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
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.
TABLE OF CONTENTS

Admission, Registration and Fees --------------------------------- 4
Graduation Requirements -------------------------------------------- 8
Student Support Services -------------------------------------------14
Transfer Requirements ----------------------------------------------22
Degrees, Certificates, and Awards-----------------------------29
Course Descriptions ----------------------------------------------68
Academic Policies and Grading Criteria--------------------------132
General Information-----------------------------------------------140
Matriculation----------------------------------------------------147
Administration and Faculty-------------------------------------151
Index----------------------------------------------------------155
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.cerrocoso.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.
3. Schedule an appointment to take the College Placement Examination (CPE). The CPE is required for all new students entering Cerro Coso. For dates and times, call the Cerro Coso campus nearest you.
4. Attend an Orientation Session prior to registering for classes. Appointments for orientation are made through the Counseling Center on the IWV campus or with the counseling staff at the Centers. Orientation may also be completed online at http://www.cerrocoso.edu/studentservices.
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.
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.

For exemptions to any of the above steps, see the Matriculation Exemption Policy.

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 will then follow the application and registration procedures listed for new students. Students admitted under an F-1 visa are required to pay nonresident tuition, the capital outlay fee, the enrollment fee, and all are required to purchase a health and accident insurance policy. International students must make their own accommodations and transportation arrangements prior to attending Cerro Coso Community College.

Contacts, processes, and forms for the above can be located at 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 supplied from any outside source of their choosing OR students may purchase required supplemental course materials from the college bookstore.

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

1. within 2 weeks after the starting date (NOT 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**

An ASCC student I.D. card known as an "ASB" or "Coyote Card" costs $8.00* per semester. The card identifies membership in the Associated Students of Cerro Coso. It entitles the holder to a variety of discounts around the college and membership in the community discount program.

You will receive a single student identification (ASCC) card at the time of original purchase with a sticker for the current term. Each semester thereafter you will need to purchase a new sticker ($8.00) for your card to be valid. Spring semester stickers are valid through the end of the Summer term.

Students purchasing an ASB card for $8.00 will receive a one time voucher for $5.00 off any item in the Bookstore (including textbooks). Students must use this voucher in one visit to the Bookstore (change will not be given). Replacements will not be made for lost vouchers.

**Online Student ASCC Cards**

If you are an online student and would like an ASCC card to show for evidence of academic eligibility, or if you are in our service area and would like to visit participating businesses, please do the following:

Email our Student Activities office and provide the following information:

- Photo in jpeg format (head shot please)
- Name
- Student ID# or SSN
- Term for which enrolled
- Proof of payment for ASCC card
Send the information above to:

Anna Sue Eldridge  
aeldridge@cerrcoso.edu  
(760) 384-6353

Or mail to:

Office of Student Activities  
3000 College Heights Blvd  
Ridgecrest, CA  93555

If you have any questions, please call our Student Activities office at (760) 384-6353.

**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.

It is the student’s responsibility to drop courses prior to the 10% date of enrolled courses and to apply for a refund.

It is the student’s responsibility to drop courses prior to the 30% date of enrolled courses in order to avoid notation of the courses on the student’s permanent record.

It is the student’s responsibility to withdraw from courses prior to the 60% date to receive a “W” in these courses and to avoid substandard grades on the student’s permanent record.

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 a student without consultation with the student when un-excused absences number the equivalent of two weeks or exceed 10% of the total hours of the course. Under these circumstances, this instructor-initiated drop can occur up to the 10th week of the semester or the 60% date of the course. No student may be dropped from any course after the 10th week of a course; after the 10th week the student will be assigned the appropriate letter grade.

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 signature of the instructor and the permission of the Vice President of Academic Affairs.

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.

Petition for Audit forms are available in the Counseling Centers and Admissions and Records Office at each campus.

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 in all major courses.

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. All major courses must be completed with a “C” or better.
   a. Associate of Arts degree: a general education major consisting of a program of study intended primarily to prepare the student for transfer to a four-year institution.
   b. Associate of Science degree: a science or occupational/career major consisting of a program of 18 or more units of designated courses representing a single area of concentration.

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
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.
- Level 2 - ENGL C101 or ENGL C151 (course credit may be applied to graduation requirement in Language and Rationality)
- Level 3 - ENGL C070 (course credit applicable to Associate Degree as an elective)
- Level 4 - ENGL C040 (course credit not applicable to Associate Degree; does not apply to graduation)
- Level 5 - ENGL C030 (course credit not applicable to Associate Degree; does not apply to graduation)
- Level 6 - 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, C056, C057, C101 or complete second year of high school algebra with a "B" or higher taken within the last two years
- 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 "B" 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 "B" or better in both semesters of second year college preparatory algebra or geometry in high school taken within the last 2 years, or an appropriate score on the Intermediate Algebra placement test.

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.
English/Reading Course Sequences

**READ C036 Developmental Reading**

**READ C046 Improving Reading Skills**

**READ C056 Intro to College Reading**

**ENGL C020** Literacy Skills

**ENGL C030** Basic Writing Skills

**ENGL C040** Improving Basic Writing Skills

**ENGL C070** Introductory Composition

**ENGL C101** Freshman Composition

**ENGL C102** Critical Thinking Through Literature

**ENGL C151** Technical Communications

**Supervised Writing Lab**

**Additional Transfer Level Courses**

- ENGL C111 Intro to Types of Literature
- ENGL C141 Creative Writing: Fiction and 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
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.
GENERAL EDUCATION REQUIREMENTS:

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

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

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

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

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, C103H, C104, C104H, C131, C131H, C132, C132H, 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, HIST C209(D), C226(D); SOCI C121(D)

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

A. Active Participation: ART C111, C115, C121, C125, C126, C131, C141, C151, C161, C165, C166, C231, C241, C242; MUSC C121, C122, C123, C124, C126, C127, C131, C132, C151, C152, C161, C162, C226, C261, C262, THEA C101, C111, C112, C118, C121, C126, C131, C140, C145, C211, C212, C230, C241; ENGL C141, C142, C144

B. Arts: ART C101(D), C105, C106, C191; MUSC C101, C105, C106, C173(D), C181, C183, C281, C282; THEA C101, C103

C. Literature: ENGL C102, C102H, C111, C221, C221H, C222, C222H, C231, C232, C235, C241, C242, C245(D), C249(D); SPAN C282

D. Philosophy: PHIL C101, C141, C161, C162, C163, C201, C215; PHIL 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)

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

A. English Composition: ENGL C101, C151

B. Analytical Thinking: ENGL C102; MATH C055, C056, C057, C101, C121, C130, C131, C141, C142, C151, C257; PHIL C205; PSYC C221

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

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

- ART C101; BSAD C152; CHDV C125, C241; DMA C113; ENGL C245, C249; FILM/SPAN C211; HCRS C250;
- HIST C209, C226; HMSV C102; INST C201; INST/SOCI C210, C220; MUSC C173; SOCI C121, C131

VII. ADDITIONAL REQUIREMENTS Choose from the following options:

OPTION I: One course from the following:
- CHDV C121; EMTC C111; HCRS C121; HSCI C101; PSYC C31

OPTION II: Completion of one of the following
- a) PHED C102 and ONE 1-unit P.E. Activity Class
- b) THREE 1-unit Physical Education Activity Classes

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 (revised October 2009)

Cerro Coso College students graduating within seven (7) academic years have the right to elect to meet the graduation requirements:

- in effect during the academic year of first enrollment as long as continuous enrollment is maintained.

or

- at the time of graduation.

Students graduating more than seven (7) academic years after initial enrollment, must adhere to the graduation requirements in effect in any Cerro Coso catalog within the seven year period prior to the students’ graduation. Continuous attendance means no more than a one semester absence within an academic year, meaning that the student must enroll in at least one semester of each calendar year. Any academic record symbol (A-F, P, NP, I, IP, RD, W) shall constitute enrollment. Absence due to an approved educational leave or for attendance at another accredited institution of higher learning shall not be considered an interruption in attendance, if the absence does not exceed two years. Students should contact counseling to petition for an exception based on an approved educational leave. If continuous enrollment is broken, the student must adhere to the graduation requirements in effect at the time continuous enrollment is re-established and maintained.

Catalog rights apply only to Cerro Coso graduation and program requirements. If other institutions change their requirements for entrance, graduation, satisfaction of general education patterns, or in other ways it may be necessary for the student to meet the new requirements upon transfer, even if continuous enrollment has been maintained.
Additional Associate Degrees

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

1. Complete all current graduation general education requirements, either through acceptance of previous college credits or by additional course work, and

2. Complete all required major field courses in a recognized general major or occupational/career program as outlined in this catalog. If a student meets the foregoing prerequisites, a second degree may be awarded upon completion of a minimum of 18 units subsequent to the completion of the requirements for the previous degree. All major field courses must be completed with a “C” or better.

Two degrees may be awarded to a student within the same semester if all requirements for both degrees are completed within that same semester.

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

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 or can be completed online at http://www.cerrocoso.edu/studentservices.

Counseling

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

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

Counselors are available for assistance before and during each semester on a drop-in or appointment basis for both day and evening students. Call your local Counseling Center to arrange to meet with a counselor or educational advisor. Assistance is also available online at http://www.cerrocoso.edu/studentservices/counseling. For the Counseling Center closest to you, please refer to this list:

- IWV (Ridgecrest) (760) 384-6219
- KRV (Lake Isabella) (760) 379-5501
- SOK (Edwards AFB) (661) 258-8644
- ESCC (Bishop) (760) 872-1565
- ESCC (Mammoth Lakes) (760) 934-2875
- Online (760) 384-6219

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. 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 Examination (CPE) 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. The Cerro Coso Job Development Specialist is available for information relating to job seeking skills, interview and resume writing techniques, and current employment opportunities. Appointments are available with the Job Development Specialist in the Career and Transfer Center at the IWV campus or by calling (760) 384-6276 or by going to http://www.cerrocoso.edu/studentservices and selecting “Career Center”.

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.
- 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.

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 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 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 ACGT 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.
Cerro Coso Community College 2009-2010

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 who are California residents 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 Cerro Coso Community College 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.

All Financial aid students will need to determine which one of these three ways they wish to have Kern Schools Federal Credit Union (KSFCU) forward their financial aid funds:

- **Direct Deposit** in a KSFCU account (deposited in 24 hours from the date of your scheduled disbursement)
- **Electronically forwarded** to your banking account (7-10 business days depending on your bank)
- **Paper check mailed** to you (up to 21 days)

How do you sign up? Go to the CCCC web site [http://www.cerrocoso.edu](http://www.cerrocoso.edu) and click on the “Coyote Card” button on the homepage. It's simple and if you have any questions, stop by Room 221 in the Main Building and speak with the KSFCU representative or call (661) 833-7788 or (800) 221-3311, ext. 7788.

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. 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 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 CCCC. 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 CCCC Admissions and Records (A&R) Office. Training classes taken while in the military must be sent to the counseling department at CCCC 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 Representative (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. Special care must be taken when selecting which VA program to pursue. The MGIB (Chapter 30) pays a stipend based on the number of units that the VA student is taking. The Post 9/11 (Chapter 33) will pay tuition reimbursement, a housing allowance (at Ridgecrest, CA rates), and a book stipend. 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, 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 experience for students who want to develop extended knowledge in a subject area or areas and to develop enhanced analytical and critical thinking skills. Honors students take honors courses meeting transfer requirements for IGETC and CSU transfer. Each honors course has one extra hour for the students to meet in small groups for discussion and exploration of topics in greater depth than is possible in the regular course.

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

To be accepted into the Honors Program students must have an overall 3.5 GPA in college preparatory courses in high school or an overall 3.5 in transfer-level courses and a minimum 12 transfer-level units at the college. To 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 or visit the website, http://academic.cerrocoso.edu/honors/.

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 csirido@cerrocoso.edu. Website: 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 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 Office of Student Activities or the Counseling Center at the IWV campus or from the counseling staff at the community campuses.
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 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 Office of Student Activities or 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.

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

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, although courses may still be used to satisfy subject matter requirements.

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.
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 complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the 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.
<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID @:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### AREA 1: ENGLISH COMMUNICATION
CSU-Choose one course from each sub-group (9 units). UC-Choose one course from Group 1A and one course from Group 1B (6 units). All courses must be completed with a “C” or better.

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

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

### 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 C210, 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, C120

### 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 be used to satisfy requirements for IGETC. It is at the discretion of each CSU campus to allow double counting in this area and Area 4F.
**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 applicant 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 and 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 OF ARTS DEGREE**

Completion of the IGETC and 60 transferable units with a GPA of 2.0, will meet all requirements for an AA degree in Liberal Arts at Cerro Coso Community College.

**ADVANCED PLACEMENT EXAMINATIONS**

Information about AP Exams and how the credit will be applied to the CSU GE Certification is in the College Catalog, which can be obtained at www.cerrocoso.edu or see a Cerro Coso counselor for more details.
## AREA A: ENGLISH LANGUAGE AND CRITICAL THINKING
Choose one course from each of the following sub-groups (3 courses/9 units). All courses must be completed 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: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING
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+, C111H+, C113+, C113H+, C122+, C221+; GEOG C101, C111+; GEOL C111+, C121, C131; PHSC C101, C111, C121, C125+, C131, C138+, C141, C145+; PHYS C111+; 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 AND HUMANITIES
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 SCIENCES
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 C210, 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, C210; CLEP*; ADMJ C101

## AREA E: LIFELONG LEARNING 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 4040). 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. It is at the discretion of the CSU campus to allow double-counting.

*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 30 and maximum of 39 semester units from the CSU general education pattern. To be eligible for admission to the CSU campuses, students must complete Area A1, A2, A3, and B4 of the 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 [www.assist.org](http://www.assist.org) and [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 OF 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

Information about AP Exams and how the credit will be applied to the CSU GE Certification is in the College Catalog, which can be obtained at [www.cerrocoso.edu](http://www.cerrocoso.edu) or see a Cerro Coso counselor for more details.
DEGREES, CERTIFICATES, AND AWARDS
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 as 18 unit Area of Emphasis and earn 60 units will be awarded the Associate of Arts in Liberal Arts.

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 with a "C" or better, 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
Engineering .................................................................................................................................................. 31
Fine Arts ....................................................................................................................................................... 32
General Sciences ......................................................................................................................................... 33
Liberal Arts .................................................................................................................................................. 37
Mathematics ................................................................................................................................................ 40
Physical Education ..................................................................................................................................... 40
Theatre: Acting ........................................................................................................................................... 42
Trade Practices ........................................................................................................................................... 43
**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 (15 units):

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

Select 9 units from the following courses:

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

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

**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 (21 units):

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

Complete general education requirements and electives for a minimum of 60 total units.
ENGINEERING ASSOCIATE OF ARTS DEGREE (60 units total, 55 units in the major) is designed to provide students with the requisite courses that cover the first two years of the Electrical and Mechanical Engineering Major, and to provide a direct pathway to a University whereby students can obtain a Bachelor Degree.

