: Level 1 Writing
Advisory: Level 1 Reading
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 2,000 words showing the student’s ability to analyze and evaluate source material and to generate and develop independent topics of inquiry appropriate to academic work (total: 7,000 words). The course emphasizes analyzing and actively engaging university-level concepts presented in outside sources. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 90 hours lecture.

ENGL C102 Critical Thinking Through Literature
A/UC/CSU - ENGL 4 3.00 Units
Prerequisite: ENGL C101
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.

ENGL C102H Critical Thinking Through Literature – Honors
A/UC/CSU 4.00 Units
Prerequisite: ENGL C101
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 requires at least one extra research assignment. 72 hours lecture.

ENGL C111 Introduction to Types of Literature
A/UC/CSU 3.00 Units
Advisory: ENGL C101, Level 1 Reading, Level 1 Writing
This course provides students an introduction to the analysis and interpretation of imaginative literature and will develop students’ ability to understand structure, theme, and artistic purpose in works of poetry, drama, and fiction. 54 hours lecture.

ENGL C111H Introduction to Types of Literature – Honors
A/UC/CSU 4.00 Units
Advisory: Level 1 Reading, Level 1 Writing
This course provides students an introduction to the analysis and interpretation of imaginative literature and will develop students’ ability to understand structure, theme, and artistic purpose in works of poetry, drama, and fiction. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C141 Creative Writing: Fiction and Poetry
A/UC/CSU 3.00 Units
Prerequisite: ENGL C070
This course is a creative writing workshop in which the student submits original short stories and poems for group discussion. The student will also study works by contemporary authors in order to develop knowledge of the form and theory behind good fiction and poetry. 54 hours lecture.

ENGL C145 Business Communication
A/CSU 3.00 Units
Advisory: Level 1 writing
Discussion, critique, and practice of business writing techniques, emphasizing the psychology of effective writing. Not open to students with credit in BSAD C145. 54 hours lecture.

ENGL C151 Technical Communication
A/CSU 3.00 Units
Advisory: Level 1 Reading and Level 2 Writing
This course stresses clarity and accuracy in written communication appropriate for technical fields, both in print and electronic forms. Students will gain the skills necessary to research, write, and edit effective content. They will learn to divide content into sections and organize those sections into a navigational structure. Students will also learn how to convert narrative data into visual elements and how to present such information accurately. Topics include formal and informal reports, letters, instructions, and the design elements of the technical writer’s job. 54 hours lecture.
ENGL C190  Art of Fiction  
A/UC/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
This course introduces students to the variety, nature, and techniques of fictional narrative. Students will read and analyze short stories to better understand the function of plot, character, setting, imagery, theme, and point of view in narrative art. 54 hours lecture.

ENGL C221  World Literature I  
A/UC/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
This course provides a chronological survey of the literature of the world from the Biblical period through the Renaissance. 54 hours lecture.

ENGL C211H World Literature I – Honors  
A/UC/CSU  4.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
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; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C222  World Literature II  
A/UC/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
This course provides a chronological survey of the literature of Europe from the seventeenth century through the twentieth century. 54 hours lecture.

ENGL C222H World Literature II – Honors  
A/UC/CSU  4.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
This course provides a chronological survey of the literature of Europe from the seventeenth century through the twentieth century. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C231  Survey of British Literature I: Beginning -1785  
A/UC/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
This course studies English literature from Anglo-Saxon times to the end of the Eighteenth Century. 54 hours lecture.

ENGL C231H Survey of British Literature I – Honors  
A/UC/CSU  4.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
This course studies English literature from Anglo-Saxon times to the end of the eighteenth century. The honors course provides more content and requires greater intensity and depth of study than the non-honors class; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C232  Survey of British Literature II: 1785-Present  
A/UC/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
This course studies British literature from the Romantic Period to the present. 54 hours lecture.

ENGL C232H Survey of British Literature II – Honors  
A/UC/CSU  4.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
This course studies British literature from the Romantic Period to the present. The honors course provides more content and requires greater intensity and depth of study than the non-honors class; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C235  Introduction to Shakespeare  
A/UC/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
This course provides an introduction to Shakespeare's works, including discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and social influences of Renaissance England contributing to the development of Shakespeare's literary achievements. 54 hours lecture.

ENGL C235H Introduction to Shakespeare – Honors  
A/UC/CSU  4.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
This course provides an introduction to Shakespeare's works, including discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and social influences of Renaissance England contributing to the development of Shakespeare's literary achievements. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.
ENGL C241  Survey of American Literature I: Beginning – 1865
A/UC/CSU - CAN ENGL 14  3.00 Units
Prerequisite: ENGL C070
Advisory: Level 1 Reading, Level 1 Writing
This literature course introduces students to American authors from the Colonial Period to the beginning of the twentieth century. The course emphasizes analyzing texts and studying the intellectual, social, and cultural history of Americans. 54 hours lecture.

ENGL C241H Survey of American Literature I: Beginning - 1865 Honors
A/UC/CSU  4.00 Units
Advisory: Level 1 Reading, Level 1 Writing
This literature course introduces students to American authors from the Colonial Period to the beginning of the twentieth century. The course emphasizes analyzing texts and studying the intellectual, social, and cultural history of Americans. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C242  Survey of American Literature II: 1865 – Present
A/UC/CSU  3.00 Units
Advisory: ENGL C070, Level 1 Reading, Level 1 Writing
This literature course introduces students to American authors from the 1865 to the present. The course emphasizes analyzing texts and studying the intellectual, social, and cultural history of Americans. 54 hours lecture.

ENGL C242H Survey of American Literature II – Honors
A/UC/CSU  4.00 Units
Advisory: Level 1 Reading, Level 1 Writing
This literature course introduces students to American authors from the 1865 to the present. The course emphasizes analyzing texts and studying the intellectual, social, and cultural history of Americans. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C245  Women’s Literature
A/UC/CSU  3.00 Units
Advisory: Level 1 Reading, Level 1 Writing
This course studies the literary achievements of women writers. 54 hours lecture.

ENGL C245H Women’s Literature – Honors
A/UC/CSU  4.00 Units
Advisory: Level 1 Reading, Level 1 Writing
This course studies the literary achievements of women writers. The honors course provides more content and requires greater intensity and depth of study than the non-honors class; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGL C249  Multi-Ethnic Literature
A/UC/CSU  3.00 Units
Advisory: Level 1 Reading, Level 1 Writing
This course studies the contributions to American literature by African Americans, Latino Americans, Asian Americans, and Native Americans. 54 hours lecture.

ENGL C249H Multi-Ethnic Literature – Honors
A/UC/CSU  4.00 Units
Advisory: Level 1 Reading, Level 1 Writing
This course studies the contributions to American literature by African Americans, Latino Americans, Asian Americans, and Native Americans. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

ENGLISH AS A SECOND LANGUAGE

ENSL C020  English for Speakers of Other Languages I
P  2.00 Units
Prerequisite: Use of language other than English as a primary 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 learn English vocabularies and improve their listening and speaking skills. Using both spoken and written drills and exercises, students learn and practice the basic parts of an English sentence. Needs and skills assessments will be given to determine personal goals, ability to benefit from the class and skill level. This course can be taken four times. 18 hours lecture/54 hours laboratory.
ENSL C021  English for Speakers of Other Languages II

P  2.00 Units

Prerequisite:  ENSL C020.  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 high beginning skill level.  Students will learn English vocabularies and improve their listening, speaking, reading, and writing skills.  Using both spoken and written drills and exercises, students will learn and practice basic English grammar.  Needs and skills assessment will be given to determine personal goals, ability to benefit from the class and skill level.  This course can be taken four times.  18 hours lecture/54 hours laboratory.

ENSL C022  English for Speakers of Other Languages III

P  2.00 Units

Prerequisite:  ENSL C021.  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. Students will learn English vocabularies and improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students will learn and practice basic English grammar. Needs and skills assessment will be given to determine personal goals, ability to benefit from the class and skill level. This course can be taken four times. 18 hours lecture/54 hours laboratory.

FAMILY AND CONSUMER EDUCATION

FACE C040  SERV SAFE Certification

P  0.50 Units

This course is designed to provide the principles of food safety.  It fulfills the California SERV SAFE certification requirement.  9 hours lecture.

FACE C111  Interior Design I

A/CSU  3.00 Units

Advisory:  Level 1 Reading

Art elements and principles applied to the home.  Beauty, comfort, use and care adapted to families of varying interests and income.  54 hours lecture.

FIRE TECHNOLOGY

FIRE C101  Fire Protection Organization

A/CSU  3.00 Units

Provides an introduction to fire protection; career opportunities in fire protection and related fields, philosophy and history of fire protection, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local government, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, basic fire chemistry and physics, and an introduction to fire protection systems and fire strategy and tactics.  54 hours lecture.
FIRE C105  Fire Prevention Technology  
A/CSU  3.00 Units  
Advisory: FIRE C101 or concurrent enrollment  
Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention to fire safety education and detection and suppression systems. 54 hours lecture.

FIRE C111  Fire Protection, Equipment and Systems  
A/CSU  3.00 Units  
Advisory: FIRE C101 or concurrent enrollment  
Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention to fire safety education and detection and suppression systems. 54 hours lecture.

FIRE C115  Building Construction for Fire Protection  
A/CSU  3.00 Units  
Advisory: FIRE C101 and FIRE C105  
Studies the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations and operating at fires. The development and evolution of building and fire codes are studied in relationship to past fires in residential, commercial and industrial occupancies. 54 hours lecture.

FIRE C121  Fire Behavior and Combustion  
A/CSU  3.00 Units  
Advisory: FIRE C101 or concurrent enrollment  
Provides the student with basic information on the fundamentals and scientific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic materials, forms of energy and fire prevention/suppression techniques. 54 hours lecture.

FIRE C125  Fire Hydraulics  
A/CSU  3.00 Units  
Advisory: FIRE C101 or concurrent enrollment  
A review of applied mathematics, hydraulics laws as applied to the fire science, application of formulas and mental calculation to hydraulics and water supply problems. 54 hours lecture.

FIRE C131  Wildland Fire Control  
A/CSU  3.00 Units  
Advisory: FIRE C101 or concurrent enrollment  
Provides the employed fireman or Fire Technology major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior and control techniques. 54 hours lecture.

FIRE C205  Firefighter I Academy  
A/CSU  10.00 Units  
Advisory: FIRE C101  
Provides the basic educational and practical training essential for the achievement of the objectives specified for Firefighter I. Content covers areas of organizational procedures, forcible entry tools, protective breathing apparatus, emergency medical care, inspection procedures, fire protection equipment and systems, wildland fire control, fire behavior and petroleum fire procedures. Meets requirements for the California State Board of Fire Services Fire Fighter I certification standards. 136 hours lecture/81 hours laboratory.

FIRE C211  Fire Management  
A/CSU  3.00 Units  
Advisory: FIRE C101 or concurrent enrollment  
Provides students with fundamental knowledge of planning, operating and controlling the personnel functions necessary to become a company officer. Areas of training include: counseling, managing the development of a fire fighter, participating in departmental grievance procedures, managing discipline, moral safety standards and minority group members. 54 hours lecture.

FIRE C252  Fire Command 1a  
A/CSU  3.00 Units  
Advisory: FIRE C101 or concurrent enrollment  
Provides the student with information and experience in command and control techniques used at the scene of an emergency. The course emphasizes decision making, the act of command, the authority or right to command, the personnel, organization structure or area under an individual commander and the pre-planning and training requirements for effective performance as a fire ground supervisor. 54 hours lecture.

FIRE C253  Fire Command 1b  
A/CSU  3.00 Units  
Advisory: FIRE C252 or concurrent enrollment  
Provides students with information and experience in command and control techniques, emphasizing acts of commanding, the authority or right to command and performance requirements for fire service officers. 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Advisory</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE C254</td>
<td>Fire Prevention 1a</td>
<td>3.00</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>Designed to provide the student with the fundamental skills and knowledge necessary for the position of Fire Prevention Officer I. Content includes legal responsibilities and fire hazard characteristics of various materials. 54 hours lecture.</td>
</tr>
<tr>
<td>FIRE C255</td>
<td>Fire Prevention 1b</td>
<td>3.00</td>
<td>FIRE C254</td>
<td>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.</td>
</tr>
<tr>
<td>FIRE C261</td>
<td>Fire Investigation</td>
<td>3.00</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>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.</td>
</tr>
<tr>
<td>FIRE C265</td>
<td>Fire Instructor 1a</td>
<td>3.00</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>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. 54 hours lecture.</td>
</tr>
<tr>
<td>FIRE C266</td>
<td>Fire Instructor 1b</td>
<td>3.00</td>
<td>FIRE C265</td>
<td>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 aide development, fundamentals of testing and measurements and student teaching demonstrations. 54 hours lecture.</td>
</tr>
<tr>
<td>FIRE C275</td>
<td>Emergency Vehicle Operation</td>
<td>3.00</td>
<td>FIRE C101</td>
<td>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.</td>
</tr>
<tr>
<td>FIRE C276</td>
<td>Fire Pump Operation</td>
<td>3.00</td>
<td>FIRE C275</td>
<td>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.</td>
</tr>
<tr>
<td>FREN C101</td>
<td>Beginning French I</td>
<td>5.00</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>FREN C102</td>
<td>Beginning French II</td>
<td>4.00</td>
<td>FREN C101 or placement at this level based on results of CLEP, AP or other accepted equivalency exam</td>
<td>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.</td>
</tr>
<tr>
<td>FREN C131</td>
<td>Basic Conversational French</td>
<td>3.00</td>
<td>Level 2 Reading, Level 2 Writing</td>
<td>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/C102. 54 hours lecture.</td>
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</table>
FREN C201  Intermediate French I
A/UC/CSU  4.00 Units
Advisory:  FREN C102 or appropriate 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  Intermediate French II
A/UC/CSU  4.00 Units
Advisory:  FREN C201 or appropriate placement on the college-level French placement exam; or 3 years of high school French with a grade of “C” or better

FREN C202 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.

GEOGRAPHY

GEOG C101  Physical Geography Lecture
A/UC/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 1 Writing

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  Physical Geography Laboratory
A/UC/CSU  1.00 Unit
Advisory:  Level 1 Reading, Level 1 Writing

This laboratory course provides practical experience in field methods and enhancement of topics such as the earth as an integrated system, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. 54 hours laboratory.

GEOG C111  Physical Geography
A/UC/CSU  4.00 Units
Advisory:  Level 1 Reading, Level 1 Writing

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  Cultural Geography
A/UC/CSU – CAN GEOG 4  3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing

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  World Regional Geography
A/UC/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing

Aspects of physical and cultural geography such as landforms, climate, vegetation, soils, natural resources, demography, political and economic organization, and urbanization are applied to various world regions. An emphasis is placed on understanding human-land relationships, promoting cultural awareness, and examining current world problems from a geographical perspective. 54 hours lecture.

GEOG C131H  World Regional Geography – Honors
A/UC/CSU  4.00 Units
Advisory:  Level 1 Reading, Level 2 Writing

Aspects of physical and cultural geography such as landforms, climate, vegetation, soils, natural resources, demography, political and economic organization, and urbanization are applied to various world regions. An emphasis is placed on understanding human-land relationships, promoting cultural awareness, and examining current world problems from a geographical perspective. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.
GEOLOGY

GEOL C111 Physical Geology
A/UC/CSU, CAN GEOL 2 4.00 Units
Advisory: Level 1 Reading, Level 1 Writing

This course covers the study of the earth as an integrated system of hydrologic, tectonic, atmospheric, and human processes, including the origin and evolution of continents, mountains, earth materials, oceans, and life forms. It also covers geologic hazards, such as earthquakes, floods, groundwater contamination, and global climate change. Laboratories are designed to complement and reinforce topics covered in the lecture and will apply geologic principles to local geologic and land use issues such as earthquake hazards, flash floods, and the evolution of landforms in eastern California. 54 hours lecture/54 hours laboratory.

GEOL C115 Minerals and Rocks
A/CSU 3.00 Units

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 Historical Geology
A/UC/CSU 3.00 Units
Advisory: Level 1 Reading, Level 2 Writing

The history of the earth and of life on earth. Principles and methods of historical geology. 54 hours lecture.

GEOL C131 Environmental Geology
A/UC/CSU 3.00 Units
Advisory: Level 1 Reading, Level 2 Writing

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 Student Vocational Nurse Content Review
P 2.00 Units
Advisory: Completion of HCRS C101, C102, C201, C111, C112,
Grading: Pass/No Pass

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. 36 hours lecture.

HCRS C055 Certified Nurses Aide
A 5.00 Units

This course develops the skills necessary to pass the state mandated test to become a Certified Nurses Aide. Topics include legal and ethical responsibilities, bedside care, moving and positioning a resident, general observations of a resident’s condition and responsibilities related to care of the elderly resident. Practical bedside skills are practiced by the student in the nursing skills lab. The student gains experience in a long-term care facility. The student must pass the course with a grade of “C” or better. 54 hours lecture/108 hours laboratory.

HCRS C057 Home Health Aide
A 1.00 Unit
Advisory: HCRS C055

This course is designed to prepare the student to work with clients in a home setting doing hands on patient care. This course focuses on the skills for basic care of residents who need assistance with activities of daily living, including bathing, hygiene measures, transfers, bed making, cleaning, and homemaking tasks. The State Department of Licensing requires a grade of C or better. 20 hours lecture/20 hours laboratory.

HCRS C061 Administrative Medical Assistant – Receptionist
A 3.00 Units
Advisory: Level 2 Reading, Level 3 Writing, Level 4 Math

This course presents approaches for working and communicating in an administrative or front office setting of a medical environment. Topics include professionalism and responsibilities of personnel, law and ethics, appointments and scheduling, environmental safety, office communication techniques, and an overview of medical and surgical asepsis. Office communications will highlight verbal interactions and non verbal techniques, such as scheduling, correspondence, record-keeping, and filing systems. Upon completion of the course, the student will be able to seek employment in a medical front office as a receptionist. 54 hours lecture.
HCRS C062  Administrative Medical Assistant - Financial Management and Insurance
A  6.00 Units
Advisory: Level 2 Reading, Level 3 Writing, Level 4 Math

This course presents a thorough discussion of office finance management and insurance. Insurance coding and billing prepares the student to undertake the details necessary for implementing the specialized insurance forms utilized in the modern healthcare system. Lecture and practice exercises using assorted systems of billing and coding combine to provide the student with experience using numerous health insurance claim forms. Included in the course insurance exercises are Blue Cross and Blue Shield, Medicaid-MediCal, CHAMPUS, Unemployment and Worker's Compensation, and Health Maintenance Organizations. 108 hours lecture.

HCRS C064  Clinical Medical Assisting
A  7.00 Units
Advisory: Level 2 Reading, Level 3 Writing, Level 4 Math

This course is designed to provide basic education and training for the individual who is interested in working as a Clinical Medical Assistant in a medical or clinical back office. Topics include basic medical and surgical aseptic techniques, principles of nutrition, pharmacology, and medication administration. Common office practices, such as vital signs and assisting with routine exams and procedures, are discussed and practiced in the Skills Lab. An overview of common diagnostic laboratory tests is presented. Emphasis is placed on client education and the role of the medical assistant. 108 hours lecture/54 hours laboratory.

HCRS C068  Medical Assistant Clinical Externship
A  3.00 Units
Advisory: HCRS C067

The Clinical Externship is a practical application of the theory and skills learned in the classroom and lab. The student participates in office or clinic patient care under the direct supervision of the physician and the office manager and the indirect supervision of the classroom instructor. 160 hours externship.

HCRS C070  CPR for the Healthcare Provider
A  0.50 Units
Cross-listed with EMTC C070

This is a Healthcare Provider – CPR Course that meets or exceeds the current American Heart Association standards. The course provides training in emergency treatment for life-threatening cardiopulmonary arrest, airway and breathing management, and foreign body obstructed airway for all age groups. This course also includes one and two rescuer CPR, use of barrier devices, AED use and the prevention of disease transmission. 10 hours lecture.

HCRS C091  Health Career Practice Skills Laboratory I
A  0.50 Units
Co-requisite: Concurrent enrollment in an HCRS class
Grading: Pass/No Pass

The Health Careers Practice Skills Lab is designed to augment the student’s technical healthcare skills in a practice laboratory setting. The Skills Lab contains a realistic environment and up-to-date equipment that resemble a hospital, clinic, or physician’s office. The student may get hands-on assistance with technical procedures that reinforce his/her understanding and expertise of skills presented in lecture and/or laboratory class. The Skills Lab may be utilized to remediate or to meet clinical objectives when deficiencies are observed by the student’s instructor. The student may also use the laboratory independently to further reinforce his/her level of understanding of healthcare procedures or theoretical knowledge. Self-paced computerized programs in the areas of medical terminology, insurance billing, and nursing procedures are available for independent student use. 18 hours laboratory.

HCRS C092  Health Career Practice Skills Laboratory II
A  0.50 Units
Co-requisite: Concurrent enrollment in an HCRS class
Grading: Pass/No Pass

The Health Careers Practice Skills Lab is designed to augment the student’s technical healthcare skills in a practice laboratory setting. The Skills Lab contains a realistic environment and up-to-date equipment that resemble a hospital, clinic, or physician’s office. The student may get hands-on assistance with technical procedures that reinforce his/her understanding and expertise of skills presented in lecture and/or laboratory class. The Skills Lab may be utilized to remediate or to meet clinical objectives when deficiencies are observed by the student’s instructor. The student may also use the laboratory independently to further reinforce his/her level of understanding of healthcare procedures or theoretical knowledge. Self-paced computerized programs in the areas of medical terminology, insurance billing, and nursing procedures are available for independent student use. 18 hours laboratory.
HCRS C093  Health Career Practice Skills Laboratory III
A  0.50 Units
Co-requisite: Concurrent enrollment in an HCRS class
Grading: Pass/No Pass

The Health Careers Practice Skills Lab is designed to augment the student's technical healthcare skills in a practice laboratory setting. The Skills Lab contains a realistic environment and up-to-date equipment that resemble a hospital, clinic, or physician's office. The hands-on assistance with technical procedures that reinforce his/her understanding and expertise of skills presented in lecture and/or laboratory class. The Skills Lab may be utilized to remediate or to meet clinical objectives when deficiencies are observed by the student's instructor. The student may also use the laboratory independently to further reinforce his/her level of understanding of healthcare procedures or theoretical knowledge. Self-paced computerized programs in the areas of medical terminology, insurance billing, and nursing procedures are available for independent student use. 18 hours laboratory.

HCRS C101  Vocational Nursing: Medical-Surgery Nursing I
A/CSU  8.00 Units
Prerequisite: BIOL C121, HCRS C055, and PSYC C101
Co-requisite: HCRS C111
Advisory: Level 2 Math

This course begins with an introduction to the various aspects of nursing. Legal and ethical considerations, cultural diversity, the nursing process, basic data collection, and geriatrics are included as theory topics. Fundamental nursing skills are discussed in detail with concurrent hands-on practice of manual skills in the Nursing Skills Lab. Topics in basic nutrition are presented including an overview of basic nutrients, basic therapeutic diets, and client education of nutrition. An introduction to pharmacology and aspects of medication administration complete the semester. This course follows state mandated guidelines for Vocational Nursing Programs. 144 hours lecture.

HCRS C102  Vocational Nursing: Medical-Surgical Nursing 2
A/CSU  8.00 Units
Prerequisite: HCRS C101 and HCRS C111
Co-requisite: HCRS C112

The second semester of the Vocational Nursing Program emphasizes the nursing care of a client in an acute care setting, an ambulatory care setting, and a public health facility. Nursing theory focuses on the care of the client with cardiovascular, lymphatic, respiratory, and genitourinary disorders. Theory topics and nursing responsibilities for the normal aspects of maternal child care in obstetrics and pediatrics are also presented. 144 hours lecture.

HCRS C106  First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillator
A/CSU  0.50 Units

This course teaches current First Aid instruction for “Schools and the Community” through discussion, demonstrations, and practical experiences. It includes Emergency Action Steps; breathing and cardiac problem recognition and care; CPR (Cardiopulmonary Resuscitation) for adult, child, infant; AED (Automated External Defibrillator) for adult and child, and choking for conscious and unconscious person; wound care; bandaging; shock; poisoning; local poisonous plants and animals; burns; bone and joint injuries including splinting; diabetic emergencies; temperature extremes; and other sudden illnesses. It may also include disaster preparation and family planning for local emergencies. 10 hours lecture.

HCRS C111  Vocational Nursing: Clinical Practice I
A/CSU  6.00 Units
Co-requisite: HCRS C101, HCRS C141

Clinical Practice I presents the foundation of nursing care for a client in a long-term and acute-care facility. Students practice fundamental clinical skills in the Nursing Skills Lab. Upon successful completion of Fundamentals, the student focuses on the care of a resident with uncomplicated needs in a long-term facility. During the last weeks of the semester, basic clinical skills are advanced as the student begins clinical experience in an acute care facility. 324 Other hours.

HCRS C112  Vocational Nursing: Clinical Practice 2
A/CSU  6.00 Units
Prerequisite: HCRS C101, HCRS C111
Co-requisite: HCRS C102

Clinical Practice 2 focuses on the intermediate clinical application of nursing theory in the medical-surgical areas of cardiovascular, lymphatic, respiratory, and genitourinary disorders. Clinical experiences for the specialty areas of normal obstetrics, neonatal, and pediatrics, including growth and development, are presented in an acute care facility and/or an ambulatory care center. A community health care agency is utilized to augment experience. 324 Other hours.

HCRS C140  Introduction to Health Care
A/CSU  3.00 Units
Advisory: Level 1 Reading, Level 2 Writing

This course introduces Healthcare Programs to students who have an interest in pursuing a career in health care. This course covers the fundamentals common to all health care occupations. Topics included are appropriate for occupations that involve direct patient care, such as nursing and dental assisting, as well as those that provide support services, such as health information technology and pharmacy technician. 54 hours lecture.
HCRS C150  Medical Terminology for the Health Professional  
A/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 2 Writing  
This course is designed to familiarize the student with the language of medicine. The components of medical terminology are highly beneficial for any individual with a healthcare employment objective. The course presents the components of medical works including word roots, combining forms, suffixes, and prefixes. Using medical terminology as a focal point, the systems of the body are discussed. 54 hours lecture.

HCRS C160  Rehabilitative Career Choices  
A/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 2 Writing  
This course is designed for individuals interested in various allied health occupations in the field of rehabilitative careers. The student will explore basic concepts involved in the study of basic rehabilitative career opportunities. This course will cover scientific principles and medical terminology, systems of health and healing, chiropractic assisting, massage therapy, physical therapy, sports medicine assisting, personal fitness training and administrative and job seeking skills for the physical medicine worker. 54 hours lecture.

HCRS C201  Vocational Nursing: Medical-Surgery Nursing III  
A/CSU  8.00 Units  
Prerequisite:  HCRS C102 and HCRS C112  
Co-requisite:  HCRS C211  
The final semester of the Vocational Nursing Program emphasizes care of a client in an acute care setting, an ambulatory care setting, and a home health setting. Nursing theory focuses on the care of the client with endocrine, gastrointestinal, orthopedic, neurosensory, and integumentary disorders. Theory topics and nursing responsibilities related to leadership, supervision, and rehabilitation are also discussed. 144 hours lecture.

HCRS C211  Vocational Nursing: Clinical Practice III  
A/CSU  6.00 Units  
Prerequisite:  HCRS C10 and HCRS C112  
Co-requisite:  HCRS C201  
Clinical Practice 3 focuses on the clinical application of nursing theory in the medical-surgical areas of gastrointestinal, endocrine, musculoskeletal, integumentary, and neurosensory disorders. Professional skills utilizing concepts in leadership and supervision are included as part of the senior nursing student’s semester. In addition to acute medical-surgical nursing experience, the student has experience in a home health agency and working as a supervised team leader in a long-term care facility. 324 Other hours.

HCRS C220  Introduction to Teaching the Adult Learner  
A/CSU  2.00 Units  
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.

HCRS C230  Pharmacology for the Health Professional  
A/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 2 Writing, Level 4 Math  
This course presents the components of pharmacology including techniques of administration, dosage calculations, foundations of pharmacology, patient education, health promotion, and a detailed overview of each drug class and commonly used drugs by body system. Pharmacology is an integral part of every aspect of health careers and this course is recommended for any individual with a Health Career objective. 54 hours lecture.

HCRS C240  Nutrition and Diet Therapy for Health Professionals  
A/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 2 Writing  
This course is designed to provide the student with an understanding of the fundamentals of nutrition related to the promotion and maintenance for optimal health. Practical applications and treatment of nutrition related pathologies are emphasized. Students will be introduced to basic scientific knowledge to enable them to evaluate nutritional issues discussed in the mass media. This course presents case studies with care plans and clinical analysis questions for the healthcare provider. It also incorporates, standardized nursing terminology of NANDA, NIC, and NOC. 54 hours lecture.
HCRS C241  Nursing Learning Laboratory
A/CSU  1.00 Unit
Prerequisite: Entrance into the ADN program through Bakersfield College
Grading:  Pass/No Pass

This course is designed as an on-campus laboratory for self paced practice and mastery of nursing skills necessary for providing safe client care throughout the Registered Nursing Program in conjunction with Bakersfield College. It provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry level registered nurses. Multimedia and computer assisted instructional materials which support the current semester learning objectives will be available. Subsequent enrollment in additional semesters will offer the student the opportunity for additional skill and competency development within the subject matter. 54 hours laboratory.

HCRS C245  Complementary and Alternative Therapy
A/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing

This course is designed to provide students with an overview of the major alternative health and complementary medicine (AHCM) modalities prominent in the U.S. and their role in health care delivery systems. 54 hours lecture.

HCRS C250  Cultural Diversity and Health Care
A/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing

This course is designed to familiarize the students with the fundamentals of cultural diversity. Cultural diversity is an integral part of every aspect of health careers. This course is encouraged for any individual with a health career objective. The student will explore cross cultural and family theory to analyze forms of cultural diversity including gender, age, and family form. The student will analyze how cultural diversity affects health/illness dynamics and how recognition of ethnocentrism and bias can help improve health care delivery. 54 hours lecture.

HCRS C255  Basic Cardiac Rhythm Interpretation
A/CSU  3.00 Units
Advisory:  Level 1 Reading

This course is designed to enable students to interpret basic cardiac rhythms in health care related settings. Heart anatomy, physiology, dysrhythmias relating to atrial and ventricular dysfunction, basic electrical conduction disorders and treatment plans are presented. 54 hours lecture.

HCRS C260  Ethics for the Health Professional
A/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing

This course is designed to explore the theories, models and principles that serve as guides for ethical behavior within the healthcare content. Ethics is an integral part of every aspect of health careers and this course is encouraged for any individual with a health career objective. The student will explore the complexities created by science and technological advances, the variety of health care settings, and the diversity of patients in their care, all while emphasizing the importance of principled behavior in personal and professional situations. Global issues such as health policy, economics, social, gender, transcultural and spiritual considerations will be addressed. 54 hours lecture.

HEALTH SCIENCE

HSCI C001  Senior Health Issues
X  0.00 Units

This is an open-enrollment, non-credit course in health issues for older adults. Course content includes information on health and wellness implications relative to the physical dimensions of aging, morbidity and mortality factors, stress management, nutrition and weight management, heart disease, stroke pulmonary disease, cancer, cardiovascular fitness, muscular fitness, flexibility fitness, body composition, bone health, accident prevention, alternative medicine, health care issues, and principles of wise health product and services consumerism. 18 hours lecture.

HSCI C081  Community CPR
A  0.50 Units
Advisory:  Level 2 Reading, Level 2 Writing
Grading:  Pass/No Pass

American Red Cross course in Community CPR. Rescue breathing skills, choking procedures, and CPR for adult, child, infant. This course may be taken four times. 10 hours lecture.

HSCI C101  Principles of Health Education
A/UC/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing

This course provides a fundamental understanding of how the body functions. It involves the study of factors affecting the physical and mental well-being of individuals within the context of the individual, community, society and environment. There is also discussion of heart disease, cancer, smoking, nutrition and physical fitness, human sexuality (reproduction, child birth, and contraception), sexually transmitted diseases, communicable diseases, alcohol and drug abuse. 54 hours lecture.
### HSCI C105  First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillator
A/CSU 0.50 Units

This course teaches current First Aid instruction for “Schools and the Community” through discussion, demonstrations, and practical experiences. It includes Emergency Action Steps; breathing and cardiac problem recognition and care; CPR (Cardiopulmonary Resuscitation) for adult, child, infant; AED (Automated External Defibrillator) for adult and child, and choking for conscious and unconscious person; wound care; bandaging; shock; poisoning; local poisonous plants and animals; burns; bone and joint injuries including splinting; diabetic emergencies; temperature extremes; and other sudden illnesses. It may also include disaster preparation and family planning for local emergencies. 10 hours lecture.

### HISTORY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>A/UC/CSU</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HIST C103</td>
<td>Western Civilization I</td>
<td>A/UC/CSU - CAN HIST 2</td>
<td>3.00</td>
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<td>Advisory: Level 1 Reading, Level 2 Writing</td>
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<tr>
<td></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. 54 hours lecture.</td>
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<tr>
<td>HIST C103H</td>
<td>Western Civilization I-Honors</td>
<td>A/UC/CSU</td>
<td>4.00</td>
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<td>Advisory: Level 1 Reading, Level 2 Writing</td>
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<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. 72 hours lecture.</td>
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<tr>
<td>HIST C104</td>
<td>Western Civilization II</td>
<td>A/UC/CSU - CAN HIST 4</td>
<td>3.00</td>
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<td>Advisory: Level 1 Reading, Level 2 Writing</td>
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<td>This course covers the growth and development of European Civilization from the Renaissance to the present, integrating social, political, and cultural developments of European and the Western heritage. 54 hours lecture.</td>
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<tr>
<td>HIST C104H</td>
<td>Western Civilization II - Honors</td>
<td>A/UC/CSU</td>
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<td>Advisory: Level 1 Reading, Level 2 Writing</td>
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<tr>
<td>HIST C131</td>
<td>History of United States I</td>
<td>A/UC/CSU - CAN HIST 8</td>
<td>3.00</td>
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<td>Advisory: Level 1 Reading, Level 2 Writing</td>
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<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. 54 hours lecture.</td>
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<tr>
<td>HIST C131H</td>
<td>History of the United States I – Honors</td>
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HIST C209  History of Mexico  
A/UC/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
The course covers Mexican history from the earliest times to the present. It includes an analysis of the social, cultural, political, and economic aspects of the Mexican past. 54 hours lecture.

HIST C216  History of the American West  
A/UC/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
The course examines the American West from the early explorations to the closing of the frontier. It analyzes the West’s peculiar contributions to America’s social, political and economic development and to American folklore. 54 hours lecture.

HIST C218  California History  
A/UC/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
The course covers the political, economic, social and cultural development of California from the earliest times to the present. 54 hours lecture.

HIST C224  War and Civilization  
A/UC/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
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. 54 hours lecture.

HUMAN SERVICES

HMSV C101  Introduction to Human Services  
A/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
The purpose of this course is to introduce students to the human service professions and their role in helping people to cope with the problems of living. The course provides a historical overview and contemporary theories, as well as description of service delivery models of human services, and will help the student to understand the client as a whole person in a specific context. The course will also address issues of competence, professionalism, and ethics in human services. 54 hours lecture.