Complete all of the following courses (55 units):

**PHYSICAL SCIENCES**

<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>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, Optics and Modern Physics</td>
<td>5</td>
</tr>
</tbody>
</table>

**COMPUTER SCIENCE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C265</td>
<td>Introductory C++ Programming</td>
<td>3</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>Ordinary Differential Equations</td>
<td>4</td>
</tr>
</tbody>
</table>

**ENGINEERING**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR C110*</td>
<td>Introduction to Engineering</td>
<td>4</td>
</tr>
<tr>
<td>ENGR C120*</td>
<td>Introduction to Materials Science</td>
<td>4</td>
</tr>
<tr>
<td>ENGR C210</td>
<td>Engineering Mechanics: Statics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR C230*</td>
<td>Engineering Circuit Analysis</td>
<td>4</td>
</tr>
</tbody>
</table>

Lecture/laboratory courses are indicated by an asterisk (*).

Complete general education requirements as required. Students planning to transfer to a 4-year institution should also consult with a counselor.

1Pending review and approval by the California Community College Chancellor’s Office.
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 Introduction to Art ................................................................. 3 Units
- ART C105 History of Western Art I ......................................................... 3
- ART C106 History of Western Art II ....................................................... 3

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

**THEATRE**
- THEA C101 Introduction to Theatre ..................................................... 3 Units
- THEA C103 Introduction to Play Reading ............................................. 3

Select 15 units from the following courses:

**ART**
- ART C111 Two Dimensional Design .................................................. 3 Units
- ART C115 3-Dimensional Design ......................................................... 3
- ART C121 Drawing I .............................................................................. 3
- ART C131 Painting I ............................................................................... 3
- ART C141 Ceramics I ............................................................................ 3
- ART C151 Sculpture I ........................................................................... 3

**MUSIC**
- MUSC C121 Piano I ............................................................................... 2 Units
- MUSC C122 Piano II ............................................................................. 2
- MUSC C126 Guitar ................................................................................ 2
- MUSC C131 Orchestra I ...................................................................... 2
- MUSC C132 Orchestra II .................................................................... 2
- MUSC C141 Community Band I ......................................................... 2
- MUSC C142 Community Band II ....................................................... 2
MUSC C252 Choir IV ................................................................. 2
MUSC C251 Choir III ................................................................. 2
MUSC C242 Community Band IV .............................................. 2
MUSC C232 Orchestra IV ......................................................... 2
MUSC C231 Orchestra III .......................................................... 2
MUSC C222 Piano IV ................................................................. 2
MUSC C221 Piano III ................................................................. 2
MUSC C183 Fundamentals of Sound Design for Media .......... 3
MUSC C181 Music and Technology ........................................... 3
MUSC C179 Piano II ................................................................. 2
MUSC C178 Piano I ................................................................. 2
MUSC C161 Choir ................................................................. 2
MUSC C152 Choir II ............................................................... 2
MUSC C151 Choir I ................................................................. 2
MUSC C129 Orchestra ............................................................ 2
MUSC C128 Orchestra ............................................................ 2
MUSC C127 Orchestra ............................................................ 2
MUSC C126 Shakespeare Theatre Production ....................... 3
MUSC C121 Theatre Production ............................................... 3
MUSC C118 Improvisation ...................................................... 2
MUSC C117 Advanced Acting ............................................... 2
MUSC C116 Intermediate Acting ........................................... 2
MUSC C115 Beginning Acting ............................................... 2
MUSC C113 Theory ............................................................... 2
MUSC C112 Fundamentals of Acting ..................................... 2
MUSC C111 Fundamentals of Acting ..................................... 2
MUSC C105 Performance Studies ......................................... 2 Units
MUSC C104 Music Theory .................................................... 2
MUSC C103 Composition ..................................................... 2
MUSC C102 Digital Imaging with Photoshop ......................... 3
MUSC C101 Fundamentals of Music ...................................... 3
MUSC C100 Fundamentals of Music ...................................... 3
MUSC C109 Desktop Publishing with InDesign ..................... 3
MUSC C108 Piano III ............................................................ 2
MUSC C107 Illustration and Design with Illustrator............... 3
MUSC C106 Piano II .............................................................. 2
MUSC C105 Piano I .............................................................. 2

THEATRE

THEA C110 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 C144 Acting ............................................................ 2
THEA C143 Acting ............................................................ 2
THEA C142 Acting ............................................................ 2
THEA C141 Creative Drama ............................................... 2
THEA C130 Directing ......................................................... 2
THEA C129 Lighting .......................................................... 2
THEA C128 Stage Management ......................................... 2
THEA C127 Stage Management ......................................... 2
THEA C126 Stage Management ......................................... 2

DIGITAL MEDIA ARTS

DMA C102 Digital Imaging with Photoshop ....................... 3
DMA C101 Digital Imaging with Photoshop ....................... 3
DMA C100 Digital Imaging with Photoshop ....................... 3
DMA C109 Desktop Publishing with InDesign ..................... 3
DMA C108 Desktop Publishing with InDesign ..................... 3
DMA C107 Illustration and Design with Illustrator............... 3
CSCI C181 XHTML and CSS ............................................. 3

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

General Sciences

GENERAL SCIENCES ASSOCIATE OF ARTS DEGREE - The General Sciences major consists of at least 18 units in the natural sciences. 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>PHSC C141</td>
<td>Introduction to Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C125</td>
<td>Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>PHSC C122*</td>
<td>Elementary Astronomy Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PHSC C121</td>
<td>Survey of Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C111*</td>
<td>The Human Environment</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C112*</td>
<td>The Human Environment Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHSC C251*</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>PHSC C255*</td>
<td>Human Physiology</td>
<td>4</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>Ordinary 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 Lecture</td>
<td>3</td>
</tr>
<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>PHSC C101</td>
<td>General Earth Sciences</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C102*</td>
<td>General Earth Sciences 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>Elementary Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C122</td>
<td>Elementary 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 four-year institution. Physics requirements for biology majors can vary among institutions. Students should
check with a counselor concerning requirements for specific transfer institutions. Graduates with a biology emphasis are prepared for further studies which allow work in a variety of fields including: biochemistry, biotechnology, botany, ecology, entomology, genetics, health, immunology, medicine, molecular biology, oceanography, pharmacy, teaching, wildlife management, zoology and related clinical fields.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</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>5</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>
</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>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 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>CHEM C122* General Inorganic Chemistry I for Nursing and Allied Health Science Majors</td>
<td>5</td>
</tr>
<tr>
<td>or</td>
<td>CHEM C220 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>Title</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 C223*</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 Code</th>
<th>Course 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>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>PHSC 131</td>
<td>Introduction to Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>PHSC 132</td>
<td>Introduction to Meteorology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PHSC 141</td>
<td>Introduction to Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>PHSC 142</td>
<td>Introductory Oceanography Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

Total: 18-19 units

**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 Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH C251</td>
<td>Analytic 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>or 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, 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.
LIBERAL ARTS ASSOCIATE OF ARTS DEGREE – The Liberal Arts degree is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis”. This area of emphasis would be an ideal choice for students who plan on transferring to the California State University (CSU) or University of California (UC) as students can satisfy general education requirements, plus focus on transferable coursework that relate to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

• Choose either Option A: Cerro Coso Local General Education Pattern*, Option B: CSU General Education Breadth or Option C: IGETC (Intersegmental General Education Transfer Curriculum) for the General Education pattern which relates to your educational goal.

*Completion of the Cerro Coso Local General Education Pattern DOES NOT prepare a student for transfer. If you are planning to transfer to a four-year school, depending on your transfer goal, you should select Option B or C only. Please consult with a counselor or educational advisor if you have any question about which option is right for you.

• Complete 18 units in one “Area of Emphasis” from those outlined below. (Note: Where appropriate, courses in the “Area of Emphasis” may also apply towards General Education areas on the General Education pattern).

• All classes listed below transfer to the CSU system and courses in BOLD also transfer to the UC system. Please refer to http://www.assist.org for articulation agreements and transfer details for each course.

ASSOCIATE DEGREE IN LIBERAL ARTS:

General Education Cerro Coso GE, CSU-GE Breadth or IGETC: 31-40
Units necessary to meet Cerro Coso GE, CSU-GE Breadth or IGETC Certification requirements only.

Areas of Emphasis: 18

• A minimum of 18 units are required in one Area of Emphasis listed below. For depth of study, 2 or more courses in one discipline is required. For breadth of study, courses must be taken from 2 or more disciplines within the Area of Emphasis.

• Courses selected may also be used to fulfill GE areas, refer to each transfer institution policy.

Electives: 2-11

Elective units may be necessary to total 60 overall units required for the Associate Degree. These units must be transferable to the CSU and/or UC for appropriate credit.

Total Units 60
ARTS & HUMANITIES EMPHASIS: These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. This Area of Emphasis is appropriate for students intending to transfer into such majors as; Art History, English, Humanities, Philosophy. If you have questions about whether this Area of Emphasis is an appropriate your choice of major, please consult with a counselor or educational advisor.

American Sign Language: ASL 101, 102
Art/Art History: ART C101, C105, C106, C106H, C111, C115, C121, C131, C141, C151, C165
Film: FILM C211
French: FREN C101, C102
History: HIST C103, C103H, C104, C104H
Latin: LATN C101, C102, C201, C202
Music: MUSC C101, C101H, 105, C118, C121, C122, C126, C131, C132, C141, C142, C151, C152, C173
Philosophy: PHIL C101, C101H, 141, 161, 162, C163, C205, C215
Russian: RUSS C101, C102
Sociology: SOCI C210, C220
Spanish: SPAN C100, C101, C102, 110, C171, 180, 201, 202, C211
Speech: SPCH C101, C105
Theater: THEA C101, C103, C105, C111, C121, C126, C131, C140, C145, C230

SOCIAL & BEHAVIORAL SCIENCES EMPHASES: These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate. This Area of Emphasis is appropriate for students intending to transfer into such majors as; Anthropology, History, Political Science, Sociology. If you have questions about whether this Area of Emphasis is an appropriate your choice of major, please consult with a counselor or educational advisor.

Administration of Justice: ADMJ C101
Anthropology: ANTH C111, C121, C131
Child Development: CHDV C101, C105, C115
Economics: ECON C101, C102, C103
Geography (excluding physical geography): GEOG C121, C131, C131H
Cerro Coso Community College 2009-2010

History:  HIST C103, C103H, C104, C104H, C131, C131H, C132, 132H, C206, C209, C218, C226
Mathematics:  MATH C121
Political Science:  POLS C101, C101H, C102, C204
Psychology:  PSYC C101, C101H, C102, C114, C211, C231, C241, C251, C271
Sociology:  SOCI C101, C121, C131, C210, C220

MATHEMATICS & SCIENCE EMPHASIS:  These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena.  Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra.  Students will be able to demonstrate an understanding of the methodologies of science as investigative tools.  Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world’s civilizations.  This Area of Emphasis is appropriate for students intending to transfer into such majors as; Biology, Chemistry, Mathematics, Physics.  If you have questions about whether this Area of Emphasis is an appropriate your choice of major, please consult with a counselor or educational advisor.

To fulfill this area of emphasis:
• at least one course must be taken from Mathematics
• at least two courses must be taken from the sciences, one must include a lab

Anthropology:  ANTH C121

Computer Science:  CSCI C101, C251, C252, C265, C267
Geography:  GEOG C101, C102*, C111*
Geology:  GEOL C111*, C121, C131
Mathematics (beyond the Intermediate Algebra level):  MATH C121, C121H, C130, C131, C141, C142, C151, C152, C251, C255, C257

Physics:  PHYS C111*, C113*, C211*

Laboratory and field experience courses are indicated by an asterisk (*).
Mathematics

MATHEMATICS ASSOCIATE OF ARTS DEGREE (60 units total, 27 to 31 units in the major) prepares students to transfer to four-year universities to pursue a Bachelor’s degree. Bachelor’s degree options include but are not limited to: General Mathematics, Applied Mathematics, Mathematics Education, Statistics, Physics, Chemistry, Biology, Computer Science, Engineering, Computer Information Systems, Management Information Systems, and Economics.

The degree consists of five required courses comprising 23 units, and another 2 elective courses comprising six, seven, or eight units, depending on the student’s elective preferences. For example, two computer science electives comprise six units, one computer science elective and one mathematics elective comprise seven units, and two mathematics electives comprise eight units.

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

Complete the following courses (23 units):

MATH C151 Analytic Geometry and Calculus I ........................................................................................................................................................ 5 Units
MATH C152 Analytic Geometry and Calculus II ............................................................................................................................................................ 5
MATH C251 Analytic Geometry and Calculus III ............................................................................................................................................................ 5
MATH C255 Ordinary Differential Equations ............................................................................................................................................................ 4
MATH C257 Linear Algebra.................................................................................................................................................................................... 4

Select 6-8 units from the following courses:

CSCI C251 Introductory Visual Basic Programming........................................................................................................................................ 3 Units
CSCI C265 Introductory C++ Programming ...................................................................................................................................................... 3
CSCI C267 Java Programming.................................................................................................................................................................................. 3
MATH C121 Elementary Probability and Statistics .................................................................................................................................................. 4
MATH C130 Finite Mathematics .................................................................................................................................................................................. 4
MATH C131 Business Calculus .................................................................................................................................................................................. 4

1Pending review and approval by the California Community College Chancellor’s Office.

Physical Education

PHYSICAL EDUCATION ASSOCIATE OF ARTS DEGREE (60 units total, 22.5 units in the major) prepares the students 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 (17.5):

BIOL C251 Human Anatomy .................................................................................................................................................................................. 4 Units
BIOL C255 Human Physiology .................................................................................................................................................................................. 4
HSCI C101 Principles of Health Education ............................................................................................................................................................ 3
HSCI C105 First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillator .................................................................................................................................................................................. 0.5
PHED C101 Foundations of Physical Education ............................................................................................................................................................ 3
PHED C155 Care and Prevention of Athletic Injuries ............................................................................................................................................................ 3
FITNESS: Select two different disciplines from the following courses:

PHED C103  Aerobic Dance I ................................................................. 1 Unit
PHED C104  Aerobic Dance II ............................................................... 1
PHED C203  Aerobic Dance III ............................................................. 1
PHED C105  Weight Training I ............................................................... 1
PHED C106  Weight Training II .............................................................. 1
PHED C205  Weight Training III ........................................................... 1
PHED C107  General Conditioning I ......................................................... 1
PHED C108  General Conditioning II ...................................................... 1
PHED C129  Cardiovascular Fitness I ....................................................... 1
PHED C130  Cardiovascular Fitness II ..................................................... 1
PHED C229  Cardiovascular Fitness III ................................................... 1
PHED C131  Wellness Walking I ............................................................. 1
PHED C132  Wellness Walking II ........................................................... 1
PHED C151  Intro to General Conditioning for the Competitive Athlete I ......................................................... 1
PHED C152  Beginning General Conditioning for Competitive Athletes II .................................................... 1
PHED C251  Intermediate General Conditioning for Competitive Athletes III ................................................... 1
PHED C252  Advanced General Conditioning for Competitive Athletes IV .................................................... 1

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

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

Total: ................................................................................................................. 22.5 Units

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.
**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
- **THEA C103** Introduction to Play Reading .......................................................... 3
- **THEA C111** Fundamentals of Acting ................................................................. 2
- **THEA C112** Beginning Acting ............................................................................. 2
- **THEA C121** Theatre Production ........................................................................ 3
- **THEA C126** Shakespeare Theatre Production ................................................... 3
- **THEA C140** Movement for the Actor ............................................................... 2
- **THEA C145** Voice for the Actor ......................................................................... 2
- **THEA C211** Intermediate Acting ...................................................................... 2
- **THEA C212** Advanced Acting .......................................................................... 2
- **THEA C230** Directing ....................................................................................... 2
- **THEA C241** Creative Drama .............................................................................. 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 ........................................................................ 3
- **THEA C126** Shakespeare Theatre Production ................................................... 3
- **THEA C131** Technical Theatre ......................................................................... 3
- **THEA C212** Advanced Acting .......................................................................... 2
- **THEA C230** Directing ....................................................................................... 2
- **THEA C241** Creative Drama .............................................................................. 2

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

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

Select one of the following courses:

- MATH C055 Intermediate Algebra ................................................................. 4 Units
- MATH C142 Trigonometry ................................................................. 4 Units

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

### DRAFTING TECHNOLOGY

- DRFT C111 Engineering Drawing I ................................................................. 3 Units
- DRFT C112 Engineering Drawing II ................................................................. 3
- DRFT C121 Architectural Planning I ................................................................. 3
- DRFT C122 Architectural Planning II ................................................................. 3
- DRFT C151 Fundamentals of AutoCAD ................................................................. 3
- DRFT C152 Advanced Computer Aided Design and Drafting ................................................................. 3
- DRFT C153 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 and Tool Problems ................................................................. 3
- MCTL C215 Introduction to CNC 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.

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

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

2. Complete each course to be applied toward the certificate with a “C” or better.

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

Cerro Coso Community College 2009-2010 Degree Programs - 45

**Administration of Justice** ................................................................. 46
**Automotive Technology** ................................................................. 47
**Business** .......................................................................................... 47
**Management** .................................................................................... 48
**Business Office Technology** ............................................................ 48
  - Business Office Technology Certificate ........................................ 49
  - Office Clerk Award ......................................................................... 49
  - Office Assistant Certificate .......................................................... 49
**Child Development** ......................................................................... 50
  - Assistant Teacher Award ............................................................ 51
  - Assistant Teacher Permit ............................................................ 51
  - Associate Teacher Award ............................................................ 51
  - Associate Teacher Permit ........................................................... 51
  - Child Development Teacher Certificate ...................................... 51
  - Teacher Permit ............................................................................ 51
  - Master Teacher Permit ............................................................... 52
  - Site Supervisor Permit ............................................................... 52
**Computer Information Systems** ....................................................... 53
  - Computer Information Systems Certificate ................................ 54
  - Computer Information Systems Intermediate Programming Certificate .................................................................................. 55
**Computer Science** ........................................................................... 55
**Engineering Drafting Technology** .................................................... 56
**Engineering Technology** .................................................................. 56
**Fire Technology** ............................................................................... 57
**Health Careers** ................................................................................ 58
  - Administrative Medical Assistant Award .................................... 58
  - Clinical Medical Assistant Award ................................................ 58
  - Medical Assisting Externship Award .......................................... 58
  - Medical Assistant Certificate ...................................................... 58
**Human Services** ............................................................................... 58
**Industrial Technology** ..................................................................... 59
**Machine Tool Technology** ............................................................... 61
**Paralegal Studies** .............................................................................. 62
**Small Business Management/Entrepreneurship** ............................ 63
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* Patent Procedures ............................................................................................................. 3

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

*Note: Successful completion of the Basic Peace Officer Academy may substitute for ADMJ C101, ADMJ C105, ADMJ C111 and 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 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 Auto Transmission/Transaxle ......................................................................................................... 3
AUTO C141 Manual Drive Train and Axles .......................................................................................................... 3

Select one of the following:

AUTO C145 Engine Repair ............................................................................................................................. 3 Units
AUTO C151 Hybrid and Alternative Fuels ........................................................................................................ 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
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
CSCI C101 Introduction to Computer Information Systems ............................................................................. 3

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

BUSINESS 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>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 Communication</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>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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) prepares learners for employment in challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, and bookkeeping in order to meet the needs of the technologically dynamic office.

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>3</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 C163</td>
<td>Advanced 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>
</tbody>
</table>
Cerro Coso Community College 2009-2010

Degree Programs - 49

CSCI C165  Advanced Access ................................................................. 1
CSCI C127  MS PowerPoint ................................................................. 1
CSCI C171  Introduction to the Internet ............................................... 1

Complete 4 units from the following courses:

CSCI C129  MS Outlook ..................................................................... 1 Unit
CSCI C135  Beginning Adobe Acrobat ................................................. 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 ......................................... 3
BSOT C154  Office Personnel Seminar .............................................. 3
CSCI C070  Computer Literacy ............................................................ 3
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
BSAD C145  Business Communication .............................................. 3
BSOT C132  Intermediate Computer Keyboarding ............................ 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 the Internet .............................................. 1
CSCI C129  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 Child Development I ............................................................................................ 3
- CHDV C203 Principles and Practices 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 Child Development Programs I ..................................................................................... 3
- CHDV C252 Administration of Child Development Programs 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 http://www.ctc.ca.gov for more information regarding the Permit Matrix and Professional Growth Advisors. For all Permits, all course work must be completed with a grade of “C” or better.

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.

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

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

CHDV C202 Principles and Practices Child Development I .................................. 3 Units
CHDV C203 Principles and Practices Child Development II .................................. 3
52- Degree Programs

Select 6 elective units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDV C111</td>
<td>Principles of Child Guidance</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C121</td>
<td>Health, Safety, and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C125</td>
<td>Diversity in Education</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C143</td>
<td>Materials and Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C145</td>
<td>Language and Literature</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C147</td>
<td>Assessment and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C149</td>
<td>Play and Meaning</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C241</td>
<td>The Exceptional Child: Nature and Needs</td>
<td>3</td>
</tr>
</tbody>
</table>

**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** (32 units): 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDV C281</td>
<td>Adult Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

AND

**Specialization in Infant Care***

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDV C105</td>
<td>Introduction to Infant Development</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C205</td>
<td>Foundations of Infant Development</td>
<td>3</td>
</tr>
</tbody>
</table>

OR

**Specialization in School Age Care***

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDV C107</td>
<td>School Age Development</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C207</td>
<td>School Age Curriculum</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**SITE SUPERVISOR PERMIT** (32 units): 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDV C251</td>
<td>Administration of Child Development Programs I</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C252</td>
<td>Administration of Child Development Programs II</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C281</td>
<td>Adult Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>
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 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>Introductory Visual Basic Programming</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>Introduction to 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>

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

Select a minimum of 12 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</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 Computer 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>Introduction to MS Project</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C195</td>
<td>Introduction to Robotic Programming</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introductory Visual Basic Programming</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>Introductory C++ Programming</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>
</tbody>
</table>
## 54+ Degree Programs

### Cerro Coso Community College 2009-2010

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>

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

**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</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C241</td>
<td>Introduction to Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introduction to Structured Programming with Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>or</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</th>
<th>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 Computer 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>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>Introductory Visual Basic Programming</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>Introductory C++ Programming</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>
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 Introductory Visual Basic Programming .............................................. 3
  or
- CSCI C252 Introduction to Computer Science ..................................................... 3
- CSCI C270 Introduction to 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 Introductory Visual Basic Programming .............................................. 3
- CSCI C252 Introduction to Computer Science ..................................................... 3
  or
- 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

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 C265 Introductory 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
## 56- Degree Programs

### Cerro Coso Community College 2009-2010

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

**Total:** 31 Units

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

**COMPUTER SCIENCE CERTIFICATE** (31 units): Any student completing the courses required for a major qualifies for a certificate in Computer Science.

### 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 Title</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>
<tr>
<td>MATH C055</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>WEXP C101</td>
<td>Introduction to Work Experience</td>
<td>1</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRFT C161</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>3</td>
</tr>
<tr>
<td>WEXP C102</td>
<td>Occupational/Career Work Experience I</td>
<td>1-3</td>
</tr>
</tbody>
</table>

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.

### 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 Title</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 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>
<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 Title</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>
</tbody>
</table>
MCTL C215 Introduction to CNC Machining ................................................................. 3
WEXP C101 Introduction to Work Experience ........................................................... 1
WEXP C102 Occupational/Career Work Experience .............................................. 1-3

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

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

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 C256 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 two 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 (26 units): Any student who completes the seven core courses and two electives.

- 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
- CSCI C070 Computer Literacy** ....................................................................................................................... 1
- ENGL C070 Introductory Composition ................................................................................................................ 3
  or
- ENGL C151 Technical Communication ......................................................................................................... 4
- PSYC C101 General Psychology ..................................................................................................................... 3

*Prerequisite for HMSV C104
** Can be waived
Cerro Coso Community College 2009-2010

Complete two elective courses from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDV C101</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C241</td>
<td>The Exceptional Child: Nature and Needs</td>
<td>3</td>
</tr>
<tr>
<td>PSYC C112</td>
<td>Introduction to Substance Abuse Treatment</td>
<td>3</td>
</tr>
<tr>
<td>PSYC C116</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>PSYC C211</td>
<td>Lifespan Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYC C241</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPCH C105</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Or other approved specialized courses

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

**Human Services A.S.** degree requires necessary general education classes as well as completing required classes for Human Services Worker Certificate.

## Industrial Technology

**INDUSTRIAL TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE** (60 unit total, 30-36 units in the major) is designed to prepare students to enter the industrial setting in the areas of renewable energy (wind/solar), engineering technology, or electronics. Within the Industrial Technology program, students can earn progressive levels of certificates toward employment and/or the degree. Students must complete the 18 unit Industrial Technology certificate, one 12-18 unit emphasis areas plus completion of all units required for the AS Degree. Emphasis area should be selected based on employment goal Electronics Technology, Engineering Technology, Solar Technology or Wind Technology. Employment in aerospace, mining, manufacturing, and renewable energy is projected to increase dramatically over the next several years utilizing cutting edge technologies.

**Program Requirements**

**Industrial Technology Certificate** (18 units): Provides student with skills to enter the industrial environment as an entry level employee.

**Required Core Courses (18 units):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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 C123</td>
<td>Beginning Excel</td>
<td>1</td>
</tr>
<tr>
<td>DRFT C108</td>
<td>Reading Technical Drawings</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C151</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MATH C056</td>
<td>Technical Math for Trades</td>
<td>3</td>
</tr>
<tr>
<td>MCTL C107</td>
<td>Basic Hand Tools</td>
<td>2</td>
</tr>
<tr>
<td>WELD C101</td>
<td>Oxyacetylene Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

**Industrial Technology Certificate** (18 units), area of emphasis and general education requirements must be met for the completion of the AS in Industrial Technology.
EMPHASIS AREAS:

Students can earn a certificate in any one of the emphasis areas below. To complete the AS in Industrial Technology, students must complete the 18 unit Industrial Technology certificate above and one the 12-18 unit emphasis areas below. Emphasis area should be selected based on employment goal in Electronics Technology, Engineering Technology, Solar Technology or Wind Technology.

**Industrial Technology - Electronics Technician Certificate** (18 units): Provides students with skills to enter the job market as an Electronics Technician.

Select from the following courses (* denotes required courses):

- DRFT C151 Fundamentals of AutoCAD ................................................................. 3 Units
- DRFT C161 Geometric Dimensioning and Tolerancing ........................................... 3
- ET C101* Electrical Circuit Analysis I ................................................................. 3
- ET C105* Electrical Circuit Analysis II ................................................................. 3
- ET C212* Microelectronics ....................................................................................... 3
- ET C222* Digital Circuits/Microprocessors ............................................................. 3
- ET C261* Communication Systems ......................................................................... 3
- WEXP C101 Work Experience Seminar I ............................................................. 1
- WEXP C102 Occupational/Career Work Experience .............................................. 1-3

**Industrial Technology - Engineering Technician Certificate** (18 units): Provides students with skills to enter the job market as engineering technicians as a Drafting Technician, CAD Technician or entry level Design Technician.

Select from the following courses (* denotes required courses):

- DRFT C111* Engineering Drawing I ........................................................................... 3 Units
- DRFT C112 Engineering Drawing II ........................................................................... 3
- DRFT C151* Fundamentals of AutoCAD ................................................................. 3
- DRFT C153 3D Solids Modeling with SolidWorks ....................................................... 3
- DRFT C161* Geometric Dimensioning and Tolerancing ......................................... 3
- MCTL C111* Beginning Machine Shop ...................................................................... 3
- WEXP C101 Work Experience Seminar I ............................................................. 1
- WEXP C102 Occupational/Career Work Experience .............................................. 1-3

**Industrial Technology - Solar Technician Certificate** (12 units): Provides students with skills to enter the job market as energy technicians as a solar technician. To complete the Industrial Technology - Solar Technician Certificate, complete 12 units, required courses (* denotes required courses) must be included.

Select from the following pathways (* denotes required courses):

- RET C104* Introduction to Solar Power Technology .................................................. 1 Unit
- RET C105* Solar Energy II - Photovoltaic Technologies and Applications .................. 3
- RET C120 Introductory Hydraulics ........................................................................... 4
- ET C101* Electrical Circuit Analysis I ....................................................................... 3
- ET C105 Electrical Circuit Analysis II ....................................................................... 3
- WEXP C101 Work Experience Seminar I ............................................................. 1
- WEXP C102 Occupational/Career Work Experience .............................................. 1-3
Industrial Technology – Wind Technician Certificate\(^1\) (12 units): Provides students with skills to enter the job market as energy technicians as a wind technician. To complete the Industrial Technology – Wind Technician Certificate, complete 12 units, required courses (* denotes required courses) must be included.