HMSV C102  Cultural Competence in Human Services  
A/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course explores the themes of dominant culture and subcultures in relations to human services, with special emphasis on the cultural complexities of individuals and communities and culturally skillful interventions. 54 hours lecture.

HMSV C103  Preparation for Field Work in Human Services  
A/CSU  3.00 Units  
Prerequisite: HMSV C101  
In this class students integrate theory about human services occupations into actual workplace practices by role-playing workplace situations, by interviewing people working in different human services settings, by discussing and analyzing workplace situations in order to practice professional responses. After taking this course, students will be prepared for internship in a human services work setting. 54 hours lecture.

HMSV C104  Field Work in Human Services  
A/CSU  4.00 Units  
Prerequisite: HMSV C103  
This course is intended to provide the student with the complete experience of working in human services setting. Students are required to pass drug screening and to have a life scan at their own expense, and may be need to fulfill other site specific requirements before beginning the field work experience. Students will have the opportunity to apply information, develop and practice skills, participate in a supervisory relationship, receive performance evaluation, and provide feedback to other human services trainees. 36 hours lecture/108 hours laboratory.

HUMANITIES

HUM C010  Issues of Contemporary Culture for Lifelong Learners  
X  0.00 Units  
This course focuses on special societal themes related to cultural events in LA and Orange counties which highlight topics that enhance the students’ appreciation and exposure to plays, concerts, and museums that deal with relevant controversial contemporary issues. 54 hours activity
HUM C055   Issues of Contemporary Culture
A 1.00 Unit

This course explores major societal themes through attendance at cultural events in the Los Angeles and Orange Counties. Events are chosen to enhance the student's understanding and appreciation of plays, museum exhibits, and theatrical events that focus on important multi-cultural, ethnic, and contemporary issues. 54 hours activity.

HUM C056   Advanced Issues of Contemporary Culture
A 1.00 Unit

Prerequisite: HUM C055

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 activity.

INDT C081   New Surface Miner Safety Training
A 1.00 Unit

Introduction and understanding of surface mine safety and mandatory health training as required by the Mine, Safety and Health Administration for the inexperienced surface miner. Additional site and task training will be required to be provided by mine operator or contractor. 24 hours lecture.

INDT C082   Newly Employed Experienced Surface Miner Safety Training
A 0.50 Units

Prerequisite: Have not attended MSHA approved annual refresher in 3 years, but completed MSHA approved new miner training for surface miners, or have received training acceptable to MSHA from a state agency, and if you have at least 12 months of surface mining experience.

Students review of surface mine safety and mandatory health training as required by the Mine, Safety and Health Administration. Additional site and task training will be provided by mine operator or contractor. 8 hours lecture.

INDT C083   Annual Refresher Training for the Surface Miner Safety Training
A 0.50 Units

Prerequisite: Completed MSHA-approved new miner training for surface miners or have received training acceptable to MSHA from a state agency, in the last 12 months, and if you have at least 12 months of surface mining experience.

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.

IC C075   Introduction to Library Research and Bibliography
A 1.00 Unit

Advisory: ENGL C070 or concurrent enrollment; Level 1 Reading, Level 2 Writing

This course presents the fundamentals of the research process and documentation styles. The student is introduced to the organization of information in the library setting and access through the use of online catalogs. The use of the World Wide Web is covered with particular emphasis on evaluation of information contained in web pages. The course covers the use of printed and electronic reference materials and discusses legal and ethical issues of intellectual property including copyright, fair use, and plagiarism. 18 hours lecture.

INST C004   Academic Skills Review Lab
X 0.00 Units

This class provides support for students who need further assistance in their academic skills to succeed in a particular class. 640 hours laboratory.

INST C051   Becoming a Successful Online Student I
A 1.00 Unit

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 WWW access, equipment needs and differences between on-line and on-site courses will be covered. The goal of this class is to better prepare students for taking online classes by familiarizing students with the online course environment. 9 hours lecture/27 hours laboratory.
INST C052  Becoming a Successful Online Student II  
A  1.00 Unit  
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.

INST C108  Honors Seminar and Practicum I  
A/UC/CSU  3.00 Units  
Note: Student needs to contact instructor prior to registration  
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.

INST C111  Society and the Future: 21st Century  
A/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
Exploring anticipated changes and developments in the realm of science and technology, the nature of institutions, life styles, psychological insights and the customs and traditions of our own and other cultures. Effort to achieve a global picture of the future through the use of accumulated facts, visions, dreams, imagination, fantasy and creativity. 54 hours lecture.

INST C120  Politics and History in Action  
A/CSU  4.00 Units  
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.

INST C151  Dynamics of Community Development  
A/CSU  3.00 Units  
Prerequisite: Completion of six Social Science units  
Training and preparation of students for community mentoring program designed to assist school age children with acquiring tools and strategies to combat violence, ethnic and racial, and to deal effectively with other social problems. Over time students may assume greater responsibilities, becoming a group leader in the interactive sessions at the high, middle and elementary schools. They may also exercise a leadership role in organizing and implementing community forums and youth activities. This course may be taken four times. 27 hours lecture/81 hours laboratory.

INST C155  Service Learning in Elementary Schools  
A/CSU  3.00 Units  
Advisory: INST C151  
Advanced training and preparation for community elementary school mentoring and tutoring. 27 hours lecture/72 hours laboratory.

INST C158  Project Hope House  
A/CSU  4.00 Units  
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 roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory.

INST C159  Advanced Project Hope House  
A/CSU  4.00 Units  
Advisory: INST C158  
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.

INST C170  Tutor Training  
A/CSU  0.50 Units  
Advisory: Level 1 Reading, Level 1 Writing, Level 1 Math  
The purpose of Tutor Training is to develop tutoring methods for students who hope to work as tutors. 9 hours lecture.

INST C201  Human Unity and Diversity  
A/UC/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing  
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.

INST C207  Fractured Human: Thinking vs. Feeling in History and Society  
A/UC/CSU  3.00 Units  
Prerequisite: Completion of six or more units in Social Sciences and/or Humanities  
Advisory: Level 1 Reading, Level 2 Writing  
Thinking versus feeling in history and society. A study of conflict and contrast in selected historical and literary personalities. 54 hours lecture.
INST C208 Honors Seminar and Practicum II
A/UC/CSU 3.00 Units
Note: Student should contact instructor prior to registration.

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.

INST C210 Diversity and Film
A/CSU 3.00 Units
Advisory: Level 1 Reading, Level 1 Writing
Cross-list: SOCI C210

Through the use of films, documentaries and analytical essays students use critical reasoning skills to discover how the structures of race, class, gender and similar constructs have shaped and formed our society and our culture. There is analysis, discussion, and written critique of selected films and readings. This satisfies the Cerro Coso diversity requirement. 54 hours lecture.

INST C220 Perspectives on Race, Class and Gender
A/UC/CSU 3.00 Units
Advisory: Level 1 Reading and Level 1 Writing
Cross-list: SOCI C220

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. 54 hours lecture.

INST C256 Service Learning In High Schools
A/CSU 3.00 Units
Advisory: INST C155

Advanced training and preparation for community high school mentoring and tutoring. 27 hours lecture/72 hours laboratory.

INST C259 Instructional Technology Readiness for Educators
A/CSU 3.00 Units
Grading: Pass/No Pass

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. 26 hours lecture/54 hours laboratory.

INST C261 Faculty Orientation to Online Learning
A/CSU 1.00 Unit

This course is designed to familiarize faculty with the requisite skills that students require in order to become successful in an online course. Participants are engaged in Cerro Coso’s “Becoming A Successful Online Student” class with online students preparing to take an online class. The 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.

INST C262 Introduction to Online Teaching and Learning
A/CSU 1.50 Units

The course examines best practices in the design, development, and teaching of an online class and surveys current learning theory as applicable to online education. The course explores various teaching and learning styles, and provides models to improve teaching, and maximize learning in a student centered online environment. Participants will work individually and collaboratively to explore various means of presenting content in their disciplines to accommodate diverse populations of online learning styles. 13.50 hours lecture/40.50 hours laboratory.
INST C263  Practical Guide to Online Management Strategies
A/CSU 1.00 Unit
Advisory: INST C261
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.

INST C264  Introduction to Web-Based Course Content
A/CSU 1.00 Unit
Advisory: INST C261
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.

INST C265  Developing and Managing An Online Course With Microsoft FrontPage
A/CSU 1.00 Unit
Advisory: INST C264
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.

INST C266  Survey of Course Management Software
A/CSU 1.00 Unit
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.

INST C267  Introduction to Multimedia for Online Teaching
A/CSU 1.50 Units
Advisory: INST C261
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.

INST C268  Access for Web Course Development
A/CSU 1.00 Unit
Advisory: INST C264
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.

INST C269  Introduction To Developing and Managing a Course With MOODLE
A/CSU 1.50 Units
Advisory: INST C264
This course will introduce students to the course management system called MOODLE. Participants will develop course components to include the creation and management of interactive elements such as quizzes, discussion forums, journals and assignment submission forms. Students will learn to customize the MOODLE interface and how to use various student tracking tools. 9 hours lecture/54 hours laboratory.

LATIN

LATN C101  Elementary Latin I
A/UC/CSU 4.00 Units
Advisory: Level 1 Reading, Level 1 Writing
Basic structures and vocabulary for understanding reading, writing, and speaking Latin. Drill in pronunciation, comprehension, and structure of the language. 72 hours lecture.
LATN C102  Elementary Latin II  
A/UC/CSU  4.00 Units  
Advisory:  LATN C101, Level 1 Reading, Level 1 Writing  
Continuation of LATN C101. Basic structures and vocabulary for understanding reading, writing, and speaking Latin. Drill in pronunciation, comprehension, and structure of the language. 72 hours lecture.

LATN C201  Intermediate Latin I  
A/UC/CSU  4.00 Units  
Advisory:  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  
A/UC/CSU  4.00 Units  
Advisory:  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 in Classical Languages  
A/CSU  2.00 Units  
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 in Classical Languages  
A/UC/CSU  2.00 Units  
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 Special Topics in Classical Languages  
A/CSU  2.00 Units  
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.

MCTL C081  Basic Knife Design  
A  1.50 Units  
Introduction to basic knife design, the use of hand tools, heat treating of steel, soldering and sheath design and construction. This course may be taken four times. 18 hours lecture/27 hours laboratory.

MCTL C082  Intermediate Knife Design  
A  1.50 Units  
Advisory:  MCTL C081 or 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. This course may be taken four times. 18 hours lecture/27 hours laboratory.

MCTL C083  Advanced Knife Design  
A  1.50 Units  
Advisory:  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 collectible knife. This course may be taken four times. 18 hours lecture/27 hours laboratory.

MCTL C107  Basic Hand Tools  
A/CSU  2.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
This course prepares students to identify and properly use a variety of hand tools in an industrial environment. Emphasis is placed on safety and the use of the correct tool for a specific task. Students are given hands-on experience with many of the tools during practical lab exercises and demonstrations. 18 hours lecture/54 hours laboratory.

MCTL C111  Beginning Machine Shop  
A/CSU  3.00 Units  
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  
A/CSU  3.00 Units  
Advisory:  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  
A/CSU 3.00 Units  
Advisory: 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.

MCTL C212  Advanced Machine Shop and Tool Problems  
A/CSU 3.00 Units  
Advisory: MCTL C211  

Introduction to jigs and fixtures principles and practice. Continued practice in grinding of cutting tools. Basic introduction to computer numerical systems used in industry. Special applications in the shop such as heat treatment of tools and machine repair will also be studied. 36 hours lecture/54 hours laboratory.

MCTL C215  Introduction to Computer Numerical Control Machining  
A/CSU 3.00 Units  
Advisory: MCTL C112  

Includes setup and operation of CNC-mills and CNC-lathes, CNC-machining systems, manual and computer-aided programming and tape preparation. Bridgeport’s “Boss” Mori-Seiki “Fanuc 6TB” controls will be used. 36 hours lecture/54 hours laboratory.

MATH C020  Basic Arithmetic Skills  
P 4.00 Units  

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  Pre-Algebra  
P 4.00 Units  
Prerequisite: MATH C020 or Level 4 Math  

This course covers basic arithmetic, introductory concepts in algebra, and problem solving techniques. Specific topics include addition, subtraction, multiplication and division of signed numbers, percentage, and applications of these skills. The course introduces algebraic concepts, including algebraic operations of polynomials, solving equations, formulas, and an introduction to solving word problems. 72 hours lecture.

MATH C050  Elementary Algebra  
A 4.00 Units  
Prerequisite: MATH C040 or Level 3 Math  

This course covers the fundamental algebraic concepts and mathematical processes: first degree equations, special products and factoring, ratios, proportions, radicals, exponents, simultaneous linear equations, quadratic equations, and graphing linear and quadratic functions. 72 hours lecture.

MATH C055  Intermediate Algebra  
A 4.00 Units  
Prerequisite: MATH C050 or one year of high school algebra with a grade of “C” or better.  
Advisory: Level 2 Math  

Intermediate Algebra expands on the skills learned in Elementary Algebra and prepares the student for more advanced work in mathematics and science. The focus will be on exponents, factoring, solving linear and quadratic equations, systems of equations, algebraic fractions, graphs of linear and quadratic equations and inequalities, radicals determinants, function notation, and the exponential and logarithmic functions. 72 hours lecture.

MATH C056  Technical Math for Trades  
A 4.00 Units  
Prerequisite: MATH C050  

In this course students will use mathematical concepts including general mathematics, algebra, areas and volumes, measurement, along with geometric and trigonometric functions, to solve problems related to an industrial/technical environment. 72 hours lecture.

MATH C057  Geometry  
A 4.00 Units  
Prerequisite: MATH C050  
Advisory: Level 2 Math  

This course provides a thorough coverage of Euclidean geometry including constructions, parallel lines, congruent triangles, similar triangles, polygons, circles, solid geometry, analytic geometry and transformations. The concept of proof is developed through deductive and inductive reasoning. Students will also be introduced to higher dimensions and non-Euclidean geometries. 72 hours lecture.

MATH C101  Survey of Mathematical Concepts  
A/CSU 3.00 Units  
Prerequisite: MATH C050 or one year of high school algebra with a grade of “C” or better.  
Advisory: Level 2 Math  

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  Elementary Probability and Statistics  
A/UC/CSU - CAN STAT 2  
4.00 Units  
Prerequisite:  MATH C055 or two years of high school algebra with grades of “C” or better  
Advisory:  Level 1 Math  

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  Elementary Probability and Statistics – Honors  
A/UC/CSU  
5.00 Units  
Advisory:  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. Acceptance for the honors program or eligibility for this honors course as determined in consultation with the instructor. 90 hours lecture.  

MATH C130  Finite Mathematics  
A/UC/CSU  
4.00 Units  
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  Basic Functions and Calculus for Business  
A/UC/CSU - CAN MATH 34  
4.00 Units  
Prerequisite:  MATH C055 or two years of high school algebra with grades of “C” or better  
Advisory:  Level 1 Math  

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  College Algebra  
A/UC/CSU  
4.00 Units  
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  Trigonometry  
A/CSU - CAN MATH 8  
4.00 Units  
Prerequisite:  MATH C055  
Advisory:  MATH C141  

Trigonometry is an intensive study of trigonometric and inverse trigonometric functions, the graphical representations of these functions, solving trigonometric equations, verifying identities, solving triangles in the plane and on the sphere, complex numbers and De Moivre’s theorem. Topics in analytic geometry in two and three dimensions, such as polar coordinates and vectors, and their applications are also covered. A symbolic manipulation processor or a graphing calculator is strongly recommended. 72 hours lecture.  

MATH C151  Analytical Geometry and Calculus I  
A/UC/CSU - CAN MATH 18  
5.00 Units  
Prerequisite:  MATH C141 and MATH C142  

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; the indefinite integral; the definite integral; the definite integral; the definite integral. 90 hours lecture.  

MATH C152  Analytical Geometry and Calculus II  
A/UC/CSU - CAN MATH 20  
5.00 Units  
Prerequisite:  MATH C151  

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  Analytical Geometry and Calculus III
A/UC/CSU - CAN MATH 22  5.00 Units
Prerequisite: MATH C152
This course is a continuation of Analytic Geometry and Calculus II, extending the skills of differentiation and integration by learning new techniques and working with partial derivatives and double and triple integrals. Other major topics include cylindrical and spherical coordinates, quadric surfaces, vector functions, vector analysis, Green's theorem and Stokes's theorem. 90 hours lecture.

MATH C255  Ordinary Differential Equations
A/UC/CSU - CAN MATH 24  4.00 Units
Prerequisite: Math C251
Advisory: A computer algebra system or graphing calculator and basic computer skills are strongly recommended
This course provides students with a foundations of differential equations of change, motion, and growth within chemical, physical, biological, and business systems with problem solving and applications. Students are introduced to modeling using mathematical software used in industry to solve complex problems. First, second, and higher order differential equations including Euler’s Method, Eigenvalues, Numerical Methods, Nonlinear Systems, and La Place Transforms are covered. 72 hours lecture.

MATH C257  Linear Algebra
A/UC/CSU  4.00 Units
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.

ARAB C101  Elementary Arabic I
A/CSU  5.00 Units
Advisory: Level 1 Reading, Level 1 Writing
This is an introductory course where students learn basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level as well as learning about the culture and civilization of the Arabic-speaking world. 90 hours lecture.

FARS C101  Elementary Farsi I
A/CSU  5.00 Units
Advisory: Level 1 Reading, Level 1 Writing
This is an introductory course to the Persian language called Farsi where students learn basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level as well as learning about the culture and civilization of the Farsi-speaking world. 90 hours lecture.