Select from the following pathways (* denotes required courses):

- **RET C101** Introduction to Wind Technology ................................................................. 1 Unit
- **RET C102** Wind Turbine Technician I ........................................................................ 4
- **RET C103** Wind Turbine Technician II ....................................................................... 4
- **RET C120** Introductory Hydraulics .............................................................................. 4
- **ET C101** Electrical Circuit Analysis I .......................................................... 3
- **ET C105** Electrical Circuit Analysis II ...................................................................... 3
- **WEXP C101** Work Experience Seminar I .............................................................. 1
- **WEXP C102** Occupational/Career Work Experience .............................................. 1-3

\(^1\) 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
- **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 a minimum of 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>
<tr>
<td>HSCI C101</td>
<td>Principles of Health Education</td>
<td>3</td>
</tr>
<tr>
<td>MATH C050</td>
<td>Elementary Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PHSC C101</td>
<td>General Earth Sciences</td>
<td>3</td>
</tr>
<tr>
<td>POLS C101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>SOCI C101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI C220</td>
<td>Perspectives on Race, Class, and Gender</td>
<td>3</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.
PARALEGAL STUDIES CERTIFICATE (31 units): Any student completing the courses required for the major qualifies for a certificate in Paralegal Studies.

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.

SMALL BUSINESS MANAGEMENT/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 (63.5 units total) is an intensive program totaling 1,662 hours approved by the Board of Vocational Nursing and Psychiatric Technicians. The hours include anatomy and physiology, psychology, certified nurse aide (CNA), nursing theory, and supervised clinical nursing experiences. Concepts integrated throughout the first semester of the program include: fundamentals of nursing, geriatrics, nutrition, and pharmacology. Nursing care of clients with 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
- BIOL C251 Human Anatomy ............................................................... 4 units
- BIOL C255 Human Physiology ............................................................ 4
- CSCI C070 Computer Literacy ............................................................ 1
64- Degree Programs

HCRS C055  Certified Nursing Assistant ............................................................................................................................. 5
HCRS C150  Medical Terminology........................................................................................................................................ 3
IC C075    Introduction to Library Research and Bibliography .................................................................................. 1
PSYC C101  General Psychology........................................................................................................................................... 3

SEMESTER I
HCRS C101  Vocational Nursing: Medical Surgical Nursing I ......................................................................................... 8 units
HCRS C111  Vocational Nursing: Clinical Practice I ......................................................................................................... 6
HCRS C070/EMTC C070 CPR for the Healthcare Provider .......................................................................................... 0.5

SEMESTER II
HCRS C102  Vocational Nursing: Medical Surgical Nursing II ....................................................................................... 8 units
HCRS C112  Vocational Nursing: Clinical Practice II ....................................................................................................... 6

SEMESTER III
HCRS C201  Vocational Nursing: Medical Surgical Nursing III ...................................................................................... 8 units
HCRS C211  Vocational Nursing: Clinical Practice III...................................................................................................... 6

*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:

DMA C102  Digital Imaging with Photoshop .................................................................................................................... 3 Units
DMA C111  XHTML and CSS .............................................................................................................................................. 3
DMA C113  Accessibility and Usability ............................................................................................................................... 3
DMA C115  Interactivity and Interface Design with Flash .............................................................................................. 4
Select at least 9 units from the following courses:

- ART C111 Two Dimensional Design ................................................................. 3 Units
- ART C121 Drawing I ............................................................................................ 3
- BSAD C211 Introduction to E-Commerce .......................................................... 3
- CSCI C265 Introductory C++ Programming .................................................... 3
- CSCI C267 Java Programming .......................................................................... 3
- DMA C101 Career Planning and Portfolio Development ..................................... 3
- DMA C103 Digital Photo Enhancement with Photoshop ................................. 2
- DMA C107 Illustration and Design with Illustrator ............................................ 3
- DMA C108 Advanced Digital Imaging and Illustration ...................................... 3
- DMA C109 Desktop Publishing with InDesign ................................................. 3
- DMA C118 Introduction to Mobile Media .......................................................... 1.5
- DMA C119 Mobile Web Design and Development .......................................... 3
- DMA C121 Principles of Animation with Flash ............................................... 3
- DMA C131 Digital Video Production ................................................................. 3
- DMA C133 Motion Graphics with After Effects ................................................. 3
- DMA C139 Broadcast Media for Mobile Devices ............................................. 3
- DMA C141 Fundamentals of Game Design ...................................................... 3
- DMA C213 Web Development with PHP and MySQL ...................................... 3
- DMA C215 Advanced ActionScripting with Flash ......................................... 3
- DMA C217 PHP Site Management and Theme Design ..................................... 3
- DMA C218 Advanced Mobile Web Development ............................................ 1.5
- MUSC C183 Fundamentals of Sound Design for Media .................................. 3

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

WEB DESIGN CERTIFICATE (34 units): Any student completing 34 units required for the major qualifies for a certificate in Web Design.

DIGITAL MEDIA SKILLS CERTIFICATE OF ACHIEVEMENT (12 units): This certificate of achievement equips individuals from the broader business community with fundamental skills in digital media, such as creating and editing newsletters, advertisements, technical illustrations, photographs, web sites, videos, and presentations. Those who work in real estate, sales, marketing, administration, education, science, engineering, healthcare, small business, and other industries will benefit from these skills, as they communicate with customers, management, investors, colleagues, students, patients, and the general public. Note: This is a local certificate.

Complete a minimum of 12 units from the following courses:
### MOBILE MEDIA CERTIFICATE OF ACHIEVEMENT

This certificate of achievement equips students with highly specialized and in-demand skills in the design and development of content and media for mobile devices, such as cell phones, MP3 players, and PDAs. Design and usability considerations for small screens are emphasized. Technical topics include markup or scripting languages that are required of specific media, as well as media optimization and distribution methods.

Complete all of the following courses:

#### Core Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C211</td>
<td>E-Commerce</td>
<td>3</td>
</tr>
<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 C118</td>
<td>Introduction to Mobile Media</td>
<td>1.5</td>
</tr>
<tr>
<td>DMA C211</td>
<td>Web Scripting with JavaScript</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete one of the Options below:

#### Mobile Web Option

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA C119</td>
<td>Mobile Web Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>DMA C213</td>
<td>Web Development with PHP and MySQL</td>
<td>3</td>
</tr>
<tr>
<td>DMA C218</td>
<td>Advanced Mobile Web Development</td>
<td>1.5</td>
</tr>
</tbody>
</table>

#### Mobile Game Option

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA C115</td>
<td>Interactivity and Interface Design with Flash</td>
<td>4</td>
</tr>
<tr>
<td>DMA C141</td>
<td>Fundamentals of Game Design</td>
<td>3</td>
</tr>
<tr>
<td>DMA C215</td>
<td>Advanced Action Scripting with Flash</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Mobile Broadcasting Option

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA C130</td>
<td>Introduction to Podcasting</td>
<td>1.5</td>
</tr>
<tr>
<td>DMA C131</td>
<td>Digital Video Production</td>
<td>3</td>
</tr>
<tr>
<td>DMA C139</td>
<td>Broadcast Media for Mobile Devices</td>
<td>3</td>
</tr>
</tbody>
</table>

---

1 Pending review and approval by the California Community College Chancellor’s Office.
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.
ADMJ C060  Special Topics in Administration of Justice
A  3.00 Units

These courses are designed to prepare students to attend California Peace Officer Standards and Training (POST) Basic Peace Officer Training Academy. This course does not fulfill core or elective requirements for certificates or degrees in Administration of Justice. Requisite: None. 45 hours lecture/35 hours laboratory.

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  3.00 Units

Advisory: Level 1 Reading, Level 1 Writing

This is a comprehensive course on the Criminal Justice System that includes the history and philosophy of the Administration of Justice in America. The course will explore the development of the criminal justice system, including all sub-systems, interconnectivity of the sub-systems and their role expectations, theories on crime, adjudication, punishment, rehabilitation, education and training for the continued professionalism of the entire system. 54 hours lecture.

ADMJ C105  Concepts of Criminal Law
A/UC/CSU  3.00 Units

Advisory: Level 1 Reading, Level 1 Writing

In this course students learn the historical development, philosophy, and constitutional provisions of the law and its impact within the criminal justice system. Students develop a working knowledge of legal terms and their definitions. Students look at the classification of crime and its causation. Students conduct analytical research and study of case law decisions. 54 hours lecture.

ADMJ C115  Legal Aspects of Evidence
A/CSU  3.00 Units

Advisory: Level 1 Reading, Level 1 Writing

This course is designed to provide a working knowledge of evidence, evidentiary practices and case laws that deal with the admission of evidence. Topics include origin, development and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure, kinds and 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

Advisory: Level 1 Reading, Level 1 Writing

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

Advisory: Level 1 Reading, Level 1 Writing

This course will provide students with an introduction into the ethics and legalities of criminal investigations. Topics 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

Advisory: Level 1 Reading, Level 1 Writing

This is a basic course in the sociological study of crime and its causes as it pertains to juvenile procedures and delinquency. Topics 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
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 of 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.
70 - Course Descriptions

Cerro Coso Community College 2009-2010

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

AGRI C101  Fundamentals of Horticulture
A/CSU 3.00 Units

Science of growing vegetables, fruit trees and ornamentals. Propagation, soil and irrigation management, pruning and pest control of horticultural crops with emphasis on the aspects common to most plants. 54 hours lecture.

AGRI C102  Botany
A/CSU 4.00 Units

Advisory: Level 1 Reading, Level 2 Writing

This is a plant science course covering the basic concepts of plant structure and function: roots, stems, leaves, fruit, and seeds. The course includes the study of plant growth and development; properties of plant cell types; sexual and vegetative reproduction in plants; plant classification, biomes, and plant ecology. 54 hours lecture/54 hours laboratory.

AGRI C105  Soils and Plant Nutrition
A/UC/CSU 3.00 Units

Chemical and physical properties of soils. Plant and soil and water relationships, Composition, value and application of chemical and organic fertilizers for plant nutrition. 54 hours lecture.

AGRI C111  Plant Propagation
A/CSU 3.00 Units

Advisory: Level 1 Reading, Level 2 Writing

Theory and practices of plant propagation, including seedling cutting, grafting and layering. Use of plant hormones and propagation structures. 54 hours lecture.

AGRI C115  Environmental Irrigation
A/CSU 3.00 Units

Hydrology and management of water resources, including plant, soil, and water relationships, water conservation and methods of irrigation and emphasis on the water situation in the Indian Wells Valley. 54 hours lecture.
Course Descriptions - 71

AGRI C121  Introduction to Pest Control
A/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing
This course includes:  the identification of weeds, insects and other arthropod pests, and plant diseases; and the recognition of damage indicating the need for suppression through cultural, biological and/or chemical control methods.  The course also includes a discussion of nematodes and vertebrate animal pests and appropriate control methods. Designed for basic entry level, technical students, as well as other individuals desiring to explore the field of pest management.  54 hours lecture.

AGRI C207  Turfgrass Management
A/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing
Culture, management, and identification of the important turfgrass species employed on golf courses, institutional settings and sports fields.  The discussion of planting and management practices, renovation, fertilization, and pest management methods.  This course is valuable to individuals interested in turf and landscape management, golf course management, park management, and private estate management.  54 hours lecture.

AMERICAN SIGN LANGUAGE

ASL C101  American Sign Language I
A/UC/CSU  4.00 Units
Students will be introduced to American Sign Language (ASL), a visual-gesture language used by the deaf community in the United States and Canada, and more importantly, will focus on the development of basic conversation skills emphasizing receptive abilities through in-class requirements.  The course will also introduce deaf culture and the history of ASL.  72 hours lecture.

ASL C102  American Sign Language II
A/UC/CSU  4.00 Units
Prerequisite:  ASL C101
Students will continue to develop and enhance their proficiency in American Sign Language (ASL) usage and their knowledge of deaf culture.  This course encourages students' communicative competency with emphasis on vocabulary and expressive skills through in-class and out-of-class requirements.  72 hours lecture.

ANTHROPOLOGY

ANTH C111  Cultural Anthropology
A/UC/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 1 Writing
This course analyzes social and cultural factors of human behavior in the recent past and present.  Students will compare and contrast cultural traditions, practices and beliefs, and discuss the associated environmental and social factors that shape human cultures.  54 hours lecture.

ANTH C121  Physical Anthropology
A/UC/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 1 Writing
This course examines humans as biological organisms from an evolutionary perspective.  Areas covered include concepts, methods, findings, and issues in the study of the order primates, including relationships between fossil monkeys, apes and humans, and the significance of genetic diversity between modern populations.  54 hours lecture.

ART

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 C067  Introduction to Art
A/UC/CSU  3.00 Units
Advisory:  CSCI C070, Level 1 Reading, Level 1 Writing
Introduction to Art provides the student with a general overview of art history, develops skills in the critical evaluation of art, and encourages the development of personal aesthetics.  In addition, the student is given studio art experiences dealing with various studio media in order to reinforce the concepts presented.  27 hours lecture/81 hours laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART C105</td>
<td>History of Western Art I</td>
<td>3.00</td>
<td>This course is a beginning level studio course which introduces the materials, methods, and techniques of painting as a means of creating two dimensional art images. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C106</td>
<td>History of Western Art II</td>
<td>3.00</td>
<td>Historical development of painting from the Paleolithic Period to the end of the Middle Ages. Field trips optional. 54 hours lecture.</td>
</tr>
<tr>
<td>ART C106H</td>
<td>History of Western Art II – Honors</td>
<td>4.00</td>
<td>Historical development of painting, sculpture, and architecture from Giotto (1300) to the present. This course focuses on the important contributions of Western art upon the world scene. Field trips optional. 54 hours lecture.</td>
</tr>
<tr>
<td>ART C111</td>
<td>Two Dimensional Design</td>
<td>3.00</td>
<td>This is a beginning level studio class which introduces a fundamental understanding of the elements and principles of two dimensional design theory and color theory as they relate to the composition of two dimensional images. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C115</td>
<td>3-Dimensional Design</td>
<td>3.00</td>
<td>Use of individual design elements related to the study of three-dimensional composition. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C121</td>
<td>Drawing I</td>
<td>3.00</td>
<td>This is an introductory studio course in representational and experimental drawing with a focus on historical and contemporary drawing styles, concepts, and drawing materials. This class helps the student develop an understanding of the use of black and white drawing media. Students develop perceptual skills that enable them to draw from direct observation and for personal artistic expression. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C126</td>
<td>Life Drawing Studio</td>
<td>1.50</td>
<td>This class incorporates a traditional drawing methodology with a direct visual study of human surface anatomy. Study will be primarily from the live human model with a strong emphasis on investigative drawing. 13.50 hours lecture/40.50 hours laboratory.</td>
</tr>
<tr>
<td>ART C131</td>
<td>Painting I</td>
<td>3.00</td>
<td>This course is a beginning level studio course which introduces the materials, methods, and techniques of painting as a means of creating two dimensional art images. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C135</td>
<td>Watercolor Painting</td>
<td>3.00</td>
<td>Techniques of still life, landscape and imaginative painting as related to the problems of watercolor. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C141</td>
<td>Ceramics I</td>
<td>3.00</td>
<td>This is a beginning level studio course which introduces the student to ceramic materials and the methods of processing ceramic materials into finished projects. Instruction is directed toward both art and craft, traditional and contemporary. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C151</td>
<td>Sculpture I</td>
<td>3.00</td>
<td>This course is an introduction to sculptural concepts, processes and techniques. Modern materials and their relationship to design, form, and three-dimensional space is investigated. Students develop perceptual skills that enable them to create sculptures for personal artistic expression. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C165</td>
<td>Photography I</td>
<td>3.00</td>
<td>This course provides an introduction to the technical and aesthetics aspects of photography in a fine arts context. Special attention is given to the relationships between photography, other art forms and culture. Students learn to operate a camera, develop film and print black and white photographs. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C166</td>
<td>Photography II</td>
<td>3.00</td>
<td>A continuation of study in the aesthetics and technology of black and white photography. Students will refine black and white darkroom techniques and learn advanced printing techniques. The major themes of classic photography will be explored, including still life, portraiture, landscape, and documentary photography. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C176</td>
<td>Etching &amp; Relief Printmaking</td>
<td>3.00</td>
<td>Exploring the expressive potential of fine art print through the techniques of etching and relief printing. 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>ART C191</td>
<td>Gallery Technology</td>
<td>1.00</td>
<td>Theories and functions of an art gallery. Course will include the scheduling and arranging of art exhibits in the college gallery. 9 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>ART C195</td>
<td>Art Practicum I</td>
<td>1.00</td>
<td>Laboratory course to enable students who are enrolled in art studio courses to spend additional time in the art lab outside of regular class hours to work on class projects or individual projects related to their particular subject area. This course may be taken four times. 54 hours laboratory.</td>
</tr>
</tbody>
</table>
ART C196  Art Practicum II
A/CSU  2.00 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. 108 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  Drawing III
A/UC/CSU  3.00 Units
Prerequisite: ART C121
This is an advanced studio course in representational and experimental drawing with a focus on historical and contemporary drawing styles, concepts, and drawing materials. This class helps the student develop an advanced understanding of the use of black and white drawing media. Students expand perceptual skills that enable them to draw from direct observation and for personal artistic expression. 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 C240  Ceramics II
A/N/CSU  3.00 Units
Prerequisite: ART C141
This course provides an opportunity for advanced work in basic ceramic techniques, glaze and clay formulation, and kiln firing. 27 hours lecture/81 hours laboratory.

ART C241  Ceramics III
A/UC/CSU  3.00 Units
Advisory: ART C142
This course provides a continued opportunity for advanced student work in ceramic artwork. 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.

ART C265  Photography II
A/CSU  3.00 Units
Prerequisite: ART C165
A continuation of study in the aesthetics and technology of black and white photography in a fine arts context. Students refine black and white darkroom techniques and learn advanced printing techniques. 27 hours lecture/81 hours laboratory.

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.
**BIOL C105**  Concepts of Biology  
A/UC/CSU  4.00 Units  
Advisory:  Level 1 Reading, Level 1 Writing  
This course provides a biological experience for non-majors.  Topics cover principles 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 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.  Topics cover principles of organization, cell structure and function, genetics, metabolism, organ systems, and reproduction (plant and animal), ecology, evolution, and animal behavior.  Not open to students with credit in BIOL C101 or BIOL C102.  54 hours lecture/54 hours laboratory.

**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 principles 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 C105.  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/108 hours laboratory.

**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 C102H**  Principles of Biology Laboratory - Honors  
A/UC/CSU  1.00 Unit  
Advisory:  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.  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.

**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 versus gasoline engines will be explored.  Unique safety and service procedures for hybrid vehicles is also emphasized.  36 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: Evolutionary Biology, Phylogenetics and Biodiversity, Anatomy and Physiology of Plants, and Ecology.  72 hours lecture/54 hours laboratory.

**BIOL C112H**  General Biology II - Honors  
A/UC/CSU  6.00 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: Evolutionary Biology, Phylogenetics and Biodiversity, Anatomy and Physiology of Plants, and Ecology.  The Honors Section will also cover a subset of these topics in greater depth beyond the scope of Biology C112.  90 hours lecture/54 hours laboratory.

**BIOL C115**  Principles of Ecology  
A/UC/CSU  4.00 Units  
Advisory:  Level 1 Reading  
This 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 C116**  Evolution and Animal Behavior  
A/UC/CSU  4.00 Units  
Advisory:  Level 1 Reading  
This course analyzes communities and the 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, and 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 is 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C156</td>
<td>Natural History of the Sonora Desert</td>
<td>1.00</td>
<td>This field course is an overview of the geology, past and present climate, ecology, 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.</td>
</tr>
<tr>
<td>BIOL C157</td>
<td>Natural History of the Colorado Plateau</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>BIOL C161</td>
<td>Natural History Studies - Bristlecone Forests</td>
<td>0.50</td>
<td>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.</td>
</tr>
<tr>
<td>BIOL C162</td>
<td>Natural History Studies - Carrizo Plains</td>
<td>0.50</td>
<td>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 scarp, and offset streams make this a unique place. Field trip required. 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C163</td>
<td>Natural History Studies - Death Valley National Park</td>
<td>0.50</td>
<td>This field course is a study in Death Valley National Park of the geology, the past and present climate and its effects on the part, ecology, fragility of desert ecosystems, the plants, and the animals which inhabit the Death Valley area, and human influences on these ecosystems. Field trip required. 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C164</td>
<td>Natural History Studies - East Mojave National Preserve</td>
<td>0.50</td>
<td>This field course is a study in the Mojave National Preserve of the geology, the past and present climate and its effects on the part, 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.</td>
</tr>
<tr>
<td>BIOL C165</td>
<td>Natural History Studies - Eastern Sierra</td>
<td>0.50</td>
<td>This field course is an overview of the geology, past and present climate, ecology, flora, and fauna of the Sierra Nevada mountains, particularly the “East Side” and the impact of humans on these ecosystems. 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C166</td>
<td>Natural History Studies - Spring Flowers</td>
<td>0.50</td>
<td>This field course includes the study of the climate, geology, geography, ecology, and locations and identification of spring wild flowers in the local area. Field trip required. 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C167</td>
<td>Natural History Studies - Joshua Tree National Park</td>
<td>0.50</td>
<td>This field course is a study in Joshua Tree National Park of the geology, the past and present climate, ecology, plants, and the animals which inhabit the Park and the human influences on these ecosystems. Field trip required. 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C168</td>
<td>Natural History Studies - Long Valley Caldera</td>
<td>0.50</td>
<td>This field course is an overview of the Long Valley Caldera and Bishop tuff explaining the volcanic activity in the area, rock and mineral identification, ecology, and an understanding of recent changes in the earth between Round Valley and the Mono Basin. Some hiking required. 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C169</td>
<td>Natural History Studies - Mono Lake Basin</td>
<td>0.50</td>
<td>This field course is a study in the Mono Basin National Forest Scenic Area and Mono Lake Tufa State Reserve of the geology, past and present climate, ecology, flora and fauna associated with the lake and the influence of humans past and present on the area. Field trips and hiking required. 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C170</td>
<td>Natural History Studies - Owens Valley</td>
<td>0.50</td>
<td>This field course is a study in the Owens Valley, the geology, past and present climate, ecology, flora and fauna associated with the Owens River, marshes, and grasslands of the valley area and human influences on the area. 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C171</td>
<td>Natural History Studies - Sequoia Forests</td>
<td>0.50</td>
<td>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.</td>
</tr>
<tr>
<td>BIOL C172</td>
<td>Natural History Studies - Sierra Meadows</td>
<td>0.50</td>
<td>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.</td>
</tr>
<tr>
<td>BIOL C173</td>
<td>Natural History Studies - Oases of Mojave Desert</td>
<td>0.50</td>
<td>This field course is a study of the geology, 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.</td>
</tr>
<tr>
<td>BIOL C241</td>
<td>Plant Pathology</td>
<td>4.00</td>
<td>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.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Notes</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------</td>
<td>-------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>BIOL C251</td>
<td>Human Anatomy</td>
<td>4.00</td>
<td>A/UC/CSU 4.00 Units</td>
</tr>
<tr>
<td></td>
<td>Advisory: Level 1 Reading, Level 2 Writing</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BIOL C255</td>
<td>Human Physiology</td>
<td>4.00</td>
<td>A/UC/CSU 4.00 Units</td>
</tr>
<tr>
<td></td>
<td>Advisory: Level 1 Reading, Level 2 Writing</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BIOL C261</td>
<td>General Microbiology</td>
<td>4.00</td>
<td>A/UC/CSU 4.00 Units</td>
</tr>
<tr>
<td></td>
<td>Advisory: Level 1 Reading, Level 2 Writing</td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

**BUSINESS ADMINISTRATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C070</td>
<td>Business Mathematics</td>
<td>3.00</td>
<td>A 3.00 Units</td>
</tr>
<tr>
<td></td>
<td>Advisory: Level 3 Math</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSAD C072</td>
<td>Introduction to Accounting</td>
<td>3.00</td>
<td>A 3.00 Units</td>
</tr>
<tr>
<td></td>
<td>Advisory: BSAD C070</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSAD C074</td>
<td>Managing Your Own Business</td>
<td>3.00</td>
<td>A 3.00 Units</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSAD C075</td>
<td>Fundamentals of Retailing</td>
<td>3.00</td>
<td>A 3.00 Units</td>
</tr>
<tr>
<td></td>
<td>Advisory: Level 1 Reading, Level 2 Writing</td>
<td></td>
<td>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, merchandising 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.</td>
</tr>
<tr>
<td>BSAD C076</td>
<td>Fundamentals of Salesmanship</td>
<td>3.00</td>
<td>A 3.00 Units</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSAD C077</td>
<td>Fundamentals of Retailing</td>
<td>3.00</td>
<td>A 3.00 Units</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSAD C078</td>
<td>Managing Your Own Business</td>
<td>3.00</td>
<td>A 3.00 Units</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSAD C080</td>
<td>Special Topics in Business</td>
<td>0.50</td>
<td>A 0.50 Units</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>In this course students will learn concepts and develop skills and techniques in the selected topic. 9 hours lecture. 9 hours lecture.</td>
</tr>
<tr>
<td>BSAD C081</td>
<td>Special Topics in Business</td>
<td>1.00</td>
<td>A 1.00 Units</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>In this course students will learn concepts and develop skills and techniques in the selected topic. 18 hours lecture.</td>
</tr>
<tr>
<td>BSAD C083</td>
<td>Special Topics in Business</td>
<td>3.00</td>
<td>A 3.00 Units</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>In this course students will learn concepts and develop skills and techniques in the selected topic. 54 hours lecture.</td>
</tr>
<tr>
<td>BSAD C086</td>
<td>Special Topics in Business</td>
<td>1.00</td>
<td>A 1.00 Units</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3.00</td>
<td>A/CSU 3.00 Units</td>
</tr>
<tr>
<td></td>
<td>Advisory: Level 1 Reading, Level 1 Writing</td>
<td></td>
<td>This is a survey course introducing the nature and scope of business. Fields of business that will be introduced include management, operations, ethics, human resources, marketing, information systems and accounting. This course is recommended as the first business course for all business majors. 54 hours lecture.</td>
</tr>
<tr>
<td>BSAD C101</td>
<td>Financial Accounting</td>
<td>4.00</td>
<td>A/UC/CSU 4.00 Units</td>
</tr>
<tr>
<td></td>
<td>Advisory: BSAD C072, Level 3 Math</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Prerequisite(s)</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------</td>
<td>--------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>BSAD C102</td>
<td>Managerial Accounting</td>
<td>4.00</td>
<td>BSAD C101</td>
</tr>
<tr>
<td>BSAD C110</td>
<td>Introduction to Personal Finance</td>
<td>3.00</td>
<td>Level 1 Reading, Level 1 Writing, Level 1 Math</td>
</tr>
<tr>
<td>BSAD C125</td>
<td>Computerized Accounting Practice</td>
<td>2.00</td>
<td>BSAD C101</td>
</tr>
<tr>
<td>BSAD C131</td>
<td>Business Law I</td>
<td>3.00</td>
<td>Level 1 Reading, Level 1 Writing</td>
</tr>
<tr>
<td>BSAD C141</td>
<td>Human Relations in Business</td>
<td>3.00</td>
<td>BSAD C100, Level 1 Reading, Level 1 Writing</td>
</tr>
<tr>
<td>BSAD C145</td>
<td>Business Communication</td>
<td>3.00</td>
<td>CSCI C121; Level 1 Reading, Level 1 Writing</td>
</tr>
<tr>
<td>BSAD C152</td>
<td>Managing Diversity-Workplace</td>
<td>3.00</td>
<td>BSAD C100, Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>BSAD C155</td>
<td>Human Resource Management</td>
<td>3.00</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>BSAD C157</td>
<td>Tribal Organization and Management I</td>
<td>3.00</td>
<td>BSAD C157</td>
</tr>
<tr>
<td>BSAD C158</td>
<td>Tribal Organization and Management II</td>
<td>3.00</td>
<td>BSAD C157</td>
</tr>
<tr>
<td>BSAD C171</td>
<td>Introduction to Marketing</td>
<td>3.00</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>BSAD C180</td>
<td>Entrepreneurship: Small Business Management</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

Cerro Coso Community College 2009-2010
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 web site. 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
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.
### BUSINESS SUPERVISION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSOT C133</td>
<td>Advanced Computer Keyboarding</td>
<td>1.00</td>
<td>A/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisory: BSOT C132</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Learners in this course build on an intermediate keyboarding foundation with</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>correct touch typing techniques, including alphabetic, numeric, and symbol</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>keyboarding as well as 10-Key numeric keypad. Skill-building includes formatting</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>of documents and individualized remedial drills. Successful completion of this</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>course will result in minimum keyboarding speed of 45 wpm net. 9 hours lecture/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>27 hours laboratory.</td>
</tr>
<tr>
<td>BSOT C154</td>
<td>Office Personnel Seminar</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisory: BSAD C145, CSCI C151</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Capstone course designed to integrate and refine office skills. Students gain</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>skills in communication, information processing, time management, ethics,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>records management, administrative procedures, customer service, and job search.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The workplace of today as well as team work, problem-solving, and decision-making</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>skills will be emphasized. 54 hours lecture.</td>
</tr>
</tbody>
</table>