MUSC C001  Community Orchestra
X  0.00 Units
This course provides preparation for performance of orchestra works. A repertoire of composers from the 16th through the 20th century will be performed. 54 hours studio/activity.

MUSC C060  Special Topics in Music
A  2.00 Units
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.

MUSC C061  Special Topics in Music
A  2.00 Units
This course allows students the opportunity to continue their development of musical skills and techniques on a specified instrument in an ensemble setting. 18 hours lecture/54 hours laboratory.

MUSC C062  Special Topics in Music
A  3.00 Units
This course allows students to continue their studies in music technology and sound design. Students will have the opportunity to further develop their music technology skills in sound recording and production. This is a non-transferable course. 36 hours lecture/54 hours laboratory.
MUSC C071  Music Cultural Events
A  0.50 Units
Students will travel to major cultural events in the Greater Metropolitan Los Angeles or Orange County area for musical performances. Critical evaluation of musical performances is required. 9 hours lecture/9 hours laboratory.

MUSC C101  Music Appreciation
A/UC/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing

Music 101 is a music survey course emphasizing the development of the listener's perception to the basic elements of music. The semester will be devoted to the study of the development of Western music from approximately 450 A.D. to the present. Musical examples used in class will be drawn from a variety of musical styles. Concert attendance required. 54 hours lecture.

MUSC C101H Music Appreciation Honors
A/UC/CSU  4.00 Units
Advisory:  Level 1 Reading, Level 1 Writing

This course is a music survey course emphasizing the development of the listener's perception to the basic elements of music. The semester will be devoted to the study of the development of Western music from approximately 450 A.D. to the present. Musical examples used in class will be drawn from a variety of musical styles. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. Concert attendance and field trips are required. 72 hours lecture.

MUSC C105  Music Fundamentals
A/UC/CSU  3.00 Units

Music Fundamentals is an introduction to the basics of reading and notating music. The written aspects of the course include pitch and rhythmic notation and the construction of scales, intervals and chords. Students will learn to identify keys, basic chords structures of melodies and forms of short works. 54 hours lecture.

MUSC C118  History of American Pop Music
A/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing

This course is an introduction to the historical and stylistic developments of American popular music, with an emphasis on its social, economic and political consequences. This course will study the development of Anglo-American folk music, African-American music, musical theatre, and various rock styles. 54 hours lecture.

MUSC C121  Piano I
A/UC/CSU  2.00 Units

This course is a beginning piano class emphasizing development of technique, practice habits and knowledge of basic music fundamentals. Practice time outside of class is required. 36 hours lecture.

MUSC C122  Piano II
A/UC/CSU  2.00 Units
Advisory:  MUSC C121

Continuation of skill development. Includes progressive This course is a continuation of skill development consistent with 1 semester of college piano study. This course includes progressive technical skills, and easy classics. Practice time outside of class is required. 36 hours lecture.

MUSC C126  Guitar
A/UC/CSU  2.00 Units

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  Guitar II
A/UC/CSU  2.00 Units
Prerequisite:  MUSC C126 and 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  Orchestra I
A/UC/CSU  2.00 Units

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  Orchestra II
A/UC/CSU  2.00 Units

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 C133  Orchestra Workshop I
A/CSU  1.00 Unit

This course is an orchestral workshop designed to prepare students for a performance of basic orchestral works. Students must be able to play an orchestral instrument. Participation in a public performance is required. 9 hours lecture/27 hours laboratory.
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites/Advisory</th>
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<tbody>
<tr>
<td>MUSC C134</td>
<td>Orchestra Workshop II</td>
<td>3.00</td>
<td>Prerequisite: MUSC C133</td>
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<td>This course is an orchestral workshop designed</td>
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<td>Participation in a public performance is</td>
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<td>required. 9 hours lecture/27 hours laboratory.</td>
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<td>MUSC C141</td>
<td>Community Band I</td>
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<td>This course is the preparation and performance</td>
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<td>of basic concert band and wind ensemble works.</td>
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<td>18 hours lecture/54 hours laboratory.</td>
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<td>MUSC C142</td>
<td>Community Band II</td>
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<td>laboratory.</td>
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<td>MUSC C151</td>
<td>Choir I</td>
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<td>of basic choral works, including one</td>
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<td>masterwork yearly. Participation in a</td>
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<td>public performance is required. 18 hours</td>
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<td>lecture/54 hours laboratory.</td>
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<td>MUSC C152</td>
<td>Choir II</td>
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<td>of basic to intermediate choral works,</td>
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<td>including one masterwork yearly. Participation</td>
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<td>in a public performance is required. 18 hours</td>
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<td>MUSC C161</td>
<td>Jazz Combo I</td>
<td>1.00</td>
<td>Advisory: Being able to</td>
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<td>play some sort of musical instrument is preferable</td>
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<td>Ensemble work of basic jazz pieces in a</td>
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<td>variety of styles. Learn about</td>
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<td>improvisational scales, techniques and</td>
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<td>rhythms while playing in an ensemble</td>
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<td>setting. Students will improvise and</td>
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<td>accompany at the beginning level of jazz.</td>
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<td>Basic rhythms and feel will be</td>
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<td>incorporated in students performance. This</td>
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<td>course may be taken four times. 18 hours</td>
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<td>lecture/18 hours laboratory.</td>
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<tr>
<td>MUSC C162</td>
<td>Jazz Combo II</td>
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<td>Advisory: Being able to</td>
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<td>rhythms while playing in an ensemble</td>
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<td>setting. A beginning intermediate level of</td>
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<td>improvisation and accompaniment. Students</td>
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<td>will have a slightly sharper sense of</td>
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<td>rhythmic feel and placement in music. This</td>
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<td>lecture/18 hours laboratory.</td>
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<td>MUSC C163</td>
<td>Appreciation of Jazz</td>
<td>3.00</td>
<td>Advisory: Level 1</td>
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<td>Reading, Level 2</td>
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<td>A survey of 20th Century jazz styles and</td>
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<td>performers with a historical background of</td>
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<td>the antecedents of jazz. This course will be</td>
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<td>concerned with the history of jazz from its</td>
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<td>beginnings to the present day, and will cover</td>
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<td>each of the primary jazz periods. Concert</td>
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<td>attendance required. 54 hours lecture.</td>
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<td>MUSC C171</td>
<td>Music and Technology</td>
<td>3.00</td>
<td>Advisory: Level 1</td>
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<td>This course is an introduction to music</td>
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<td>technology with topics to include history,</td>
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<td>overview, CAI software, and fundamentals of</td>
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<td>analog and digital music systems. Students</td>
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<td>will be introduced to the operational principles of synthesizer/MIDI</td>
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<td>keyboards and computer music software. Students</td>
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<td>will have the opportunity to create their own</td>
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<td>sound samples and audio tracks, CD's and MP3's</td>
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<td>using computers and synthesizers. 36 hours</td>
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<td>lecture/54 hours laboratory.</td>
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<tr>
<td>MUSC C182</td>
<td>Fundamentals of Sound Design for Media</td>
<td>3.00</td>
<td>Advisory: Level 1</td>
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<td>media. Students will explore the relationship</td>
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<td>of sound and music to video, film, animation,</td>
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<td>and video games. Students will learn how to</td>
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<td>produce effective audio tracks using live</td>
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<td>effects and computer hard disk recording.</td>
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<td>36 hours lecture/54 hours laboratory.</td>
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<td>MUSC C183</td>
<td>Fundamentals of Sound Design for Media</td>
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<td>MUSC C221</td>
<td>Piano III</td>
<td>2.00</td>
<td>Advisory: MUSC C122</td>
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<td>college piano study. This course includes</td>
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<td>progressive technical skills, and easy</td>
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<td>classics. Practice time outside of class is</td>
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<td>required. 36 hours lecture.</td>
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MUSC C222  Piano IV  
A/UC/CSU  2.00 Units
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  
A/UC/CSU  2.00 Units
Prerequisite: MUSC C127 and 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 aim 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  
A/UC/CSU  2.00 Units

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  
A/UC/CSU  2.00 Units

Participation in public performance is required. 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 C233  Orchestra Workshop III  
A/CSU  1.00 Unit
Prerequisite: MUSC C134

This course is an orchestral workshop designed to prepare students for a performance of intermediate orchestral works. Participation in a public performance is required. 9 hours lecture/27 hours laboratory.

MUSC C234  Orchestra Workshop IV  
A/CSU  1.00 Unit
Prerequisite: MUSC C233

This course is an orchestral workshop designed to prepare students for a performance of advanced orchestral works. Participation in a public performance is required. 9 hours lecture/27 hours laboratory.

MUSC C241  Community Band III  
A/UC/CSU  2.00 Units

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  
A/UC/CSU  2.00 Units

This course is the preparation and performance of advanced concert band and wind ensemble works. 18 hours lecture/54 hours laboratory.

MUSC C251  Choir III  
A/UC/CSU  2.00 Units

Preparation and performance of standard choral works, This course is the preparation and performance of intermediate choral works, including one masterwork yearly. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.

MUSC C252  Choir IV  
A/UC/CSU  2.00 Units

This course is the preparation and performance of advanced choral works, including one masterwork yearly. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.

MUSC C261  Jazz Combo III  
A/CSU  1.00 Unit
Advisory: Being able to play some sort of musical instrument is preferable

Ensemble work of basic jazz pieces in a variety of styles. Learn about improvisational scales, techniques and rhythms while playing in an ensemble setting. An intermediate level of improvisation in a more musical manner. Rhythmic sense and placement in music should be rather strong. This course may be taken four times. 18 hours lecture/18 hours laboratory.

MUSC C262  Jazz Combo IV  
A/CSU  1.00 Unit
Advisory: Being able to play some sort of musical instrument is preferable

Ensemble work of basic jazz pieces in a variety of styles. Learn about improvisational scales, techniques and rhythms while playing in an ensemble setting. Intermediate-Advanced level of improvisation and accompaniment. Student should be able to improvise on sight with adequate success. Contour and musical shape to improvisation should be established. Rhythmic and placement in music should be very strong. This course may be taken four times. 18 hours lecture/18 hours
PARALEGAL STUDIES

PARA C101  Introduction to Paralegal Studies
A/CSU  3.00 Units
Advisory: Level 1 Reading, Level 1 Writing

This course introduces students to the field of paralegal studies and examines the role of the paralegal in the legal profession. Students complete practical exercises designed to acquaint them with the varied procedures carried out by paralegals in a typical law practice. Research and case analysis are used to familiarize the student with the various types of law and legal documents. 54 hours lecture.

PARA C105  Legal Ethics
A/CSU  3.00 Units
Advisory: Level 1 Reading, Level 1 Writing

This course in legal ethics prepares students to understand complex concepts of legal careers because all legal professionals are required to act with the same professional care as attorneys. Legal ethics provides a thorough and substantive analysis of the major principles that affect how the practice of law is regulated. 54 hours lecture.

PARA C110  Introduction to Legal Writing and Analysis
A/CSU  3.00 Units
Advisory: Level 1 Reading, Level 1 Writing

This course focuses on the principles of drafting legal documents and the fundamentals of legal analysis. Students will practice writing legal memorandums, court briefs, and correspondence. Students are introduced to the tools and elements of legal analysis including statutory analysis, case law briefs, issue identification and counter-analysis. 54 hours lecture.

PARA C112  Legal Research and Writing I
A/CSU  3.00 Units
Advisory: Level 1 Reading, Level 1 Writing

This course provides students with the knowledge and tools to properly complete legal research. The Class will examine both primary and secondary sources. Students will learn to use correct citation form and complete several research assignments. Focus will be on researching Federal and state law using both Internet sources and electronic databases. 54 hours lecture.

PARA C120  Introduction to Legal Research
A/CSU  3.00 Units
Advisory: Level 1 Reading, Level 1 Writing

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.

PARA C122  Legal Research and Writing II
A/CSU  3.00 Units
Advisory: Level 1 Reading, Level 1 Writing

This course focuses on the principles of drafting legal documents and the fundamentals of legal analysis. Students will practice writing legal memorandums, court briefs, and correspondence. Students are introduced to the tools and elements of legal analysis including statutory analysis, case law briefs, issue identification, and counter-analysis. 54 hours lecture.

PARA C130  Civil Litigation and Procedure I
A/CSU  3.00 Units
Prerequisite: PARA C112

This course prepares the paralegal student for the litigation process and the rules that guide that process. Students learn the steps involved in bringing a civil suit to trial and the development of the case to the appellate process. Students examine the process of discovery and the preparation of a pleading. 54 hours lecture.

PARA C140  Civil Litigation and Procedure II
A/CSU  3.00 Units
Prerequisite: PARA C130

This course continues the preparation of the paralegal student for the litigation process and the rules that guide that process. Advanced topics include motions, alternative dispute resolution, appeals and judgments. Students also learn the procedures of a civil case in the state of California. 54 hours lecture.

PARA C150  Law Office Management
A/CSU  3.00 Units
Advisory: Level 1 Reading, Level 1 Writing

This course prepares students to manage and operate a professional law office. Students practice skills used in managing clients, the calendar, the filing system, and the law library. Other topics include ethics, marketing, billing, and office layout. 54 hours lecture.

PARA C220  Bankruptcy Law
A/CSU  3.00 Units
Prerequisite: PARA C112

This course examines the field of bankruptcy law and prepares the student to assist in the bankruptcy process. Students will learn the origins of bankruptcy, types of bankruptcy, common forms used, bankruptcy court procedures and how to research bankruptcy laws. 54 hours lecture.
PARA C230  Probate Law
A/CSU  3.00 Units
Prerequisite: PARA C110

This course examines the field of probate law and prepares the student to assist in the administration of an estate. Topics to be covered include wills, conservatorships, guardianships, trusts, estate planning and taxation of estates. 54 hours lecture.

PARA C240  Criminal Law and Procedure
A/CSU  3.00 Units
Prerequisite: PARA C110

This course examines the field of criminal law and prepares the student to assist in the preparation of criminal cases. Students will learn all aspects of a trial case from the development of the case to the appellate process. They will study the procedures of the criminal justice system. 54 hours lecture.

PARA C250  Family Law
A/CSU  3.00 Units
Prerequisite: PARA C112

This course examines the field of family law. Students examine the legal principles that define relationships, rights, and duties within family units. The course includes the history of family law and how it has evolved over the last several decades. 54 hours lecture.

PARA C260  Personal Injury and Tort Litigation
A/CSU  3.00 Units
Prerequisite: PARA C112

This course reviews the practice of tort law. Students are introduced to tort liability issues such as assault and battery, negligence, malpractice, product liability, and defamation. The class provides practice with common documents and procedures used in personal injury and other tort cases. 54 hours lecture.

PARA C270  Real Property Law
A/CSU  2.00 Units
Prerequisite: PARA C112

This course examines the field of real property law and prepares the student to assist in real estate transactions. Topics to be covered include ownership rules, determination of title, acquisition and transfer of property, financing, and taxation. 36 hours lecture.

PARA C280  Worker’s Compensation Law
A/CSU  2.00 Units
Prerequisite: PARA C112

This course examines the field of worker’s compensation law and prepares the student to assist in torts resulting from work injuries. Topics to be covered include compensation principles, employer-employee relationship, work injuries and accidents and the worker’s compensation system. 36 hours lecture.

PARA C290  Paralegal Studies Internship
A/CSU  2.00 Units
Prerequisite: PARA C110

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. Work Experience: 120.00 Unpaid Hours to 150.00 Paid Hours.

PERSONAL DEVELOPMENT

PDEV C001  Yoga for Older Adults
X  0.00 Units

This course is designed to introduce older adults to the practice of yoga. 54 hours activity.

PDEV C002  Yoga
X  0.00 Units

This is a course in basic Hatha yoga. Students will learn proper postures, breathing awareness, and relaxation techniques. 54 hours activity.

PDEV C005  Exam Preparation for the GED
X  0.00 Units

This course is designed to prepare students for the General Educational Development Examination (GED). Student participation is required. Assistance is provided for all six subject areas of the GED with emphasis on reading, writing, and mathematics and review of general science, humanities, and social studies. 54 hours laboratory.

PDEV C023  Learning Disability Awareness and Study Strategies Introduction
P  2.00 Units

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.

PDEV C025  Study Strategies
P  2.00 Units

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.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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<tr>
<td>PDEV C035</td>
<td>Basic Thinking Strategies</td>
<td>1.00</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>
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<td>PDEV C051</td>
<td>Training in Assertiveness</td>
<td>1.00</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>
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| PDEV C052  | Becoming a Successful Online Student                     | 1.00  | Advisory: Computer Competency  
This course covers the basics of taking an interactive, asynchronous, distance education course via the Internet or other computer based system. Students gain a sense of self-awareness about their personal learning style and develop self-motivation skills. Use of E-mail, discussion groups, World Wide Web access, equipment needs, and differences between on-line and on-site courses are covered. 9 hours lecture/27 hours laboratory. |
| PDEV C061  | Yoga for Personal Development                            | 1.00  | 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 Other hours. |
| PDEV C071  | Living with Math                                          | 0.50  | *Grading: Credit/No Credit*  
Identifying and coping with math anxiety; gaining confidence about mathematics in a supportive environment. 9 hours lecture. |
| PDEV C075  | Career Alternatives                                      | 1.00  | *Grading: Credit/No Credit*  
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. |
| PDEV C076  | Stress: Sources, Management, Prevention                  | 0.50  | *Grading: Credit/No Credit*  
Identifying and coping with stress as a positive force for personal adjustment. 9 hours lecture. |
| PDEV C077  | Workforce Readiness Workshop                             | 1.00  | This 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 the workplace. 18-36-54 hours lecture. |
| PDEV C078  | Building Career Search Skills                            | 1.00  | 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. |
| PDEV C085  | Creativity Through Visual Perception                     | 1.00  | 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. |
| PDEV C090  | Becoming A Student Ambassador                            | 1.00  | 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 workplace. 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. |
| PDEV C101  | Becoming a Master Student                                | 3.00  | *Advisory: Level 1 Reading*  
This class emphasizes skills for becoming an effective student such as time management, note taking, memory skills, textbook reading, exam preparation and test strategies. A variety of college resources including the library will be introduced. Topics such as personal strengths, goal setting and career choice will be explored. 54 hours lecture. |
PDEV C102  Becoming a Lifelong Learner  
A/CSU  3.00 Units  
Advisory:  PDEV 101  
This class will discuss and practice interpersonal skills necessary to develop teamwork, communication, problem-solving, and leadership. Time and money management will be covered. Personal qualities necessary in life - self-esteem, respect, integrity, diversity, and responsibility - will be presented. Life skills such as boundary setting, coaching, and multi-project management will be presented. 54 hours lecture.

PDEV C131  Making Transfer Easy  
A/CSU  1.00 Unit  
This course provides an introduction to the transfer research process designed for planning long term educational and career goals. Topics covered will include evaluating universities, transfer requirements, application process, degrees offered, housing, financial aid, scholarships, and supportive services. 18 hours lecture.

PDEV C190  Exploring Leadership  
A/CSU  3.00 Units  
Prerequisite:  PDEV C090  
Advisory:  Level 1 Reading, Level 2 Writing  
This course introduces students to the fundamental elements of leadership. Students explore leadership theories and models as well as their own values and beliefs and develop a personal philosophy of leadership that includes an understanding of self, others and community. Students learn how to apply theory into practice as they prepare for leadership roles in college and community. 54 hours lecture.

PHIL C101H  Introduction to Philosophical Problems – Honors  
A/UC/CSU  4.00 Units  
Advisory:  Level 1 Reading, Level 2 Writing  
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. The Honors course includes additional readings and a seminar in which contemporary philosophical works are presented by students. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

PHIL C141  Ethics  
A/UC/CSU - CAN PHIL 4  3.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
Students will learn a variety of philosophical approaches to moral reasoning and decision making in different cultural and historical contents. Students will apply philosophical reasoning to contemporary issues in ethics through verbal and written synthesis of ideas related to ethical problems. 54 hours lecture.

PHIL C161  Introduction to Religious Studies  
A/UC/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 2 Writing  
The purposes of this course are to explore and explain the historical role of religion in human life across cultures and to explore the place of religion in the global culture of the 21st century. 54 hours lecture.

PHIL C162  Asian Religions  
A/UC/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 2 Writing  
The purpose of this course is to introduce students to Hinduism, Buddhism, Sikhism, Jainism, Confucianism, Taoism, and Shintoism in light of their historical and cultural development. 54 hours lecture.

PHIL C163  World Religions of the West  
A/UC/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 2 Writing  
The distinctive nature of the major religions of the West: Zoroastrianism, Judaism, Christianity, Islam. 54 hours lecture.

PHIL C201  Introduction to Systematic Theories  
A/UC/CSU  3.00 Units  
Advisory:  PHIL C101  
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.
PHIL C205  Critical and Comparative Reasoning
A/UC/CSU  4.00 Units
Advisory: ENGL C101

In this course students will develop skill in understanding and applying principles of critical and comparative reasoning within the domain of science, as well as being able to situate science as a method and discipline within the broader questions of human knowledge and methods of inquiry. 72 hours lecture.

PHIL C215  History of Western Philosophy
A/UC/CSU  3.00 Units
Advisory: Level 1 Reading, Level 1 Writing

This class is an historical exploration of the most influential philosophers of Western civilization, from the pre-Socratics to the twentieth century and how they dealt with the fundamental questions about life and our human existence. 54 hours lecture.

PHYSICAL EDUCATION

PHED C001  Fitness Thru Rhythmic Exercise
X  0.00 Units

This course teaches a program of exercise using rhythmic movement, which may be coordinated with music. The course emphasizes the importance of exercise on health and physical well being. 72 hours activity.

PHED C002  Senior Strength and Stretch
X  0.00 Units

This class is an open-enrollment, non-credit course in strength and flexibility training for active older adults. The course includes information on the benefits of muscular development, functional strength, and optimal joint range of motion as they apply to senior populations. Instructor-led group exercise, circuit training, and manual resistance techniques are included. The course includes development of individualized strength and flexibility programs for able-bodied, injured, and cardiac/orthopedic rehabilitating senior adults. The course emphasizes exercises that use no or inexpensive equipment. Students with coronary or orthopedic conditions need a medical practitioner’s permission to participate. 9 hours lecture/27 hours activity.

PHED C020  Baseball Camp I
P  0.50 Units
Advisory: Beginning level skills
Grading: Pass/No Pass

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. This course may be taken four times. 27 hours activity.

PHED C021  Baseball Camp II
P  0.50 Units
Grading: Credit/No Credit

Participants receive instruction in the fundamental skills of baseball at the intermediate 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. This course may be taken four times. 27 hours activity.

PHED C022  Baseball Camp III
P  0.50 Units
Grading: Credit/No Credit

Participants receive instruction in the fundamental skills of baseball at the advanced 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. This course may be taken four times. 27 hours activity.

PHED C060  Special Topics in Physical Education
A  0.50 Units

In this physical education course students will develop skills and techniques in selected areas of human performance or physical fitness. This course does not apply to the physical education major. 27 hours activity.

PHED C061  Special Topics in Physical Education
A  1.00 Unit

In this physical education course students will develop skills and techniques in selected areas of human performance. This course does not apply to the physical education major. This course does not fulfill core or elective requirements for certificates or degree in physical education. 54 hours activity.

PHED C062  Special Topics in Physical Education
A  0.50 Units

In this physical education course students will develop skills and techniques in selected areas of human performance. This course does not apply to the physical education major. This course does not fulfill core elective requirements for certificate or degrees in physical education. 9 hours lecture.

PHED C101  Foundations of Physical Education
A/UC/CSU  3.00 Units

This class is an introduction to the professional field of physical education. Student will examine the significance of physical education within a comprehensive education program and study the historical backgrounds and philosophies in the field. They will also research the relations between physical education and the fields of recreation and health. 54 hours lecture.
PHED C102  Personal Lifelong Fitness  
A/UC/CSU  2.00 Units
Advisory: Participants must be symptom free of any cardiovascular disease or have a physician’s statement to participate.

This is a course designed to assist in the process of creating a personal wellness and fitness program. This class will include a lifestyle survey, physical fitness assessments, a computerized wellness profile, exercise prescription and goal setting techniques. Participants will primarily utilize exercise equipment in the cardiovascular lab to fulfill their individual prescription. This course may be taken four times. 18 hours lecture/54 hours laboratory.

PHED C103  Aerobic Dance I  
A/UC/CSU  1.00 Unit

This is a beginning course in fitness dance that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises. This course may be taken four times. 54 hours activity.

PHED C104  Aerobic Dance II  
A/UC/CSU  1.00 Unit
Advisory: PHED C103

This is an intermediate class that produces knowledge in fitness dance and that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercise. This course may be taken four times. 54 hours activity.

PHED C105  Weight Training I  
A/UC/CSU  1.00 Unit

This course is designed to acquaint students with the proper fundamentals and techniques in a beginning course in weight training. The course includes material specifically related to strength and muscle development. Emphasis is on individualized programs that contour, build, and firm up the human body in the most efficient manner. It also covers proper care and utilization of equipment involved, and the importance of safety. 54 hours activity.

PHED C106  Weight Training II  
A/UC/CSU  1.00 Unit

This intermediate level course is designed to provide knowledge of muscle and strength development. Strong emphasis on weight training program development and adaptation to individual needs is emphasized. 54 hours activity.

PHED C107  General Conditioning I  
A/UC/CSU  1.00 Unit

This is a beginning course in co-educational physical fitness designed to help improve general fitness through exercise. Topics include current scientific trends and methods in fitness and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. 54 hours activity.

PHED C108  General Conditioning II  
A/UC/CSU  1.00 Unit

This is an intermediate course designed to further one’s knowledge in the various types of conditioning and fitness programs and to develop an individualized program with emphasis on personal fitness improvement. Topics include current scientific trends and methods in fitness and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. 54 hours activity.

PHED C109  Golf I  
A/UC/CSU  1.00 Unit

This course provides golf instruction and practice in the fundamentals of grip, stance, alignment, backswing, and downswing. Topics also include stretching and principles of warm-up, golf club selection and use, player guidelines, scoring, game etiquette, and safety procedures. The course emphasizes the “one basic golf swing” theory and includes extensive practice and play at the local golf course. 54 hours activity.

PHED C110  Golf II  
A/UC/CSU  1.00 Unit

The course addresses intermediate golfers with swing habits that are counterproductive to effective ball striking. Corrective measures are explored; drills, training aids and practice plans prescribed. The intermediate level fundamentals of the golf swing and short game techniques of chipping, pitching, putting and bunker play will be addressed. The course emphasizes the “one basic golf swing” and includes extensive practice and play at the golf course. 54 hours activity.

PHED C113  Tennis I  
A/UC/CSU  1.00 Unit

This is a beginning course in the fundamentals of tennis. This class will emphasize the serve, forehand and backhand ground-strokes, volley, rules of the game and court etiquette. This course may be taken four times. 54 hours activity.
**PHED C114  Tennis II**  
A/UC/CSU  1.00 Unit  
Advisory: PHED C113  
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. This course may be taken four times. 54 hours activity.

**PHED C115  Volleyball I**  
A/UC/CSU  1.00 Unit  
This is a beginning course designed to introduce the fundamental skills of beginning volleyball which consist of serving, passing, setting, offensive and defensive strategies. This course may be taken four times. 54 hours activity.

**PHED C116  Volleyball II**  
A/UC/CSU  1.00 Unit  
This is an intermediate course designed to refine the fundamental skills of beginning volleyball. This course may be taken four times. 54 hours activity.

**PHED C117  Basketball I**  
A/UC/CSU  1.00 Unit  
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. This course may be taken four times. 54 hours activity.

**PHED C118  Basketball II**  
A/UC/CSU  1.00 Unit  
Advisory: PHED C117  
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. This course may be taken four times. 54 hours activity.

**PHED C123  Softball I**  
A/UC/CSU  1.00 Unit  
This is a beginning level course designed to introduce basic softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. Students participate in practice drills as well as game setting situations. 54 hours activity.

**PHED C124  Softball II**  
A/UC/CSU  1.00 Unit  
This is an intermediate course designed for the continuation of basic softball skills. Emphasis is placed on the development of defensive tactics by position and special situations like double plays, backing up, pick-off and relay throws. Students participate in practice drills as well as game setting situations. 54 hours activity.

**PHED C125  Soccer I**  
A/UC/CSU  1.00 Unit  
This is a course designed to equip the student with beginning soccer skills. There will be emphasis on beginning strategies and techniques. This course may be taken four times. 54 hours activity.

**PHED C126  Soccer II**  
A/UC/CSU  1.00 Unit  
Advisory: PHED C125  
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.

**PHED C127  Racquetball I**  
A/UC/CSU  1.00 Unit  
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. This course may be taken four times. 54 hours activity.

**PHED C128  Racquetball II**  
A/UC/CSU  1.00 Unit  
Advisory: PHED C127  
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. This course may be taken four times. 54 hours activity.

**PHED C129  Cardiovascular Fitness I**  
A/UC/CSU  1.00 Unit  
Advisory: Participants must be symptom free of any cardiovascular disease or have a physician's statement to participate  
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. This course may be taken four times. 54 hours activity.

**PHED C130  Cardiovascular Fitness II**  
A/UC/CSU  1.00 Unit  
Advisory: PHED C129; participants must be symptom free of any cardiovascular disease or have a physician's statement to participate  
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. This course may be taken four times. 54 hours activity.
PHED C131  Wellness Walking I  
A/UC/CSU  1.00 Unit  
This course is designed to give the student a practical understanding of cardiovascular fitness produced by walking. Experiences are provided to help the student understand the benefits, organization, implementation and evaluation of a balanced aerobic fitness program utilizing walking as the primary activity. 54 hours activity.

PHED C132  Wellness Walking II  
A/UC/CSU  1.00 Unit  
This course is designed to build cardio-respiratory stamina and endurance, attack excessive weight, relieve psychological tension, and enhance one's sense of well being, using a definitive and strenuous walking plan. This walking program consists of activity alternating from a slow to a vigorous pace. 54 hours activity.

PHED C133  Beginning Modern Dance  
A/UC/CSU  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. This course may be taken four times. 54 hours activity.

PHED C135  Jazz Dance I  
A/UC/CSU  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. This course may be taken four times. 54 hours activity.

PHED C136  Jazz Dance II  
A/UC/CSU  1.00 Unit  
Advisory: PHED C135  
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. This course may be taken four times. 54 hours activity.

PHED C148  Adaptive Physical Education II  
A/UC/CSU  1.00 Unit  
Prerequisite: Verified physical disability  
Advisory: PHED C147  
Grading: Credit/No Credit  
This an advanced course designed to allow physically disabled students to continue to expand their physical strength and skills through utilizing their individualized educational program. This course may be taken four times. 54 hours activity.

PHED C147  Adaptive Physical Education I  
A/UC/CSU  1.00 Unit  
Prerequisite: Verified physical disability  
Grading: Credit/No Credit  
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. This course may be taken four times. 54 hours activity.

PHED C151  Conditioning for Competitive Athletes I  
A/UC/CSU  1.00 Unit  
Prerequisite: Participation in intercollegiate athletics  
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.

PHED C152  Conditioning for Competitive Athletes II  
A/UC/CSU  1.00 Unit  
Prerequisite: Participation in intercollegiate athletics  
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.

PHED C155  Care and Prevention of Athletic Injuries  
A/UC/CSU  3.00 Units  
This course is designed to introduce the student to the athletic training educational competencies set 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 lecture.
PHED C156  Practicum in Athletic Training  
A/CSU  1.00 Unit  
This course is designed to introduce students to the athletic training educational competencies set forth by the National Athletic Trainers Board of Certification (NATABOC) in a lab type setting. The student will learn hands on skills in the athletic training room including: taping for injury prevention and protection, wound care using proper OSHA standards and basic modality use. 54 hours laboratory.

PHED C161  Intercollegiate Basketball I  
A/UC/CSU  1.00 Unit  
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines. Participant must be enrolled in a minimum of 12 units during the season of competition  
Participation in high-level activity and skill development. Emphasizes introductory skill, theory, tactics, strategy and application thereof for the intercollegiate competitor. For first semester of eligibility (Fall only). 175 hours activity.

PHED C162  Intercollegiate Basketball II  
A/UC/CSU  1.00 Unit  
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines. Participant must be enrolled in a minimum of 12 units during the season of competition  
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.

PHED C163  Competitive Basketball Techniques I  
A/UC/CSU  1.00 Unit  
Prerequisite: Participation in Intercollegiate Athletics  
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. This course may be taken four times. 54 hours activity.

PHED C164  Competitive Basketball Techniques II  
A/UC/CSU  1.00 Unit  
Advisory: 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. This course may be taken four times. 54 hours activity.

PHED C171  Intercollegiate Volleyball I  
A/UC/CSU  1.00 Unit  
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines. Must be enrolled in 12 units during season of competition  
This is a course designed for the first semester of participation in high level competition and skill development. Emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. 175 hours activity.

PHED C172  Intercollegiate Volleyball II  
A/UC/CSU  1.00 Unit  
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 2.0 G.P.A.  
This is a course designed for the second semester of participation in high level competition and skill development. Emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. 175 hours activity.

PHED C173  Intercollegiate Baseball I  
A/UC/CSU  1.00 Unit  
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines. Participants must be enrolled in a minimum of 12 units during the season of competition  
This course involves participation in a high level of competition and skill development in baseball. There is an emphasis on advanced skill, theory, tactics and strategy in intercollegiate baseball. This course is taken during the first semester of athletic eligibility (Spring only). 175 hours activity.

PHED C174  Intercollegiate Baseball II  
A/UC/CSU  1.00 Unit  
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines. Participants must be enrolled in a minimum of 12 units during the season of competition. Must have completed 24 units with a 2.00 G.P.A.  
This course involves participation in a high level of competition and skill development at the intercollegiate level in the sport of baseball. Emphasis will be placed on advanced skill, theory, tactics, strategy and intercollegiate competition. This course is to be taken the second semester of intercollegiate athletic eligibility (Spring only). 175 hours activity.

PHED C175  Competitive Baseball I  
A/UC/CSU  1.00 Unit  
Advisory: Baseball experience  
This is a basic 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 C176  Competitive Baseball II
A/UC/CSU 1.00 Unit
Advisory: PHED C175, previous 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  Women's Intercollegiate Basketball I
A/UC/CSU 1.00 Unit
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines.
This course is designed for student athletes that wish to play intercollegiate basketball. Students will develop skills in all areas of the game through daily practices that will include: individual and team drills, scrimmages (intra-team play), film sessions, game strategy sessions, and outside team competition. 90 hours activity.

PHED C178  Women's Intercollegiate Basketball II
A/UC/CSU 1.00 Unit
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines.
This course is designed for the second semester of intercollegiate competition and is a continuation from the previous semester. Students will continue to develop basketball skills in all areas of the game and learn new basketball strategies. 85 hours activity.

PHED C181  Intercollegiate Softball I
A/UC/CSU 1.00 Unit
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines. Participants must be enrolled in a minimum of 12 units during the season of competition
This course involves participation in a high level of competition and skill development in softball. There is an emphasis on advanced skill, theory, tactics and strategy in intercollegiate softball competition. This course is taken during the first semester of athletic eligibility. (Spring only) 175 hours activity.

PHED C183  Competitive Softball I
A/UC/CSU 1.00 Unit
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. This course may be taken four times. 175 hours activity.