### CHEMISTRY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM C100</td>
<td>Foundations of Chemistry</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: MATH C055</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course covers measurement and units in chemistry, properties of matter, the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>structure of the atom, inorganic compounds, the periodic table, calculations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>from balanced chemical equations, basic chemical bonding, the ideal gas law and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>properties of water and other liquids. 54 hours lecture.</td>
</tr>
<tr>
<td>CHEM C101</td>
<td>Introduction to Chemistry</td>
<td>4.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: MATH C055</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course covers measurement and units in chemistry, properties of matter, the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>structure of the atom, inorganic compounds, the periodic table, calculations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>from balanced chemical equations, basic chemical bonding, the ideal gas law and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>properties of water and other liquids. 54 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>CHEM C111</td>
<td>General Inorganic Chemistry I</td>
<td>5.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: MATH C055</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course covers matter and measurement, atoms, molecules, ions, calculations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>CHEM C113</td>
<td>General Inorganic Chemistry II</td>
<td>5.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: CHEM C111</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>CHEM C113H</td>
<td>General Inorganic Chemistry II-Honors</td>
<td>6.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: CHEM C111</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>CHEM C120</td>
<td>Fundamentals of Organic Chemistry</td>
<td>4.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: CHEM C101 or CHEM C111</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course surveys structure, bonding, and reactions for all the organic func-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>tional groups. The emphasis is on building a solid foundation of organic chemistry for students entering the Health Careers and Nursing fields. 72 hours lecture</td>
</tr>
<tr>
<td>CHEM C220</td>
<td>Organic Chemistry I</td>
<td>5.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: CHEM C111</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course covers structure and bonding, polar bonds, alkanes, cycloalkanes, st-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>erochemistry, synthesis, structure and reactivity of alkenes, synthesis, structure and reactivity of alkyl halides, carboxations, the concept of resonance, nucleophilic substitutions and eliminations, bioorganic chemistry, mass spectrometry, infrared, nuclear magnetic resonance and ultraviolet spectroscopy and aromaticity. 72 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>CHEM C221</td>
<td>Organic Chemistry II</td>
<td>5.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: CHEM C221</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course covers the chemistry of aromatic compounds alcohols, thiols, ethers,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>epoxides and sulfides, aldehydes, ketones, carboxylic acid and carboxylic acid</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>derivatives, amino acids, proteins, amines, phenols, carbohydrates, lipids, het-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>erocycles, polymers and biological systems. Pericyclic carboxyl condensation, alpha substitution and other reaction mechanisms are also covered. This course is designed for students who will major in Chemistry, Chemical Engineering or related field. 72 hours lecture/54 hours laboratory.</td>
</tr>
</tbody>
</table>
Of completion for Professional Growth will be available. 9 hours lecture.

Current local, state, and national issues will be covered. Certificates introduce those who are new to the field as well as to rejuvenate those who are experienced in the field. 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. Certificates of completion for Professional Growth will be available. 18 hours lecture.

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. Certificates of completion for Professional Growth will be available. 18 hours lecture.

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. Certificates of completion for Professional Growth will be available. 36 hours lecture.

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. Certificates of completion for Professional Growth will be available. 54 hours lecture.

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. Certificates of completion for Professional Growth will be available. 9 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
- **Advisory**: 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).

This course demonstrates developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. This course emphasizes child-centered, play-oriented approaches to teaching, learning and assessment; and knowledge of curriculum content areas as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. The instructor places students in infant/toddler, preschool or school-age programs. Participation in a placement setting requires proof of tuberculosis (TB) clearance. 36 hours lecture/54 hours laboratory.

### CHDV C203 Principles and Practices Child Development II
- **A/CSU**: 3.00 Units
- **Advisory**: 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).

This course is a continuation of the learning and development in CHDV C202. Students work in a supervised field experience planning learning experiences and developing teaching materials appropriate to the physical, cognitive, and socio-emotional growth of children. The focus is 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 learn assessment, planning, implementation, and evaluation of programs. Students use standards for quality school-age care 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.
### Course Descriptions - 83

#### 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 Code of Regulations, 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.

#### 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 open 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 Internet browsing and searching. This course includes a brief introduction to industry standard word processing, spreadsheet, and presentation application programs. Computer terminology and identification of fundamental hardware and software applications is introduced. 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 C081  
**Special Topics Computer Science**  
A 1.00 Unit  
In this course students will learn concepts and develop skills and techniques in the selected topic. 18 hours lecture.

#### CSCI C083  
**Special Topics Computer Science**  
A 3.00 Unit  
In this course student will learn concepts and develop skills and techniques in the selected topic. 54 hours lecture.

#### CSCI C086  
**Special Topics in Computer Science**  
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 degree in Computer Science. 9 hours lecture/27 hours laboratory.

#### CSCI C101  
**Introduction to Computer Information Systems**  
A/UC/CSU 3.00 Units  
Advisory: CSCI C070, Level 1 Reading, Level 1 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. 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: Level 1 Reading, Level 1 Writing, CSCI C070  
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 Microsoft Application Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

### CSCI C123  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: Level 1 Reading, Level 2 Writing, CSCI C070  
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 Microsof 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 continues preparation for the Microsoft Office Application Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.
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 continues study of skills required in preparation for Microsoft Application Specialist exam for Access. 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 Applications (VBA) macros, create on-screen forms and calculations with advanced table techniques, record macros, and work with long documents and subdocuments. This course completes preparation for the expert level Microsoft Office Application 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 completes preparation for the Microsoft Application Specialist certification exam for Excel. 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 completes study of skills required in preparation for Microsoft Application Specialist exam for Access. 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. Note: This course is cross listed with DMA C111.

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 Mind storms 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C241</td>
<td>Introduction to Telecommunications</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: CSCI C101</td>
</tr>
<tr>
<td></td>
<td>This course is designed to familiarize the student</td>
<td></td>
<td>with the techniques, applications, and control</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>of modern data communications networks. The course</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>provides the student with a working knowledge of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>the types of communications systems and their</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>strengths and weaknesses in solving various</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>information network problems. 36 hours lecture/54</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>hours laboratory.</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introduction to Visual Basic Programming</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: CSCI C101</td>
</tr>
<tr>
<td></td>
<td>This course is an introduction to object-oriented</td>
<td></td>
<td>programming and the integrated development</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>environment (IDE) of Visual Basic, including</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>fundamentals, logic algorithm development, classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and objects. 36 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>CSCI C252</td>
<td>Introduction to Computer Science</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: CSCI C101 and MATH C055</td>
</tr>
<tr>
<td></td>
<td>This course explores topics of computer science</td>
<td></td>
<td>within a framework of a six-layer hierarchy of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>abstractions. In addition to some motivational</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>applications such as Web page design and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>interactive graphics, the course covers the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>fundamental issues of algorithms, hardware design,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>computer organization, system software, language</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>models, theory of computation, and social and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ethical issues of computing. The course involves</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>some introductory programming in a language such</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>as C++. Intended for computer science majors. 36</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>CSCI C265</td>
<td>Introductory C++ Programming</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: CSCI C101</td>
</tr>
<tr>
<td></td>
<td>This course is an introduction to C++ object-oriented</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>programming, including fundamentals, logic,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>algorithm development, classes, functions and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>inheritance. 36 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>CSCI C267</td>
<td>Java Programming</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisory: CSCI C251 or CSCI C252 and MATH C055</td>
</tr>
<tr>
<td></td>
<td>This course introduces techniques and principles of</td>
<td></td>
<td>problem solving using computer systems with the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Java computer programming language. The development</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>of applications and applets with Java will be</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>covered using object-oriented programming</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>techniques. 36 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>CSCI C270</td>
<td>Introduction to Database Design and Management</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisory: CSCI C101</td>
</tr>
<tr>
<td></td>
<td>This course introduces the concepts of database</td>
<td></td>
<td>systems, design, and management. The course will</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>cover the relational database model, normalization,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>entity-relationship diagrams and SQL. Structured</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Query Language. Additional topics include data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>warehousing, and web-based database development.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>36 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>CSCI C280</td>
<td>Web Application Development Using PHP</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: CSCI C101</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisory: DMA C213</td>
</tr>
<tr>
<td></td>
<td>This course covers an introduction to the use of the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PHP platform to develop dynamic web applications.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>It covers the origins, syntax and structure of PHP,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>as well as the PHP-specific commands and objects</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and their use in PHP development. 36 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>lecture/54 hours laboratory.</td>
</tr>
</tbody>
</table>

**COUNSELING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN C081</td>
<td>Topics in College Adjustment</td>
<td>1.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td>This course is a group approach dealing</td>
<td></td>
<td>with problems faced by students attempting to</td>
</tr>
<tr>
<td></td>
<td>to succeed in college. There is an</td>
<td></td>
<td>emphasis on study techniques, goal setting and</td>
</tr>
<tr>
<td></td>
<td>establishing priorities. It is open to</td>
<td></td>
<td>all students; however, it is designed for students</td>
</tr>
<tr>
<td></td>
<td>all students; however, it is designed for</td>
<td></td>
<td>who have been placed on probation or academic</td>
</tr>
<tr>
<td></td>
<td>students who have been placed on</td>
<td></td>
<td>disqualification. 18 hours lecture</td>
</tr>
<tr>
<td></td>
<td>probation or academic disqualification.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN C101</td>
<td>Tools for College Success</td>
<td>2.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td>Advisory: Level 1 Reading, Level 2 Writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course will introduce students to the</td>
<td></td>
<td>process of academic and career planning by means</td>
</tr>
<tr>
<td></td>
<td>of personal and group exercises. Life</td>
<td></td>
<td>skills such as critical thinking, resource</td>
</tr>
<tr>
<td></td>
<td>skills such as critical thinking, resource</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>management, personal assessment and</td>
<td></td>
<td>management will be explored. Issues of diversity</td>
</tr>
<tr>
<td></td>
<td>management will be explored. Issues of</td>
<td></td>
<td>that may impact the student will be raised (e.g.</td>
</tr>
<tr>
<td></td>
<td>diversity that may impact the student</td>
<td></td>
<td>equal access, job opportunities and barriers to</td>
</tr>
<tr>
<td></td>
<td>will be raised (e.g. equal access, job</td>
<td></td>
<td>education) through class discussions and readings.</td>
</tr>
<tr>
<td></td>
<td>opportunities and barriers to education)</td>
<td></td>
<td>This class is open to all students; however, it is</td>
</tr>
<tr>
<td></td>
<td>through class discussions and readings.</td>
<td></td>
<td>specifically designed for the non-traditional</td>
</tr>
<tr>
<td></td>
<td>This class is open to all students;</td>
<td></td>
<td>student. 36 hours lecture.</td>
</tr>
<tr>
<td></td>
<td>however, it is specifically designed for</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>the non-traditional student. 36 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN C102</td>
<td>Becoming a Lifelong Learner</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td>Advisory: PDEV C101</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course will discuss and practice</td>
<td></td>
<td>interpersonal skills necessary to develop team-</td>
</tr>
<tr>
<td></td>
<td>interpersonal skills necessary to develop</td>
<td></td>
<td>work, communication, problem-solving, and leadership.</td>
</tr>
<tr>
<td></td>
<td>interpersonal skills necessary to develop</td>
<td></td>
<td>Time and money management will be covered. Personal</td>
</tr>
<tr>
<td></td>
<td>student. There is an emphasis on study</td>
<td></td>
<td>qualities necessary in life – self esteem, respect,</td>
</tr>
<tr>
<td></td>
<td>techniques, goal setting and establishing</td>
<td></td>
<td>critical thinking, and multi-project management</td>
</tr>
<tr>
<td></td>
<td>priorities. It is open to all students;</td>
<td></td>
<td>will be presented. 54 hours lecture.</td>
</tr>
</tbody>
</table>

**DANCE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC C104</td>
<td>Basic Country Western Dancing</td>
<td>1.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td>This beginning country western dance course</td>
<td></td>
<td>This beginning country western dance course is</td>
</tr>
<tr>
<td></td>
<td>is designed to give the student a</td>
<td></td>
<td>foundation in western/rock social dance routines</td>
</tr>
<tr>
<td></td>
<td>foundation in western/rock social dance</td>
<td></td>
<td>for both line and couples dancing. Students will</td>
</tr>
<tr>
<td></td>
<td>routines for both line and couples dancing</td>
<td></td>
<td>learn dances such as the Electric Slide, Reggae,</td>
</tr>
<tr>
<td></td>
<td>The course meets physical education</td>
<td></td>
<td>Cowboy Cha Cha. This course meets physical</td>
</tr>
<tr>
<td></td>
<td>activity requirement. 54 Other hours</td>
<td></td>
<td>education activity requirement. 54 Other hours</td>
</tr>
</tbody>
</table>
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. 13.50 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. 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 C103  Digital Photo Enhancement
A/CSU  2.00 Units
Advisory: Computer Competency, Level 1 Reading, Level 2 Writing

This course provides beginning through intermediate concepts in digital post-production techniques using Photoshop, including correcting color, tone, saturation, and sharpness. Students also learn how to repair or retouch distorted or damaged photographs, 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 provides continuing concepts in digital photography and editing techniques using Photoshop, including corrective techniques. Students will begin to develop a personal style of their own. Students will learn how to use Adobe Photoshop to leverage techniques for a particular design problem. 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 provides students with advanced skills in digital imaging and computer illustration. They will study a variety of illustration styles and design periods and 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.
### Course Descriptions

**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 in 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. Note: This course is cross listed with CSCI C181.

**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  
**Prerequisite:** DMA C102, DMA C111  
**Advisory:** 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. 36 hours lecture/54 hours laboratory.

**DMA C118 Introduction to Mobile Media**
A/CSU 1.50 Units  
**Advisory:** Level 1 Reading, Level 2 Writing, Computer Competency

This course provides a survey of media for mobile devices including genre, development and distribution methods and emerging trends and technologies. Students will also be provided with an overview of the wireless industry, including infrastructure, device platforms and operating systems, and employment opportunities. 27 hours lecture.

**DMA C119 Mobile Web Design and Development**
A/CSU 3.00 Units  
**Advisory:** DMA C111, DMA C211

This course provides students with the skills to develop content for mobile devices (cell phones, smartphones, PDAs, etc.) using wireless markup languages (WML, eXHTML, xHTML-MP) and handheld style sheets (CSS, WCSS). 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 Flash**
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 animation. The student will study the principles of animation, learn how to create and animate graphics, and explore basic 2D digital 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. Note: This course is cross listed with DRFT C151.

**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  Broadcast Media for Mobile Devices
A/CSU 3.00 Units
Advisory: 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 Protoyping
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
Prerequisite: 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 C218  Advanced Mobile Web Development
A/CSU 1.50 Units
Prerequisite: DMA C119, DMA C213

This course covers advanced techniques in development for multiple devices and device detection so that content will display and function correctly on a variety of mobile platforms. Students will use the Joomla! open source content management system, WURFL, HAWHAW, and AJAX to create dynamic, scalable, mobile-friendly web services for handheld devices. 18 hours lecture/27 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.