PHED C184  Competitive Softball II
A/UC/CSU 1.00 Unit
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. This course may be taken four times. 175 hours activity.

PHED C203  Aerobic Dance III
A/UC/CSU 1.00 Unit
Advisory: 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. This course may be taken four times. 54 hours activity.

PHED C205  Weight Training III
A/UC/CSU 1.00 Unit
This course is designed to provide knowledge of advanced weight training principles such as power clean, power snatch, and other explosive power training techniques. Concepts such as plyometrics, medicine ball training, and speed/agility development as a means to realize full physical potential are also emphasized. 54 hours activity.

PHED C207  General Conditioning III
A/UC/CSU 1.00 Unit
This is an advanced course in a co-educational, general conditioning class designed to help improve general fitness through exercise. This course includes refinement of intermediate skills previously gained and emphasizes the maintenance of an individually designed fitness program. 54 hours activity.

PHED C209  Golf III
A/UC/CSU 1.00 Unit
This course focuses entirely on advanced players of the game. Elements of success used by peak performers and routines employed by leading golf coaches and instructors are examined in depth. Course management and special conditions expertise are highlighted. Focal points are the rigors of competitive golf. 54 hours activity.

PHED C213  Tennis III
A/UC/CSU 1.00 Unit
Advisory: 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 Volleyball III  
A/UC/CSU 1.00 Unit  
Advisory: PHED C116  
This is an advanced course designed to refine the fundamental skills of intermediate volleyball. A greater emphasis on competitive tournament play. This course may be taken four times. 54 hours activity.

PHED C217 Basketball III  
A/UC/CSU 1.00 Unit  
Advisory: 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. This course may be taken four times. 54 hours activity.

PHED C223 Softball III  
A/UC/CSU 1.00 Unit  
Advisory: 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. Students participate in practice drills as well as game setting situations. 54 hours activity.

PHED C225 Soccer III  
A/UC/CSU 1.00 Unit  
Advisory: 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. This course may be taken four times. 54 hours activity.

PHED C227 Racquetball III  
A/UC/CSU 1.00 Unit  
Advisory: PHED C128  
This is an advanced course in racquetball designed to improve skills for competitive play. Advanced offensive and defensive techniques are stressed. This course may be taken four times. 54 hours activity.

PHED C229 Cardiovascular Fitness III  
A/UC/CSU 1.00 Unit  
Advisory: PHED C130. Participants must be symptom free of any cardiovascular disease or have a physician's statement to participate  
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. This course may be taken four times. 54 hours activity.

PHED C235 Jazz Dance III  
A/UC/CSU 1.00 Unit  
Advisory: 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. This course may be taken four times. 54 hours activity.

PHED C251 Conditioning for Competitive Athletes III  
A/UC/CSU 1.00 Unit  
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 Conditioning for Competitive Athletes IV  
A/UC/CSU 1.00 Unit  
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  
A/UC/CSU 1.00 Unit  
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines. Must have completed 24 units with a 2.00 G.P.A.  
Advisory: PHED C162  
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. (Fall only) 175 hours activity.
PHED C262  Intercollegiate Basketball IV  
A/UC/CSU  1.00 Unit  
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines.  
Must be enrolled in a minimum of 12 units during the season of  
competition with a 2.00 G.P.A.  
Advisory: PHED C261  

This course is designed with emphasis on advanced skill, theory,  
tactics, strategy and intercollegiate competition. This is for the fourth  
semester of eligibility. (Spring only) 175 hours activity.

PHED C263  Competitive Basketball  
Techniques III  
A/UC/CSU  1.00 Unit  
Advisory: 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. This course may be taken four times. 54 hours activity.

PHED C275  Competitive Baseball III  
A/UC/CSU  1.00 Unit  
Advisory: PHED C176, 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. This course  
may be taken two times. 175 hours activity.

PHED C276  Advanced Baseball Skills  
A/UC/CSU  1.00 Unit  
Advisory: 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 ad-  
vanced baseball skills in a competitive laboratory environment. In ad-
dition, 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. This course  
may be taken four times. 54 hours activity.

PHED C277  Women’s Intercollegiate  
Basketball III  
A/UC/CSU  1.00 Unit  
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines.  

This course is designed for the second year and third semester  
student participant. Students will participate in higher level activity  
and skill development. The class will emphasize advanced strategies  
including various offenses and defense. 90 hours activity.

PHED C278  Women’s Intercollegiate  
Basketball IV  
A/UC/CSU  1.00 Unit  
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines.  

This course is designed for the fourth semester of intercollegiate  
competition. Students will participate in advanced drills and competi-
tion. Emphasis will include advanced strategies, ability to recognize  
various offenses and defenses. 85 hours activity.

PHED C281  Intercollegiate Softball II  
A/UC/CSU  1.00 Unit  
Prerequisite: Must meet CCCA Athletic Code 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 2.00  
G.P.A.  

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 sec-
ond semester of intercollegiate athletic eligibility. (Spring only) 175  
hours activity.

PHED C283  Competitive Softball III  
A/UC/CSU  1.00 Unit  
Prerequisite: PHED C184  

This is an advanced level course designed to expose students to  
competitive softball skills. The class emphasizes strategies and funda-
mentals of offensive and defensive play including batting, bunting,  
fielding, and throwing. 175 hours activity.

PHYSICAL SCIENCE

PHSC C082  Special Topics: Astronomy Lab  
A  1.00 Unit  

This course is the laboratory portion of Astronomy. This course  
will cover special topics in optical principles, the use of several types  
of telescopes and binoculars, the use of star charts and the night sky  
and the observation of celestial phenomena. This course is not appli-
cable towards the General Science Degree and is specifically designed  
for students who do not wish to transfer credit to a 4-year university  
and/or have already taken PHSC C122 or PHSC C125. 54 hours  
laboratory.
PHSC C101  General Earth Sciences  3.00 Units
A/UC/CSU
Advisory: Level 1 Reading, Level 1 Writing

This course covers the study of the earth as an integrated system, including earth surface processes, tectonics and mountain building, surface water and groundwater, earth-sun relationships and motions, weather, climatic types and regions, soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding geologic issues important to society. 54 hours lecture.

PHSC C102  General Earth Sciences Laboratory  1.00 Unit
A/UC/CSU
Prerequisite: PHSC C101 or concurrent enrollment

This laboratory course provides practical experience in field methods and enhancement of topics in PHSC C101 such as topographic map reading, air photo interpretation, soils, natural hazards, resource management, landforms, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, and the ocean. 54 hours laboratory.

PHSC C103  Field Studies in the Physical Science  1.00 Unit
A/CSU
Advisory: Level 1 Reading, Level 2 Writing

This course covers the field methods used in study of the earth as an integrated system of hydrologic, tectonic, atmospheric, and human processes, including the origin and evolution of landforms, mountains, earth materials and geologic evolution of the landscape with time. Students collect geologic data and apply geologic principles used to evaluate geologic hazards, such as earthquakes, floods, groundwater contamination, and global climate change in eastern California. 24 hours laboratory.

PHSC C111  Concepts of Physical Science  3.00 Units
A/UC/CSU
Advisory: Level 1 Reading, Level 3 Math

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 Science Laboratory  1.00 Unit
A/UC/CSU
Advisory: PHSC C111 or concurrent enrollment

This course provides laboratory experiments which provide a hands-on experience of the scientific method and a survey of concepts in physics and chemistry, with applications to the earth sciences and astronomy. 54 hours laboratory.

PHSC C121  Elementary Astronomy  3.00 Units
A/UC/CSU
Advisory: Level 1 Reading, Level 2 Writing, Level 2 Math

This course is a general survey of the physical universe; the nature and evaluation of the universe, galaxies, stars, and planets. The methods and tools by which the current understanding has been achieved will be emphasized as will special topics of the current interest. 54 hours lecture.

PHSC C122  Elementary Astronomy Laboratory  1.00 Unit
A/UC/CSU
Prerequisite: PHSC C121 or concurrent enrollment

This course is the laboratory portion of Astronomy. This course will cover optical principles, the use of several types of telescope and binoculars, the use of star charts and the night sky and the observation of celestial phenomena. 54 hours laboratory.

PHSC C125  Astronomy  4.00 Units
A/UC/CSU
Advisory: Level 1 Reading, Level 2 Writing, Level 2 Math

This course is a general survey of the physical universe; the nature and evolution of the universe, galaxies, stars, and planets. The methods and tools by which the current understanding has been achieved will be emphasized as will special topics of current interest. The laboratory portion of the class will cover optical principles, the use of several types of telescope and binoculars, the use of star charts and the night sky and the observation of celestial phenomena. 54 hours lecture/54 hours laboratory.

PHSC C131  Introduction to Meteorology  3.00 Units
A/UC/CSU
Advisory: Level 1 Reading, Level 2 Writing

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 to Meteorology Lab  
A/UC/CSU  1.00 Unit  
Advisory:  Level 1 Reading, Level 2 Writing  
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  
A/UC/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 2 Writing  
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 Lab  
A/UC/CSU  1.00 Unit  
Advisory:  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  Field Studies in Oceanography  
A/CSU  1.00 Unit  
An introduction to the marine environment through field study of selected sites along the California coast. 18 hours lecture/18 hours laboratory.

PHSC C145  Oceanography  
A/UC/CSU  4.00 Units  
Advisory:  Level 1 Reading, Level 2 Writing  
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.

PHYSICS

PHYS C111  Mechanics  
A/UC/CSU  5.00 Units  
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  Electricity and Magnetism  
A/UC/CSU  5.00 Units  
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  Waves, Heat, Optics and Modern Physics  
A/UC/CSU  5.00 Units  
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.

POLITICAL SCIENCE

POLS C090  Introduction to Parliamentary Procedure  
A  1.00 Unit  
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  American Government  
A/UC/CSU - CAN GOVT 2  3.00 Units  
Advisory:  Level 1 Reading, Level 2 Writing  
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  American Government – Honors
A/UC/CSU  4.00 Units
Advisory: Level 1 Reading, Level 2 Writing

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. 72 hours lecture.

POLS C102  Comparative Government
A/UC/CSU  3.00 Units
Advisory: Level 1 Reading, Level 2 Writing

This course introduces students to the comparative analysis of government and politics. A number of key political concepts are discussed, which include statehood, democracy and democratization, governmental institutions and political systems, and the development of parties and interest groups. Course concepts are applied to a variety of modern nations to illustrate different political systems. 54 hours lecture.

POLS C204  United States Foreign Policy
A/UC/CSU  3.00 Units
Advisory: Level 1 Reading, Level 2 Writing

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  Psychology for Life
A  3.00 Units

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  General Psychology
A/UC/CSU  3.00 Units
Advisory: Level 1 Reading, Level 2 Writing

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.

PSYC C101H  General Psychology – Honors
A/UC/CSU  4.00 Units
Advisory: Level 1 Reading, Level 2 Writing

This course offers the student an introduction to the scientific study of behavior; perceptions, thinking, motivation, emotion, intelligence, and learning; general psychological principles. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

PSYC C102  Physiological Psychology
A/UC/CSU  3.00 Units
Advisory: PSYC C101, Level 1 Reading, Level 2 Writing

The physiological principles which facilitate effective behavior; the study of the structure and function of the nervous system, specialized sense organs and responding structures, and how they influence human behavior. 54 hours lecture.

PSYC C112  Introduction to Substance Abuse Issues
A/CSU  3.00 Units
Advisory: Level 1 Reading, Level 2 Writing

The purpose of this course is to provide an overview of the history and theories related to substance abuse, including alcoholism, drug abuse, and chemical dependency. The course will address cultural, religious, and political influences, as well as public policy issues, prevention, and treatment, including recovery, relapse and self-help models. 54 hours lecture.

PSYC C113  Intervention Skills in Human Services
A/CSU  3.00 Units
Advisory: Level 1 Reading

The purpose of this course is to introduce the student to assessment and treatment skills used in the helping professions. Topics will include: the helping interview, assessment, goal setting, cognitive interventions, and behavior management techniques. 54 hours lecture.

PSYC C116  Case Management
A/CSU  3.00 Units
Advisory: Level 1 Reading, Level 2 Writing

In this course students are introduced to different models of case management, the core skills which make up case management, the decision making processes of the case manager, and the role of the case manager as a net worker and collaborator with other persons and institutions. 54 hours lecture.
PSYC C211  Lifespan Development
A/UC/CSU  3.00 Units
Prerequisite: PSYC C101
Advisory: Level 1 Reading, Level 2 Writing
This course is a survey of developmental research and theory from the prenatal period through old age. Findings in physiological, perceptual, cognitive, social, vocational, and personality development will be reviewed. Issues in research methodology and applications will be addressed. 54 hours lecture.

PSYC C221  Elementary Statistics for the Behavioral Sciences
A/UC/CSU  3.00 Units
Advisory: PSYC C101 and MATH C050
Statistics as applied to the behavioral sciences; the organization of data, measures of central tendency and variability, the normal curve and probability, sampling theory, correlation and regression, hypothesis testing, simple analysis of variance, use of statistics in tests and measurements and use of statistics in planning experiments. 54 hours lecture.

PSYC C231  Health Psychology
A/CSU  3.00 Units
Advisory: Level 1 Reading, Level 2 Writing
Students will be introduced to the theory and research which describes mind-body-behavior connections in health and wellbeing. Concepts covered include stress and coping, personality and disease, psychoneuroimmunology, and the influence of social stratification, social support, altruism humor and personal meaning on health outcomes, and the development of behaviorally healthy lifestyles. 54 hours lecture.

PSYC C241  Abnormal Psychology
A/UC/CSU  3.00 Units
Advisory: PSYC C101
This course is an introduction to major theories, concepts, of psychopathology, including methods of classification, systems of diagnosis, and treatment methods. 54 hours lecture.

PSYC C251  Human Sexuality
A/UC/CSU  3.00 Units
Advisory: PSYC C101
This course covers biological, psychological, social, and cultural aspects of human sexuality. 54 hours lecture.

PSYC C261  Psychology of Effective Behavior
A/UC/CSU  3.00 Units
Advisory: 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  Research Methods for Social and Behavioral Sciences
A/UC/CSU  3.00 Units
Advisory: PSYC C101, Level 1 Reading, Level 2 Writing
This course will guide the student through the kinds of questions asked and the research methods used to answer questions in the social and behavioral sciences. The course will include an overview of kinds of research, how to choose a research design, making systematic observations, choosing and using subjects, research ethics in relation to subjects and scientific integrity, non-experimental designs, survey research, between-subjects and within-subjects experimental designs, single subject designs, the process of describing and interpreting data using graphs and inferential statistics. 54 hours lecture.

READING

READ C005  Reading Skills
X  0.00 Units
This course helps improve students’ fundamental reading skills. Students 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 appropriate for students who have difficulty completing the college’s reading and spelling classes and for students who are non-native speakers. 36 hours lecture.

READ C036  Developmental Reading
P  4.00 Units
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.

READ C046  Improving Reading Skills
P  4.00 Units
Prerequisite: READ C036 or Level 3 Reading
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 Introduction to College Reading**  
A 3.00 Units  
Prerequisite: READ C046 or Level 2 Reading  
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.

**RENEWABLE ENERGY TECHNOLOGY**

**RET C101 Intro to Wind Turbine Technology**  
A/CSU 1.00 Unit  
Advisory: Math C050, Level 1 Reading, Level 1 Writing  
This course is an introduction to the basic concepts and terminology of how wind energy is captured and transformed into electrical power. Topics include mechanical physics, electricity and magnetism, fluid dynamics, and aerodynamics. The course introduces the student to the physical principles underlining the engineering of wind towers and electrical generators. 18 hours lecture.

**RET C120 Introductory Hydraulics**  
A/CSU 4.00 Units  
Prerequisite: RET C101  
Advisory: MATH C050  
Students will learn the fundamental concepts of hydraulics, lubrication, and bearing technology with a focus on entering a profession in the wind power industry. Lab work includes learning and applying hydraulic concepts using an MB 400 Hydraulic System. 72 hours lecture.

**RESORT & RECREATION MANAGEMENT**

**RCRM C051 Team Building Activities and Initiatives**  
A 1.00 Unit  
Presented 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. 18 hours lecture/18 hours laboratory.

**RCRM C062 Survival Techniques and Winter Camping**  
A 1.00 Unit  
Advisory: HSCI C105, RCRM C061 or considerable experience; basic camping equipment  
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. 9 hours lecture/27 hours laboratory.

**RCRM C063 Orienteering**  
A 1.00 Unit  
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. 18 hours lecture/18 hours laboratory.

**RCRM C065 Mountaineering**  
A 1.00 Unit  
Advisory: Recommended for those who are reasonably healthy and physically fit.  
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. 9 hours lecture/27 hours laboratory.

**RCRM C067 Mountain Biking**  
A 1.00 Unit  
A beginning course focusing on the development of mountain biking skills; and including topics on biking etiquette, biking skills, appropriate nutrition and exercise principles. 9 hours lecture/27 hours laboratory.

**RCRM C071 Beginning Alpine Ski Instructor Training**  
A 1.00 Unit  
Note: Enrollment limited to students who meet Professional Ski Instructors of America (PSIA) preliminary requirements for Level I certification  
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. 9 hours lecture/36 hours laboratory.
RCRM C072 Intermediate Alpine Ski Instructor Training
A 1.00 Unit
Note: Enrollment limited to students who meet Professional Ski Instructors of America (PSIA) preliminary requirements for Level II certification
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. 9 hours lecture/36 hours laboratory.

RCRM C073 Adv Alpine Ski Instructor Training
A 1.00 Unit
Note: Enrollment limited to students who meet Professional Ski Instructors of American (PSIA) preliminary requirements for Level III certification
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. 9 hours lecture/36 hours laboratory.

RCRM C075 Beginning Snowboard Instructor Training
A 1.00 Unit
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 Special Topics in RCRM
A 0.50 Units
In this course students will learn concepts and develop skills and techniques in the selected topic. 9 hours lecture.

RCRM C081 Special Topics in RCRM
A 1.00 Unit
In this course students will learn concepts and develop skills and techniques in the selected topic. 18 hours lecture.

RCRM C083 Special Topics in RCRM
A 3.00 Units
In this course students will learn concepts and develop skills and techniques in the selected topic. 54 hours lecture.

RCRM C101 Intro to the Hospitality Industry
A/CSU 2.00 Units
Advisory: Level 1 Reading
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 Resort Management
A/CSU 2.00 Units
Advisory: Level 1 Reading
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 Front Office Procedures
A/CSU 2.00 Units
Advisory: RCRM C111
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 Food and Beverage Management
A/CSU 2.00 Units
Advisory: 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.
RCRM C151 Foundations of Leisure and Recreation
A/CSU 3.00 Units
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.

RCRM C155 Introduction to Outdoor Recreation
A/CSU 3.00 Units
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.

RCRM C211 Hotel & Motel Security Management
A/CSU 2.00 Units
Advisory: RCRM C111
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.

RCRM C212 Hotel and Motel Law
A/CSU 2.00 Units
Advisory: RCRM C111
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.

RCRM C213 Marketing of Hospitality Services
A/CSU 2.00 Units
Advisory: RCRM C111
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.

RCRM C221 Supervisory Housekeeping
A/CSU 2.00 Units
Advisory: RCRM C111
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.

RCRM C251 Recreational Programming and Event Management
A/CSU 3.00 Units
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.

RCRM C255 Leadership and Supervision in Recreation
A/CSU 3.00 Units
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.

RCRM C261 Environmental Interpretation
A/CSU 3.00 Units
Examines the principles and practices of effective environmental interpretation of outdoor recreation resources. 54 hours lecture.

RCRM C271 Leisure Services and Special Population
A/CSU 3.00 Units
Examines the principles and practices of effective environmental interpretation of outdoor recreation resources. 54 hours lecture.

RUSS C101 Elementary Russian
A/UC/CSU 4.00 Units
Advisory: Level 1 Reading, Level 2 Writing
Basic structure and vocabulary for understanding, reading, writing and speaking Russian. Drill in pronunciation, comprehension and structure of the language. 72 hours lecture.
RUSS C102  Elementary Russian II  
A/UC/CSU  4.00 Units  
Advisory:  RUSS C101  
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.

RUSS C291  Special Topics in Russian  
A/CSU  2.00 Units  
Prerequisite:  RUSS C102  
This course is for students who wish to pursue special areas of study within the discipline. Topics are chosen based upon student interest within the Russian language and could include the study of prose literature, culture, history, advanced grammar or other similar topics. 36 hours lecture.

RUSS C292  Intermediate Special Topics Russian  
A/UC/CSU  2.00 Units  
Prerequisite:  RUSS C291  
This course is for students who wish to pursue special areas of study within the discipline. Topics are chosen based upon student interest within the Russian language and could include the study of prose literature, culture, history, advanced grammar or other similar topics. 36 hours lecture.

SOCIAL SCIENCE

SOSC C074  Society in Crisis  
A  3.00 Units  
Social issues such as urban problems, race and poverty, crime and delinquency, technological change, social stratification, mass media and war. Deals with American History and American Government and satisfies California high school graduation requirements in these areas. 54 hours lecture.

SOCIOLOGY

SOCI C101  Introduction to Sociology  
A/UC/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
This course introduces and clarifies concepts and research findings of contemporary sociology; understanding human groups such as the family, the playgroup, the work group, social class, institutions, mass behavior and culture. Discussion is centered on the effects of social change in an industrial society. 54 hours lecture.

SOCI C121  Chicanos of the Southwest  
A/UC/CSU  3.00 Units  
A survey of the Mexican-American, Chicano, ethnic group in the United States with emphasis on the development of California and the Southwest from 1848 to the present. 54 hours lecture.

SOCI C131  Sociology of Women  
A/UC/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
This course is an examination of women’s roles in the modern world, particularly in the United States, and includes historical, cross-cultural, psychological, sociological and political aspects. The focus of this course is analysis and discussion of gender relations in the home, family and the work place, and the treatment of women in politics, law, the mass media and health care systems. 54 hours lecture.

SOCI C210  Diversity and Film  
A/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
Cross-listed with INST C210  
Through the use of films, documentaries and analytical essays students use critical reasoning skills to discover how the structures of race, class, gender and similar constructs have shaped and formed our society and our culture. There is analysis, discussion, and written critique of selected films and readings. This satisfies the Cerro Coso diversity requirement. 54 hours lecture.

SOCI C220  Perspectives on Race, Class and Gender  
A/UC/CSU  3.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
Cross-listed with INST C220  
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. 54 hours lecture.
SPANISH

SPAN C100  Basic Conversational Spanish  
A/CSU  3.00 Units  
Advisory:  Level 2 Reading, Level 2 Writing  
This course is designed to start students speaking Spanish confidently at a basic level. Emphasis will be made on oral practice, pronunciation and vocabulary building. The class will develop the students’ speaking skills and understanding of Spanish for practical use in everyday situations. This course is neither a prerequisite nor equivalent to SPAN C101 and can be taken concurrently with SPAN C101. 54 hours lecture.

SPAN C101  Elementary Spanish I  
A/UC/CSU  5.00 Units  
Advisory: ENGL C070, Level 1 Reading, Level 1 Writing  
This course is an introduction to the Spanish language where students will learn basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level as well as learning about the culture and civilization of the Spanish-speaking world. The emphasis of the course is on communication and preparation for advanced reading and composition skills. 90 hours lecture.

SPAN C102  Elementary Spanish II  
A/UC/CSU  5.00 Units  
Prerequisite: SPAN C101 or two years of High School Spanish  
This course is a continuation of the introduction to the Spanish language presented in SPAN C101. Students will continue to focus on the grammar and vocabulary necessary for speaking, reading, understanding and writing at the high-beginner level as well as learning about the culture and civilization of the Spanish-speaking world. The emphasis of the course is on communication and preparation for advanced reading and composition skills. All of the major grammatical concepts of Spanish will have been covered by the end of this course including most of the verb tenses. 90 hours lecture.

SPAN C110  Review of Elementary Spanish  
A/CSU  5.00 Units  
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 SPAN 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. Course may be repeated three times. 90 hours lecture.

SPAN C150  Intensive Spanish Beginner  
A/CSU  1.50 Units  
Advisory:  Level 1 Reading, Level 2 Writing  
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.

SPAN C154  Intensive Spanish Beginner-Intermediate  
A/CSU  1.50 Units  
Advisory: SPAN C150  
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.

SPAN C171  Intermediate Conversation  
A/UC/CSU  3.00 Units  
Advisory: SPAN C102  
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.

SPAN C180  Spanish for Native Speakers  
A/UC/CSU  3.00 Units  
Advisory: Level 2 Reading, Level 2 Writing  
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.
### SPAN C201  Intermediate Spanish I
A/UC/CSU - CAN SPAN 8  5.00 Units
**Advisory:** SPAN C102

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.

### SPAN C202  Intermediate Spanish II
A/UC/CSU - CAN SPAN 10  5.00 Units
**Advisory:** SPAN C201

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.

### SPAN C211  Hispanic Culture Through Film
A/UC/CSU  3.00 Units
**Advisory:** Level 1 Reading, Level 1 Writing
**Cross-list:** FILM C211

This class will study Hispanic civilization and culture through films, videos and documentaries, as well as varied readings. There will be analysis, discussion, and written critique of selected films from Spain and Latin America and the United States. The class will cover a variety of cultural issues such as the art, music, history and politics of the Hispanic world. There will be an emphasis on issues of multiculturalism and diversity as illustrated by the films and readings such as race, class and gender issues. Films are subtitled; no knowledge of Spanish is required. 54 hours lecture.

### SPAN C250  Intensive Spanish Intermediate
A/CSU  1.50 Units
**Advisory:** SPAN C154

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.

### SPAN C252  Special Topics in Spanish
A/CSU  0.50 Units
**Advisory:** SPAN C250

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.

### SPAN C254  Intensive Spanish Advanced
A/CSU  1.50 Units
**Advisory:** SPAN C250

This is the last course of this series and will continue with an advanced study of the Spanish grammatical structures, while providing a finishing review of what was learned in previous levels. At the end of this level, students will be able to confidently interact in Spanish by expressing themselves using expanded vocabulary, idioms and grammar. 27 hours lecture.

### SPEECH

### SPCH C101  Elements of Speech
A/UC/CSU  3.00 Units
**Advisory:** Level 1 Reading, Level 1 Writing

Students will learn to make effective oral presentations by gathering and selecting information, arranging materials, analyzing audience and occasion, and controlling expression and delivery. 54 hours lecture.

### THEATRE

### THEA C010  Theatre Open Lab
X  0.00 Units

This is a laboratory course to enable students who are enrolled in a practical theatre course to spend additional time rehearsing or developing technical elements beyond regular class hours. Students will work on projects related to the practical theatre courses in which they are enrolled. 324 hours studio/activity.

### THEA C055  Theatre Workshop
A  0.50 Units

This course provides an introduction to college-level theatre courses. During the two-day workshop, students will receive instruction in improvisation, acting, and technical theatre. The workshop will culminate in a final public performance. 5 hours lecture/12 hours laboratory.
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<td>THEA C066</td>
<td>Special Topics in Theatre</td>
<td>2.00</td>
<td>This course provides students the opportunity to continue the development of their performance skills and techniques. 27 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>THEA C067</td>
<td>Special Topics in Theatre</td>
<td>2.00</td>
<td>This course provides students the opportunity to continue the development of their performance skills and techniques. 18 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>THEA C070</td>
<td>Special Topics in Theatre</td>
<td>3.00</td>
<td>This course provides students the opportunity to continue the development of their technical skills in the process of theatrical production. 18 hours lecture/108 hours laboratory.</td>
</tr>
<tr>
<td>THEA C071</td>
<td>Special Topics in Performance</td>
<td>3.00</td>
<td>This course provides student the opportunity to continue the development of their performance skills and techniques. 18 hours lecture/108 hours laboratory.</td>
</tr>
<tr>
<td>THEA C101</td>
<td>Introduction to Theatre</td>
<td>3.00</td>
<td>Designed for the liberal arts student, this course explores many aspects of the theatre. Students will learn about the key players in the theatre, including the playwright, the director, the actor, and the designer. The goals is to heighten the student’s appreciation and understanding of the art of theatre. The course will cover theatre history and dramatic literature from Ancient Greece to present-day theatre. 54 hours lecture.</td>
</tr>
<tr>
<td>THEA C103</td>
<td>Introduction to Play Reading</td>
<td>3.00</td>
<td>This course provides an introduction to play reading and prepares students for further study in theatre. Students will read and discuss a variety of play, considering each play from the practical perspective of the actor, director, designer, and technician. The course will also cover the fundamental dramatic elements, styles and genres. This course is ideal for actors and other theatre enthusiasts who would like to become familiar with a wide range of plays. 54 hours lecture.</td>
</tr>
<tr>
<td>THEA C105</td>
<td>Performance Studies</td>
<td>2.00</td>
<td>This course introduces students to types of performance beyond the traditional stage performance. Students will learn to gather, select, compose, and arrange various texts into script format. Students will rehearse and perform literary and conversational texts in both solo and group performances. 27 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>THEA C111</td>
<td>Fundamentals of Acting</td>
<td>2.00</td>
<td>This course provides students with an introduction to acting. Students will learn the fundamentals of stage terminology and technique through theatre exercises, improvisations, cold readings and monologues. Students will be exposed to strategies for improving self-presentation and for overcoming stage fright. 18 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>THEA C112</td>
<td>Beginning Acting</td>
<td>2.00</td>
<td>Prerequisite: THEA C111 This course introduces students to the Stanislavski system. Class work focuses on the enhancement of vocal and physical creativity and the development of character-to-character relationships. Students will practice their skills in the performance of theatre exercises, improvisations, cold readings, monologues, and scenes. 18 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>THEA C118</td>
<td>Improvisation</td>
<td>2.00</td>
<td>This course introduces students to improvisational performance. Class work focuses on the enhancement of spontaneity, creativity, and group collaboration in performance. Students will practice comedic timing, scene building, and improvisation techniques in in-class exercises and public performances. 18 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>THEA C121</td>
<td>Theatre Production</td>
<td>3.00</td>
<td>Students will learn how to rehearse for and produce main stage, experimental, and/or reader's theatre plays. The course will focus on theatre activity for the beginning or advanced student in acting and technical production. Students will explore such technical areas as set construction, costuming, publicity, and theatre management. 18 hours lecture/108 hours laboratory.</td>
</tr>
</tbody>
</table>
**THEA C126  Shakespeare Theatre Production**  
A/UC/CSU 3.00 Units  
Students will learn how to rehearse for and produce a Shakespeare play in the original Elizabethan English, getting practical experience in reading, parsing, and interpreting the text for dramatic production. The course will focus on theatre activity for the beginning or advanced student in acting and technical production. Students will explore such technical areas as set construction, costuming, publicity, and theatre management. 27 hours lecture/81 hours laboratory.

**THEA C131  Technical Theatre**  
A/UC/CSU 3.00 Units  
This course exposes students to the technical areas of theatre production, including set design, lighting, sound, costuming, props, hair and makeup, and publicity. Students will learn how the technical elements integrate with the work of the performers and will participate in the entire production process from the auditions to the run of the show. 18 hours lecture/108 hours laboratory.

**THEA C140  Movement for the Actor**  
A/UC/CSU 2.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course offers an introduction to movement for the actor. Students will learn to enhance physical clarity, expressiveness, and creativity in performance. The course will guide student work on physical characterization for both modern and period-style plays. 27 hours lecture/27 hours laboratory.

**THEA C145  Voice for the Actor**  
A/UC/CSU 2.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course offers an introduction to vocal performance for the actor. Students will learn relaxation, breathing, and vocal production techniques to enhance vocal clarity and expressiveness for performance. The course will guide student work on vocal characterization and the use of dialects in performance. 27 hours lecture/27 hours laboratory.

**THEA C211  Intermediate Acting**  
A/UC/CSU 2.00 Units  
Prerequisite: THEA C112  
This course focuses on the interpretation and performance of comedic scripts. Students will work with partners to develop comedic timing and the “inner dialogue” of the character. Students will build on their knowledge of the Stanislavski System as they practice their skills in the performance of theatre exercises, improvisations, cold readings, comedic monologues, and comedic scenes. 18 hours lecture/54 hours laboratory.

**THEA C212  Advanced Acting**  
A/UC/CSU 2.00 Units  
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 characterization. This course will introduce students to an array of acting methods beyond the Stanislavski System. Students will practice their skills in the performance of theatre exercises, improvisations, cold readings, classical monologues, and classical scenes. 18 hours lecture/54 hours laboratory.

**THEA C230  Directing**  
A/UC/CSU 2.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course provides students an introduction to directing. The course will focus on the theory and process of directing, from play selection to performance. Students will develop directing techniques and skills by directing short dramatic works. 27 hours lecture/27 hours laboratory.

**THEA C241  Creative Drama**  
A/CSU 2.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course exposes students to the use of drama as a learning tool and is appropriate for drama enthusiasts; preschool, elementary, and secondary educators; as well as those who will guide recreational programs. Students will gain the necessary skills to guide experiences that will foster personal development, dramatic play, and storytelling and dramatization skills in others. 18 hours lecture/54 hours laboratory.

**WELDING**

**WELD C101  Oxyacetylene Welding**  
A/CSU 3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course provides practical experience in welding, brazing, soldering, and cutting of steel using oxyacetylene. Topics include safety, metals and their physical properties, setup and use of oxyacetylene equipment, and welding and cutting techniques. 36 hours lecture/54 hours laboratory.

**WELD C102  Shielded Metal Arc Welding**  
A/CSU 2.00 Units  
Prerequisite: WELD C101  
This course provides practical, hands-on experience in Shielded Metal Arc Welding (SMAW) as well as lecture on safety, different types of SMAW machines, identification of metals, electrode selection and electrical theory. 18 hours lecture/54 hours laboratory.
WELD C200  Gas Metal Arc Welding (GMAW)  
A/CSU  2.00 Units  
Advisory:  Level 1 Reading, Level 2 Writing  
This course provides practical experience in Gas Metal Arc Welding (GMAW) as well as lectures on safety, welding and identification of ferrous and non-ferrous metals, shielding gases, bare and flux cored electrodes, and proper selection of welding materials for different applications. 18 hours lecture/54 hours laboratory.

WELD C201  Welding Fabrication  
A/CSU  3.00 Units  
Advisory: WELD C102  
Principles and construction by gas and arc fabrication from blueprints, and the production of useful articles for school, shop and student use. Pipe joint from pattern to welded pipe. Additional experience to pursue welding as a trade or to utilize welding in a chosen field. 36 hours lecture/54 hours laboratory.

WELD C203  Gas Tungsten Arc Welding (GTAW)  
A/CSU  2.00 Units  
Prerequisite: WELD C200  
This course provides practical experience in Gas Tungsten Arc Welding (GTAW) (TIG) as well as lectures on safety, welding and identification of exotic metals, types of filler metals and shielding gases. 18 hours lecture/54 hours laboratory.

WORK EXPERIENCE

WEXP C101  Introduction to Work Experience  
A/CSU  1.00 Unit  
Seminar devoted to career orientation, job search skills, initiative, goal setting, motivation, job attitudes, practical psychology, applied human and industrial relations, and current issues related to individual experiences and problems of students enrolled in the work experience program. 18 hours lecture.