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
Advisory: CSCI C070, Level 1 Reading, Level 2 Writing
This course includes fundamentals, techniques, procedures, and practices of industrial drafting and design based upon the American Standards Association (ASA) standards. Lettering, basic theory of orthographic projection, detail drawing, use of drafting instruments and equipment, sectioning, auxiliary view drawings, shop processes, geometric dimensioning and tolerancing for use in detailed working drawings are covered. Computer aided drawing fundamentals using application software such as AutoCAD will be explored in relation to the basics of design. 36 hours lecture/54 hours laboratory.

DRFT C112  Engineering Drawing II
A/CSU  3.00 Units
Prerequisite: DRFT C111 or two years of high school drafting with grades of "B" or better.
Advisory: CSCI C101.
This course includes fundamentals, techniques, procedures, and practices of industrial drafting and design based upon ANSI, ASME, US National CADD and related standards. Computer aided design using AutoCAD 2D and 3D parametric design software, basic theory of orthographic projection, detailed drawings, printing drawings, sectioning, auxiliary view drawings, shop processes, geometric dimensioning and tolerancing and detailed working drawings are included. 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. 36 hours lecture/54 hours laboratory. Note: This course is cross listed with DMA C127.

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 drawings in accordance with methods as defined in American National Standards Institute Y14.5M 1982. This course 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

Fundamentals, techniques, and conventional methods of drawing utilizing Geometric Dimensioning and Tolerancing (GD&T). Students will be expected to measure parts utilizing micrometers, draw them by applying 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.

### 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 them by applying 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

This course covers macro and micro economic concepts as they apply to current economic problems for the non-economics and non-business major. Economics C101 is a survey of economics for many majors, especially those requiring one semester of economics. 54 hours lecture.

### ECON C102 Macro-Economics
A/UC/CSU 3.00 Units
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. The course emphasizes macroeconomic concepts, including national income, productivity, employment, inflation, and monetary and fiscal policy. The course explores business cycles, international trade, finance and the impact on the world from economic growth. 54 hours lecture.

### ECON C103 Micro-Economics
A/UC/CSU 3.00 Units
Advisory: ECON C102

This course focuses on the study of decisions by consumers and corporations in the allocation of scarce resources. The topics include the basics of supply and demand, price-output determination, industrial organization, profit maximization, labor market analysis and the economics of developing countries. 54 hours lecture.

### EDUC C170 Tutor Training I
A/CSU 0.50 Units
Advisory: Level 1 Reading, Level 1 Writing, Computer Competency

The purpose of training is to develop tutoring methods and skills for students who plan to work as tutors. This training is open to any student; however, training does not ensure a student will be hired as a tutor. 10 hours lecture.

### EDUC C201 Educational Field Experience
A/CSU 3.00 Units
Advisory: Level 1 Reading, Level 1 Writing, Level 1 Math

This course provides students with an understanding of the opportunities and challenges that technology and the online learning environment present 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.

### EDUC C262 Fundamentals of Online Teaching and Learning
A/CSU 1.50 Units
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.

### EDUC C263 Technology and Online Course Design
A/CSU 1.50 Units
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. The course reviews best practices in online teaching, such as equipping students for the knowledge economy, cultivating a learning community, using learning theory, and accommodating diverse learning styles and abilities. 27 hours lecture.

### ET C101 Electrical Circuit Analysis I
A/CSU 4.00 Units
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 4.00 Units
Prerequisite: ET C101
Advisory: MATH C142

The course will cover power in AC circuits and the application of Kirchhoff’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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTC C070</td>
<td>CPR for the Healthcare Provider</td>
<td>0.50</td>
<td>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. Note: This course is cross listed with HCRS C106.</td>
</tr>
<tr>
<td>EMTC C105</td>
<td>Emergency Medical Technology - Basic</td>
<td>5.50</td>
<td>Advisory: Level 1 Reading, Level 1 Writing. 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-Basic personnel. Upon completion of the above objectives and passing the Final Exams, the student will receive a Certificate of Completion and state skills form. This qualifies the student to apply and take the national exam for the Emergency Medical Technician-Basic, to ultimately qualify for application within the State of California. 90 hours lecture/37 hours laboratory.</td>
</tr>
<tr>
<td>EMTC C106</td>
<td>First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillator</td>
<td>0.50</td>
<td>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. This class is cross listed with HCRS C106. 10 hours lecture. Note: This course is cross listed with HCRS C106 and HSCI C105.</td>
</tr>
<tr>
<td>EMTC C111</td>
<td>Advanced First Aid and CPR</td>
<td>3.00</td>
<td>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.</td>
</tr>
<tr>
<td>EMTC C205</td>
<td>Emergency Medical Technician I Refresher</td>
<td>1.50</td>
<td>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.</td>
</tr>
<tr>
<td>EMTC C215</td>
<td>Hazardous Material: First Responder – Operator</td>
<td>1.00</td>
<td>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.</td>
</tr>
</tbody>
</table>

### ENGINEERING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR C110</td>
<td>Introduction to Engineering</td>
<td>4.00</td>
<td>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.</td>
</tr>
<tr>
<td>ENGR C120</td>
<td>Introduction to Materials Science</td>
<td>4.00</td>
<td>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.</td>
</tr>
<tr>
<td>ENGR C185</td>
<td>Digital Logic and Design</td>
<td>4.00</td>
<td>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 combinational circuits, flipflops, multivibrators, registers, and counters. 54 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>ENGR C195</td>
<td>Engineering Product Development</td>
<td>2.00</td>
<td>Prerequisite: ENGR C110. This course covers an introduction to the product development process, including design, fabrication, assembly and testing. Different techniques will be compared for their costs and limitations. 18 hours lecture/54 hours laboratory.</td>
</tr>
</tbody>
</table>
**ENGLISH**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR C210</td>
<td>Engineering Mechanics: Statics</td>
<td>3.00</td>
<td>A/N/CSU Prerequisite: PHYS C111</td>
</tr>
<tr>
<td></td>
<td>This course covers the analysis of force systems, equilibrium problems, section properties; graphic, algebraic, and vector methods of problem solution for rigid body mechanics. 54 hours lecture.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR C230</td>
<td>Engineering Circuit Analysis</td>
<td>4.00</td>
<td>A/UC/CSU Prerequisite: PHYS C113</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL C020</td>
<td>Literacy Skills</td>
<td>3.00</td>
<td>P Adequate proficiency in English (reading, speaking, writing)</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL C021</td>
<td>Basic Spelling Skills</td>
<td>1.00</td>
<td>P Adequate proficiency in English (reading, speaking, writing)</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL C030</td>
<td>Basic Writing Skills</td>
<td>4.00</td>
<td>P Adequate proficiency in English (reading, speaking, writing)</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL C040</td>
<td>Improving College Writing Skills</td>
<td>4.00</td>
<td>P Adequate proficiency in English (reading, speaking, writing)</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL C070</td>
<td>Introductory Composition</td>
<td>4.00</td>
<td>A Adequate proficiency in English (reading, speaking, writing)</td>
</tr>
<tr>
<td></td>
<td>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 1,000-1,250 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL C071</td>
<td>Spelling Improvement</td>
<td>1.00</td>
<td>A Adequate proficiency in English (reading, speaking, writing)</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL C092</td>
<td>Grammar and Punctuation Refresher</td>
<td>2.00</td>
<td>A Adequate proficiency in English (reading, speaking, writing)</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL C101</td>
<td>Freshman Composition</td>
<td>4.00</td>
<td>A Adequate proficiency in English (reading, speaking, writing)</td>
</tr>
<tr>
<td></td>
<td>In this composition course for transfer to four-year institutions, students write at least four 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. 72 hours lecture.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL C101H</td>
<td>Freshman Composition – Honors</td>
<td>5.00</td>
<td>A Adequate proficiency in English (reading, speaking, writing)</td>
</tr>
<tr>
<td></td>
<td>In this composition course for transfer to four-year institutions, students write at least four 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL C102</td>
<td>Critical Thinking Through Literature</td>
<td>3.00</td>
<td>A Adequate proficiency in English (reading, speaking, writing)</td>
</tr>
<tr>
<td></td>
<td>In this composition course for transfer to four-year institutions, students 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 write four to five expository and argumentative essays, including some requiring multiple sources 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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"principles of grammar will be reviewed. 72 hours lecture. \"
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Advisory:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL C102H</td>
<td>Critical Thinking Through Literature – Honors</td>
<td>4.00</td>
<td>ENGL C101</td>
<td>Level 1 Reading, Level 1 Writing</td>
</tr>
<tr>
<td>ENGL C111</td>
<td>Introduction to Types of Literature</td>
<td>3.00</td>
<td></td>
<td>ENGL C101, Level 1 Reading</td>
</tr>
<tr>
<td>ENGL C111H</td>
<td>Introduction to Types of Literature – Honors</td>
<td>4.00</td>
<td>Level 1 Reading, Level 1 Writing</td>
<td>ENGL C101, Level 1 Reading</td>
</tr>
<tr>
<td>ENGL C141</td>
<td>Creative Writing: Fiction and Poetry</td>
<td>3.00</td>
<td>ENGL C101</td>
<td>Level 1 Reading, Level 1 Writing</td>
</tr>
<tr>
<td>ENGL C145</td>
<td>Business Communication</td>
<td>3.00</td>
<td>Level 1 Writing</td>
<td>Level 1 Reading, Level 1 Writing</td>
</tr>
<tr>
<td>ENGL C151</td>
<td>Technical Communication</td>
<td>3.00</td>
<td>ENGL C101</td>
<td>Level 1 Reading, Level 1 Writing</td>
</tr>
<tr>
<td>ENGL C190</td>
<td>Art of Fiction</td>
<td>3.00</td>
<td></td>
<td>Level 1 Reading, Level 1 Writing</td>
</tr>
<tr>
<td>ENGL C221</td>
<td>World Literature I</td>
<td>3.00</td>
<td></td>
<td>Level 1 Reading, Level 1 Writing</td>
</tr>
<tr>
<td>ENGL C221H</td>
<td>World Literature I – Honors</td>
<td>4.00</td>
<td></td>
<td>Level 1 Reading, Level 1 Writing</td>
</tr>
<tr>
<td>ENGL C222</td>
<td>World Literature II</td>
<td>3.00</td>
<td></td>
<td>Level 1 Reading, Level 1 Writing</td>
</tr>
<tr>
<td>ENGL C222H</td>
<td>World Literature II – Honors</td>
<td>4.00</td>
<td></td>
<td>Level 1 Reading, Level 1 Writing</td>
</tr>
<tr>
<td>ENGL C231</td>
<td>Survey of British Literature I: Beginnings -1785</td>
<td>3.00</td>
<td></td>
<td>Level 1 Reading, Level 1 Writing</td>
</tr>
<tr>
<td>ENGL C231H</td>
<td>Survey of British Literature I : Beginnings-1785 Honors</td>
<td>4.00</td>
<td></td>
<td>Level 1 Reading, Level 1 Writing</td>
</tr>
</tbody>
</table>
ENGL C232  Survey of British Literature II: 1785 to the 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: 1785 - Present 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: Beginnings to 1865  
A/UC/CSU  3.00 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. 54 hours lecture.

ENGL C241H  Survey of American Literature I: Beginnings to 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 to the Present  
A/UC/CSU  3.00 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. 54 hours lecture.

ENGL C242H  Survey of American Literature II: 1865 - Present 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  Low Beginning English for Speakers of Other Languages I
P  2.00 Units
Advisory: The use of language other than English as a primary language is advised. Also, the ability to speak, understand, read, and write English at a survival level is desirable.

This course is beneficial to students at a low beginning skill level. Students learn English vocabulary as well as 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. By giving needs and skills assessments to the students, instructors determine personal goals, ability to benefit from the class and skill level. 18 hours lecture/54 hours laboratory.

ENSL C021  Low Beginning English for Speakers of Other Languages II
P  2.00 Units
Prerequisite: ENSL C020.
Advisory: The use of language other than English as a primary language is advised. 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  Low Beginning English for Speakers of Other Languages III
P  2.00 Units
Prerequisite: ENSL C021.
Advisory: The use of language other than English as a primary language is advised. Students should be literate in their native language. Also, the ability to speak, understand, read and write English at a survival level is desirable.

This course is beneficial to students at a low-intermediate skill level. Students learn English vocabulary, as well as improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students will learn and practice basic English grammar. By giving needs and skills assessments to students, instructors determine personal goals, ability to benefit from the class, and skill level. 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.

FILM

FILM C211  Hispanic Culture Through Film
A/UC/CSU  3.00 Units
Advisory: Level 1 Reading, Level 1 Writing
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. Note: This course is cross-listed with SPAN C211.
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.

FIRE C254 Fire Prevention 1a
A/CSU 3.00 Units
Advisory: FIRE C101 or concurrent enrollment
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.

FIRE C255 Fire Prevention 1b
A/CSU 3.00 Units
Advisory: FIRE C254
Provides information for fire company officers so they may respond to a variety of fire prevention situations in a professional and effective manner. Information on types and operations of sprinkler and alarm systems is also included. 54 hours lecture.

FIRE C261 Fire Investigation
A/CSU 3.00 Units
Advisory: FIRE C101 or concurrent enrollment
Designed to help arson investigators successfully carry out their responsibilities in insurance/arson detection, and explosives investigations. Emphasis will be placed upon the use of laboratory services and investigative responsibilities of an investigator at locations of arson and explosives incidents. 54 hours lecture.

FIRE C265 Fire Instructor 1a
A/CSU 3.00 Units
Advisory: FIRE C265
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.

FIRE C266 Fire Instructor 1b
A/CSU 3.00 Units
Advisory: FIRE C265
This course is a continuation of FIRE C265. Emphasis is on the instructor’s role and responsibilities in the classroom, course outline development, lesson plan review, instructional aide development, fundamentals of testing and measurements and student teaching demonstrations. 54 hours lecture.

FIRE C275 Emergency Vehicle Operation (Driver/Operator)
A/CSU 3.00 Units
Advisory: FIRE C101
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.
FRENCH

FREN C101  Beginning French I
A/UC/CSU  5.00 Units
This course is the first of a two-semester sequence to develop the basic grammatical structures and vocabulary for understanding, speaking, reading, and writing French. Students will also explore French and francophone cultures and traditions. 90 hours lecture.

FREN C102  Beginning French II
A/UC/CSU  4.00 Units
Advisory: FREN C101 or placement at this level based on results of CLEP, AP or other accepted equivalency exam
Beginning French II is the second of a two-semester sequence to develop the basic grammatical structures and vocabulary for understanding, speaking, reading, and writing French. Students will continue to explore French and francophone cultures and traditions. An interactive classroom approach emphasizes linguistic performance of students as they apply the language to concrete situations using essential vocabulary structures. 72 hours lecture.