WEXP C102  Occupation and Career  
Work Experience I  
A/CSU  1.00-2.00-3.00 Units  
Co-requisite: Concurrent enrollment in WEXP C101 and acceptance in the Work Experience program.  
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 C111  Human Relations in  
Work Experience I  
A/CSU  1.00 Unit  
Seminar on topics related to the job environment including job advancement, motivation, and interpersonal relationships. 18 hours lecture.

WEXP C112  Occupation and Career  
Work Experience II  
A/CSU  1.00-2.00-3.00 Units  
Co-requisite: Concurrent enrollment in WEXP C111 and acceptance in Work Experience program.  
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  Human Relations in  
Work Experience II  
A/CSU  1.00 Unit  
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  Occupation and Career  
Work Experience III  
A/CSU  1.00-2.00-3.00 Units  
Co-requisite: Concurrent enrollment in WEXP C113 and acceptance in Work Experience program.  
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  Supervision in Work Experience  
A/CSU  1.00 Unit  
Seminar devoted to the responsibilities of a supervisor. Includes organization, duties, communication, planning, human relations, training, evaluation and motivation. 18 hours lecture.
WEXP C122  Occupation and Career Work Experience IV  
A/CSU 1.00-2.00-3.00 Units  
Co-requisite: Concurrent enrollment in WEXP C121 and acceptance into Work Experience program.

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  General Work Experience Seminar I  
A/CSU 1.00 Unit  
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  General Work Experience I  
A/CSU 1.00-2.00 Units  
Co-requisite: Concurrent enrollment in WEXP C151 and acceptance into Work Experience program

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  General Work Experience Seminar II  
A/CSU 1.00 Unit  
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  General Work Experience II  
A/CSU 1.00-2.00 Units  
Co-requisite: Concurrent enrollment in WEXP C153 and acceptance into Work Experience program

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.
ACADEMIC POLICIES and GRADING CRITERIA

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

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

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

Student Grievance

Students with a grievance concerning academic programs should contact the Office of Academic Affairs 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). Nineteen units constitute a maximum study load (7 units for Summer Session). Only students with proven academic ability should enroll for a maximum study program. Permission to exceed the maximum study load must be obtained from the Vice President of Student 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>Study Plan</th>
<th>Regular Semester</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 units</td>
<td>Please see counselor</td>
</tr>
<tr>
<td>Three-fourths time</td>
<td>9-11 1/2 units</td>
<td>Please see counselor</td>
</tr>
<tr>
<td>One-half time</td>
<td>6-8 1/2 units</td>
<td>Please see counselor</td>
</tr>
<tr>
<td>*Less than half time</td>
<td>5 1/2 units or less</td>
<td>Please see counselor</td>
</tr>
</tbody>
</table>

*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 6 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 (&quot;C&quot; 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>
</tbody>
</table>
P  Pass ("C" level work or above) - Not computed in GPA
NP  No Pass (less than satisfactory or failing) - Not computed in GPA
W  Withdrawal (Excessive "W"s shall be used as factors in academic probation and disqualification) Not computed in GPA
I  Incomplete (See below) Not computed in GPA
IP  In Progress (See below) Not computed in GPA

**I** - A grade of "I" indicates the student has not completed the requirements of the course. 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 (CR/NC), issued until Spring 2009, or Pass/No Pass (P/NP), issued beginning Spring 2009, 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 or P/NP grading will only be granted credit in the course if they earn the equivalent of "C" or better; if they earn less than a "C" grade, no credit will be awarded. In either case, no letter grades are given and the results are not computed in determining a student’s grade point average.

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

1. CR/NC or P/NP grading may not be used for courses in a student’s major field.
2. Units earned shall not be used to calculate grade point averages. However, units attempted for which “NC” or “NP” is recorded shall be considered in probation and dismissal procedures.
3. A student must file or rescind a petition in the Office of Admissions and Records to take a course under CR/NC or P/NP 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" or "P" 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" or "P" units.
   c. Some state colleges and universities stipulate that courses used to satisfy General Education requirements may not be taken for this type of grading.
Grade Point Average (GPA)

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

Grade Reports

Grades are available to students via the myBanWeb 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 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,” “NC,” and “NP” 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 will 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 and Student Success Contract 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” or “NP” 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 can be requested through the student’s local college counseling office.

A disqualified student with a grade point average of 1.0 or greater and unit completion of twenty-five percent (25%) or greater, may be readmitted without a lapse of a semester on the basis of an appeal.

A disqualified student with a grade point average of less than 1.0 and/or a unit completion of less than twenty-five percent (25%), must petition for readmittance to the Vice President of Student Services. Depending on the circumstances outlined in the appeal, the student may be required to be absent from the Kern Community College District for a semester.

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 or Counseling 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” or “NP” 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 last substandard grade received.

3. The student must complete a petition for Academic Renewal 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. Remedial coursework refers to pre-collegiate basic skills courses in reading, writing, computation, learning skills, and English as a Second Language, which are designated as non-degree credit courses. (These courses are identified by the letter “P” following the course title.) Exemptions to these limitations may be considered under the following circumstances:

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 from the counselors/educational advisors.

**Repeatability**

The State of California limits the number of times any community college course can 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 Services 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 Academic Affairs. 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 regionally 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 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>(with essay)</td>
<td></td>
<td></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. Students should see a counselor for evaluation of AP credit. AP score reports should be sent to:

Cerro Coso Community College
Admissions and Records Office
3000 College Heights Blvd
Ridgecrest, CA 93555-7777

Cerro Coso's College Board Code is 4027.

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>
</tr>
<tr>
<td>Engl Language &amp; Comp.</td>
<td>3, 4, 5</td>
<td>ENGL C101</td>
<td>4</td>
</tr>
<tr>
<td>European History</td>
<td>3, 4, 5</td>
<td>HIST C103 &amp; HIST C104</td>
<td>3, 3</td>
</tr>
<tr>
<td>Math AB</td>
<td>3</td>
<td>MATH C141</td>
<td>4</td>
</tr>
<tr>
<td>Math AB</td>
<td>4, 5</td>
<td>MATH C141 &amp; MATH C151</td>
<td>4, 5</td>
</tr>
<tr>
<td>Math BC</td>
<td>3</td>
<td>MATH C141 &amp; MATH C151</td>
<td>4, 5</td>
</tr>
<tr>
<td>Math BC</td>
<td>4, 5</td>
<td>MATH C151 &amp; MATH C152</td>
<td>5, 5</td>
</tr>
<tr>
<td>Music</td>
<td>3, 4, 5</td>
<td>MUSC C113 &amp; MUSC C211</td>
<td>2, 4</td>
</tr>
<tr>
<td>Spanish</td>
<td>3</td>
<td>SPAN C201</td>
<td>5</td>
</tr>
<tr>
<td>Spanish</td>
<td>4, 5</td>
<td>SPAN C201 &amp; SPAN C202</td>
<td>5, 5</td>
</tr>
</tbody>
</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.

Advanced Placement (AP) for IGETC

A score of 3, 4, or 5 is required to grant credit for IGETC certification. An acceptable AP VERSION score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.

Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English (LOTE).

Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both.

Students earning scores of 3, 4, or 5 in the physical and biological science AP examinations earn credit toward IGETC Area 5 and meet the IGETC laboratory activity requirement.
There is no equivalent AP exam for Area 1B - Critical Thinking/Composition requirement.

AP exams in Biology, Chemistry or Physics B allow CCC campuses to apply 4 semester or 5 quarter units to IGETC certification. For Environmental Science, Physics C: Mechanics and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification. Therefore, students who complete these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum.

<table>
<thead>
<tr>
<th>AP EXAMINATION</th>
<th>IGETC AREA</th>
<th>AP EXAMINATION</th>
<th>IGETC AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History*</td>
<td>3A or 3B*</td>
<td>U.S. Government &amp; Politics</td>
<td>4H</td>
</tr>
<tr>
<td>Biology</td>
<td>5B with lab</td>
<td>Human Geography</td>
<td>4E</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>2A</td>
<td>Italian Language &amp; Culture</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>2A</td>
<td>Japanese Language &amp; Culture</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5A with lab</td>
<td>Latin Literature</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>3B and 6A</td>
<td>Latin: Vergil</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>4B</td>
<td>Physics B</td>
<td>5A with lab</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>4B</td>
<td>Physics C mechanics</td>
<td>5A with lab</td>
</tr>
<tr>
<td>English Language</td>
<td>1A</td>
<td>Physics C electricity/ magnetism</td>
<td></td>
</tr>
<tr>
<td>Environmental Science</td>
<td>5A with lab</td>
<td>Psychology</td>
<td>4I</td>
</tr>
<tr>
<td>European History*</td>
<td>3B or 4F*</td>
<td>Spanish Language</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>French Language</td>
<td>3B and 6A</td>
<td>Spanish Literature</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>French Literature</td>
<td>3B and 6A</td>
<td>Statistics</td>
<td>2A</td>
</tr>
<tr>
<td>German Language</td>
<td>3B and 6A</td>
<td>U.S. History*</td>
<td>3B or 4F*</td>
</tr>
<tr>
<td>Comparative Gov’t &amp; Politics</td>
<td>4H</td>
<td>World History*</td>
<td>3B or 4F*</td>
</tr>
</tbody>
</table>
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

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

Educate students who seek transfer for baccalaureate degrees, career and technical education, workforce training, college preparation, and lifelong learning;

Innovate through our instructional processes, delivery systems, and business operations;

Inspire our students to strive for excellence in achieving their aspirations, our employees to deliver quality instruction and learning support, and our communities by supporting economic development and responding to their needs in a timely and professional manner; and

Serve our clients and our communities with relevance, timeliness and excellence.

Vision

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

Values

At Cerro Coso Community College, we value:

Student learning and student success in all areas of endeavor;

Creativity and the implementation of best practices in a rapidly changing world;

Accountability to our students for their learning experience, our communities for good stewardship of public funds, and to each other through the participatory governance process;

Diversity in our students, our communities, our environment and our programs and services;

Our Communities and the partnerships and relationships we build with them; and

Our Faculty and Staff who turn the wheels of learning.

Strategic Long Range Goals, 2007-2009

The Cerro Coso Community College Strategic Plan for 2007 – 2009 focuses on six strategic goals. These goals are:

1. Improve our response to community needs through customized educational opportunities, area workforce development, and quality student services.

2. Improve service to under prepared students and increase their success rates.
3. Seek opportunities to enhance the development and use of resources.
4. Build upon our culture of accountability, responsibility, and civility amongst all stakeholders.
5. Identify and implement principles of effective communication in support of our mission.
6. Recruit, retain and develop employees who uphold the Cerro Coso culture of excellence.

These goals focus heavily on the integration of the planning processes and improvement of the assessment of our results in student learning outcomes and program review. Several of the initiatives and action items will serve to improve the manner in which the college serves its students, its communities, and its employees, and fulfills its mission.

Accreditation

Cerro Coso Community College is accredited by the Accrediting Commission for Community and Junior Colleges, 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.

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.

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 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.

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 [Liberal Arts]Social Science are offered through the South Kern Campus.

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.

Service Members Opportunity College

Because of its efforts to serve the educational needs of service members and their family members, Cerro Coso Community College has been designated a Service Members Opportunity Consortium college. As a member of the SOC Consortium, Cerro Coso has committed itself to fully support and comply with SOC Principles and Criteria. Through this commitment Cerro Coso ensures that:

- Service members and their family members share in the postsecondary educational opportunities available to other citizens.
- Service members and their family members are provided with educational programs, courses, and student services from appropriately accredited institutions.
- Flexibility of programs and procedures particularly in admissions, counseling, credit transfer, course articulation, recognition of non-traditional learning experiences, scheduling, course format, and residency requirements are provided to enhance access of service members and their family members to undergraduate education programs.

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:

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

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

Vice President of Student Services
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 either meet the graduation requirements in effect the academic year of first enrollment, as long as continuous enrollment (no absence of two or more semesters) 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 (issued until Spring 2009).
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.
Pass/No Pass Grading: A grading system allowing a course to be taken for a grade of P or No Pass rather than for a letter grade of A,B,C,D,F (issued beginning Spring 2009)
**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.
MATRICULATION

Student Rights and Responsibilities

The matriculation program at Cerro Coso Community College is intended to assist students in establishing appropriate educational goals and to provide support services to help them to achieve these goals. Students eligible for matriculation will be provided an evaluation of basic skills, orientation, counseling, and completion of an educational plan and follow-up services. All first time college students should complete Assessment, Orientation and Counseling prior to registering for classes.

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

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 assessment for 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: 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, Co-requisites, and Advisories

Complete course prerequisites, co-requisites, 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.

Co-requisite is a course or courses students are required to take simultaneously in order to enroll in another course. Co-requisites represent 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 co-requisite.
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 co-requisite 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 co-requisite on one or more of the following grounds:

1. The prerequisite or co-requisite has not been established according to the district’s process of establishing prerequisite and co-requisites;
2. The prerequisite or co-requisite violates Title V, Article 2.5, Section SS201 (Policies for Prerequisites);
3. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or co-requisite;
5. The students will be subject to undue delay in attaining the goal stated in the student’s educational plan because the prerequisite or co-requisite course has not been made reasonably available.

The determination of whether a student meets a prerequisite or co-requisite shall be made prior to the student’s enrollment in the course. The student is responsible and bears the burden for showing that grounds exist for the challenge. The challenge must be made in writing to the 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 http://www.cerrocoso.edu/prerequisite.htm.

Credit From Other Accredited Post-Secondary Institutions

Credit earned from other accredited institutions may be transferred to Cerro Coso upon admission. Students will provide official transcripts in a sealed envelope from the institution. Transcripts submitted become the property of Cerro Coso Community College and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at CCCC, transcripts from other institutions will be purged from the student’s record. Students planning to graduate or transfer with certification from CCCC, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to CCCC. Transcripts from all previously attended colleges are to be mailed in a sealed envelope directly to Cerro Coso Community College, attention Office of Admissions and Records. Transcripts submitted become the property of Cerro Coso Community College and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at Cerro Coso, transcripts from other institutions will be purged from the student’s record. Students planning to complete a certificate, graduate, or transfer from Cerro Coso Community College, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to CCCC. Transcripts should be sent to:
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 2004, a cohort of all certificate, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. 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.

The rates for the Fall 2004 cohort and 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/index.asp.
KERN COMMUNITY COLLEGE DISTRICT

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Mr. Stuart O. Witt*...................................Vice President
Mr. John A. Rodgers .................................Clerk
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*Member serving from the Cerro Coso service area

DISTRICT ADMINISTRATION

Sandra Serrano .........................................Chancellor
Ibrahim Ali ...............................................Vice Chancellor, Human Resources

CERRO COSO COMMUNITY COLLEGE

COLLEGE ADMINISTRATION

MARY E. RETTERER
President
BA California State University, San Bernardino
MA California State University, San Bernardino
PhD University of Texas, Austin

JAMES FAY
Vice President, Academic Affairs
BA Georgetown University, Washington, DC
PhD University of Michigan, Ann Arbor
JD University of California, Hastings, San Francisco

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Vice President, Student Services
BA Pacific Lutheran University
MA California State University, San Bernardino

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Director, Facilities
AA Cerro Coso Community College
BS University Redlands at Riverside
MBA University of LaVerne

VALERIE KARNES
Dean, Career Technical Education
BA University of California, Davis
MA Pepperdine University

JOHN DALY
Director, Maintenance of Operations

GALE LEBSOCK
Director, Administrative Services
AA Cerro Coso Community College

JOANN SPILLER
Director, Financial Aid and Scholarships
AA Cerro Coso Community College

LISA COUCH
Accounting Manager
AA Cerro Coso Community College
BA Bellevue University

M. LOUISE FARMER
Administrative Assistant to the President
AA Cerro Coso Community College

DEANNA CAMPBELL
Director, Eastern Sierra College Center
BA University of Illinois
MA University of Pennsylvania
MBA University of Pennsylvania

DAVID CORNELL
Director, Admissions & Records and Veterans’ Affairs
DBA California Pacific University
MS California State University, Long Beach

CLINT DOUGHERTY
Human Resources Manager
BA St. Leo College
MS Troy State University

DYLAN MATTINA
Director, Information Technology, Distance Education & Learning Support Services
BS Excelsior College
MS Capella University
### FACULTY

<table>
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<tr>
<th>Name</th>
<th>Department</th>
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<tr>
<td><strong>CHRISTINE L. ABBOTT</strong></td>
<td>English</td>
<td>Professor</td>
<td>BA California State University, Fresno</td>
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<td><strong>RICHARD E. ADAMS</strong></td>
<td>Physical Education</td>
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<tr>
<td><strong>SUZANNE AMA</strong></td>
<td>Digital Media Arts</td>
<td>Professor</td>
<td>BFA American Intercontinental University</td>
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<td><strong>RICHARD L. BENSON</strong></td>
<td>Art</td>
<td>Professor</td>
<td>BA Humboldt State University</td>
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<td><strong>ANNE C. BENVENUTI</strong></td>
<td>Philosophy/Psychology</td>
<td>Professor</td>
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<td><strong>DEAN BERNSTEN</strong></td>
<td>Mathematics</td>
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<td><strong>SHANNON BLISS</strong></td>
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<td><strong>LARRY A. BOARD</strong></td>
<td>Automotive Technology</td>
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<td><strong>STEVEN BUSBY</strong></td>
<td>Admin of Justice</td>
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<td><strong>CLIFF DAVIS</strong></td>
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<td>KAREN O’CONNOR</td>
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<td>DONALD ROSENBERG</td>
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<td>DEBORAH RUNDELL</td>
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<td>Professor</td>
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<td>BA Lawrence University, MA Chapman University, MA California State University, Northridge</td>
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<tr>
<td>DENNIS I. VANDERWERFF</td>
<td>Information Competency</td>
<td>Librarian</td>
<td>AA Santa Rosa Junior College, BA Sonoma State University, MLS University of California, Berkeley, PhD University of Southern California</td>
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