FREN C131  Basic Conversational French
A/CSU  3.00 Units
Advisory: Level 2 Reading, Level 2 Writing
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.

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  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 land-forms, climate, vegetation, soils, natural resources, demography, political and economic organization, and urbanization are applied to various world regions. An emphasis is placed on understanding 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 land-forms, climate, vegetation, soils, natural resources, demography, political and economic organization, and urbanization are applied to various world regions. An emphasis is placed on understanding 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 4.00 Units

Advisory: Level 1 Reading, Level 2 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: HCRS C101, HCRS C102, HCRS C201, HCRS C111, HCRS C112, HCRS C211

This course is a comprehensive content review of theory topics covered during the three semester Student Vocational Nursing Program. The course is designed to assist students in the final preparation for the mandated licensing exam (NCLEX-PN) to become Licensed Vocational Nurses. 36 hours lecture.

**HCRS C055 Certified Nursing Assistant**
A 5.00 Units

This course develops the skills necessary to pass the state mandated test to become a Certified Nurse's 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 nonverbal 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.
### 100 - Course Descriptions

**Cerro Coso Community College 2009-2010**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCRS C070</td>
<td>CPR for the Healthcare Provider</td>
<td>0.50</td>
<td>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 obstruction 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. Note: This course is cross listed with EMTC C070.</td>
</tr>
<tr>
<td>HCRS C075</td>
<td>Principles of Intravenous Therapy and Blood Withdrawal</td>
<td>2.00</td>
<td>Prerequisite: Must have a current California LVN license or senior standing in a LVN Program, or Interim Permittee status. Principles of Intravenous Therapy and Blood Withdrawal is a course consisting of 27 hours of lecture and 9 hours of clinical experience. The course is designed to enable the Licensed Vocational Nurse to safely initiate and maintain intravenous therapy in a clinical setting. LVNs successfully completing the course will be certified by the California Board of Vocational Nurse Examiners to initiate and superimpose intravenous fluids. 27 hours lecture/9 hours laboratory.</td>
</tr>
<tr>
<td>HCRS C101</td>
<td>Vocational Nursing: Medical-Surgical Nursing I</td>
<td>8.00</td>
<td>A/CSU. Prerequisite: BIOL C121, HCRS C055, and PSYC C101. 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.</td>
</tr>
<tr>
<td>HCRS C102</td>
<td>Vocational Nursing: Medical-Surgical Nursing 2</td>
<td>8.00</td>
<td>A/CSU. 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.</td>
</tr>
<tr>
<td>HCRS C106</td>
<td>First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillator</td>
<td>0.50</td>
<td>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. This class is cross listed with EMTC C106. 10 hours lecture. Note: This course is cross listed with HSCI C105 and EMTC C106.</td>
</tr>
<tr>
<td>HCRS C111</td>
<td>Vocational Nursing: Clinical Practice I</td>
<td>6.00</td>
<td>A/CSU. Co-requisite: HCRS C101, HCRS C111. 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.</td>
</tr>
<tr>
<td>HCRS C112</td>
<td>Vocational Nursing: Clinical Practice 2</td>
<td>6.00</td>
<td>A/CSU. 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 experiences. 324 Other hours.</td>
</tr>
<tr>
<td>HCRS C121</td>
<td>Nutrition</td>
<td>3.00</td>
<td>A/CSU. Advisory: Level 1 Reading, Level 1 Writing. This course is designed to develop an understanding of the principles of human nutrition, including historical development, underlying physical, mental and emotional health, current world nutrition problems, nutrients and their utilization by the body, and nutritional needs throughout the life cycle. Recent developments in nutrition, food fads and fallacies, and informational nutritional resources will be addressed. 54 hours lecture.</td>
</tr>
<tr>
<td>HCRS C140</td>
<td>Introduction to Health Care</td>
<td>3.00</td>
<td>A/CSU. 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.</td>
</tr>
</tbody>
</table>
### Course Descriptions - 101

**Cerro Coso Community College 2009-2010**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites/Advisory:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCRS C150</td>
<td>Medical Terminology for the Health Professional</td>
<td>3.00</td>
<td>Advisories: Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>HCRS C160</td>
<td>Rehabilitative Career Choices</td>
<td>3.00</td>
<td>Advisories: Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>HCRS C201</td>
<td>Vocational Nursing: Medical-Surgical Nursing III</td>
<td>8.00</td>
<td>Prerequisite: HCRS C102 and HCRS C112, Co-requisite: HCRS C211</td>
</tr>
<tr>
<td>HCRS C211</td>
<td>Vocational Nursing: Clinical Practice III</td>
<td>6.00</td>
<td>Prerequisite: HCRS C102 and HCRS C112, Co-requisite: HCRS C201</td>
</tr>
<tr>
<td>HCRS C220</td>
<td>Introduction to Teaching the Adult Learner</td>
<td>2.00</td>
<td>—</td>
</tr>
<tr>
<td>HCRS C230</td>
<td>Pharmacology for the Health Professional</td>
<td>3.00</td>
<td>Advisories: Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>HCRS C240</td>
<td>Nutrition and Diet Therapy for Health Professionals</td>
<td>3.00</td>
<td>Advisories: Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>HCRS C241</td>
<td>Nursing Learning Laboratory</td>
<td>1.00</td>
<td>Prerequisite: Entrance into the ADN program through Bakersfield College</td>
</tr>
<tr>
<td>HCRS C245</td>
<td>Complementary and Alternative Therapy</td>
<td>3.00</td>
<td>Advisories: Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>HCRS C250</td>
<td>Cultural Diversity and Health Care</td>
<td>3.00</td>
<td>Advisories: Level 1 Reading, Level 2 Writing</td>
</tr>
</tbody>
</table>

**HEALTH CAREERS**

- **HCRS C150 Medical Terminology for the Health Professional**
  - 3.00 Units
  - Advisories: 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**
  - 3.00 Units
  - Advisories: 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-Surgical Nursing III**
  - 8.00 Units
  - Prerequisite: HCRS C102 and HCRS C112
  - Co-requisite: HCRS C201
  - 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**
  - 6.00 Units
  - Prerequisite: HCRS C102 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 hours lecture.

- **HCRS C220 Introduction to Teaching the Adult Learner**
  - 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**
  - 3.00 Units
  - Advisories: Level 1 Reading, Level 2 Writing
  - 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**
  - 3.00 Units
  - Advisories: 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 providers. It also incorporates, standardized nursing terminology of NANDA, NIC, and NOC. 54 hours lecture.

- **HCRS C241 Nursing Learning Laboratory**
  - 1.00 Unit
  - Prerequisite: Entrance into the ADN program through Bakersfield College
  - 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**
  - 3.00 Units
  - Advisories: 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**
  - 3.00 Units
  - Advisories: 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.
HEALTH SCIENCE

HSC1 C001  Senior Health Issues
A 0.00 Units
Advisory:  Level 1 Reading, Level 2 Writing
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.

HSC1 C081  Community CPR
A 0.50 Units
Advisory:  Level 2 Reading, Level 2 Writing
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.

HSC1 C105  First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillator
A/CSU 3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing
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 preparedness and family planning for local emergencies. 10 hours lecture. Note. This course is cross listed with EMTC C106 and HCRS C106.

HISTORY

HIST C103  Western Civilization I
A/UC/CSU 3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing
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.

HIST C103H  Western Civilization I-Honors
A/UC/CSU 4.00 Units
Advisory:  Level 1 Reading, Level 2 Writing
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.

HIST C104  Western Civilization II
A/UC/CSU 3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing
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.

HIST C104H  Western Civilization II - Honors
A/UC/CSU 4.00 Units
Advisory:  Level 1 Reading, Level 2 Writing
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. Honors students will meet one extra hour weekly to discuss and evaluate selected primary source materials. 72 hours lecture.

HIST C131  History of United States I
A/UC/CSU 3.00 Units
Advisory:  Level 1 Reading, Level 2 Writing
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, is stressed in the course. 54 hours lecture.
HIST C131H  History of the United States I – Honors  
A/UC/CSU  4.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
The course examines the social, political, economic and cultural history of the United States from Reconstruction to the present. The study of selected topics, such as American institutions and Constitutional development, is stressed in the course. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

HIST C132  History of the United States II  
A/UC/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing  
The course examines the social, political, economic and cultural history of the United States from Reconstruction to the present. The study of selected topics, such as American institutions and Constitutional development, is stressed in the course. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

HIST C132H  History of the United States II – Honors  
A/UC/CSU  4.00 Units  
Advisory: Level 1 Reading, Level 1 Writing  
The course examines the social, political, economic and cultural history of the United States from Reconstruction to the present. The study of selected topics, such as American institutions and Constitutional development, is stressed in the course. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

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 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.

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.

INDUSTRIAL TECHNOLOGY

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.

INDT C092  Special Topics in Industrial Technology
A  2.00 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 and degrees in Industrial Technology. 18 hours lecture/54 hours laboratory.

INTERDISCIPLINARY STUDIES

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 C108  Honors Seminar and Practicum I
A/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 1 Writing
The purpose of the honors seminar and practicum is to provide academic experiences to students, beyond the scope of normal class experiences. Students engage in public service activities and cultural experiences, participating in a classroom community of students. Involvement in this course provides 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

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 roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory.

### INST C158 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 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 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 versus 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/CSU**  
3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing

The purpose of the honors seminar and practicum is to provide academic experiences to students, beyond the scope of normal class experiences. Students engage in public service activities and cultural experiences, participating in a classroom community of students. Involvement in this course provides opportunities for students to demonstrate a high level of community involvement. 18 hours lecture/108 hours laboratory.

### INST C210 Diversity and Film

**A/UC/CSU**  
3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing

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. Note: This course is cross listed with SOCI C220.

### INST C220 Perspectives on Race, Class and Gender

**A/UC/CSU**  
3.00 Units  
Advisory: Level 1 Reading and Level 1 Writing

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 inter-relatedness of concepts such as race, class and gender and the roots and future of our "melting pot" society. 54 hours lecture. Note: This course is cross listed with SOCI C220.

### INST C255 Service Learning In Middle Schools

**A/CSU**  
3.00 Units  
Advisory: INST C155

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

### 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  
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 assisting 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

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 C001  Classical Languages for the Lifelong Learner
X  0.00 Units

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 languages and could include the study of prove literature, culture, history, advanced grammar or other similar topics. This course does not fulfill core or elective requirements for certificates or degrees in languages. 36 hours lecture.

#### 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

**Prerequisite:** LATN C101

**Advisory:** 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

**Prerequisite:** LATN C102

More advanced work in basic structures and vocabulary development for reading, writing, and speaking Latin; continued drill in pronunciation and comprehension; completion of study of basic grammatical features of Latin. 72 hours lecture.

#### LATN C202  Intermediate Latin II
A/UC/CSU  4.00 Units

**Prerequisite:** LATN C201

Vergil’s “Aeneid”. A detailed and intensive reading of books I, II, IV, and VI of the “Aeneid.” A running review of basic grammar structures will be carried out. 72 hours lecture.

### MACHINE TOOL TECHNOLOGY

#### 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 collectable 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
Advisory:  Level 1 Reading, Level 2 Writing

A basic introduction to Machine Shop theory and practice including setup and operation of the lathe, drill press, horizontal and vertical milling machines, metal band saw and pedestal grinder. The use of hand tools and precision measuring tools, layout techniques, and tool sharpening are studied in practical shop applications. 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.

MATHEMATICS

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
A  4.00 Units
Prerequisite:  MATH C020

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
Advisory:  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
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites/Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH C057</td>
<td>Geometry</td>
<td>4.00</td>
<td>A/CSU 3.00 Units</td>
</tr>
</tbody>
</table>
|            | A                                         |       | 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            | 3.00  | A/UC/CSU 4.00 Units                                                                    |
|            | A                                         |       | 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      | 4.00  | A/UC/CSU 4.00 Units                                                                    |
|            | A                                         |       | Prerequisite: MATH C055  
|            | Advisory: Level 2 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 | 5.00  | A/UC/CSU 5.00 Units                                                                    |
|            | A                                         |       | Prerequisite: MATH C055  
|            | Advisory: Level 2 Math                    |       |
|            | 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 is determined in consultation with the instructor. 90 hours lecture. |
| MATH C130  | Finite Mathematics                         | 4.00  | A/UC/CSU 4.00 Units                                                                    |
|            | A                                         |       | Prerequisite: MATH C055  
|            | Advisory: MATH C050  
|            | 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  | Business Calculus                          | 4.00  | A/UC/CSU 4.00 Units                                                                    |
|            | A                                         |       | Prerequisite: MATH C055  
|            | Advisory: MATH C055  
|            | 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                            | 4.00  | A/UC/CSU 4.00 Units                                                                    |
|            | A                                         |       | Prerequisite: MATH C055  
|            | Advisory: MATH C050  
|            | 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. 72 hours lecture. |
| MATH C142  | Trigonometry                               | 4.00  | A/UC/CSU 4.00 Units                                                                    |
|            | A                                         |       | Prerequisite: MATH C055  
|            | Advisory: MATH C055  
|            | 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  | Analytic Geometry and Calculus I           | 5.00  | A/UC/CSU 5.00 Units                                                                    |
|            | A                                         |       | Prerequisite: MATH C141 and MATH C142  
|            | Advisory: MATH C151  
|            | This course provides the student with a good foundation in differential and integral calculus with emphasis on both skills and applications. Topics covered include functions; limits; derivatives of polynomial, trigonometric, parametric, and implicit functions; applications of differentiation; the indefinite integral; the definite integral; applications of the definite integral. 90 hours lecture. |
| MATH C152  | Analytic Geometry and Calculus II          | 5.00  | A/UC/CSU 5.00 Units                                                                    |
|            | A                                         |       | Prerequisite: MATH C151  
|            | Advisory: MATH C152  
|            | 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 cylindrical and spherical coordinates, quadric surfaces, vector functions, vector analysis, Green's theorem and Stoke's theorem. 90 hours lecture. |
| MATH C251  | Analytic Geometry and Calculus III         | 5.00  | A/UC/CSU 5.00 Units                                                                    |
|            | A                                         |       | Prerequisite: MATH C152  
|            | Advisory: 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 Stoke's theorem. 90 hours lecture. |
| MATH C255  | Ordinary Differential Equations            | 4.00  | A/UC/CSU 4.00 Units                                                                    |
|            | A                                         |       | Prerequisite: MATH C251  
|            | Advisory: MATH C251  
|            | 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.

**MIDDLE EASTERN LANGUAGES**

**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.

**MUSIC**

**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  
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. 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 AD 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 chord 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  
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC C127</td>
<td>Guitar II</td>
<td>2.00</td>
<td>This course is the preparation and performance of basic to intermediate choral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory. Advisory: Being able to play some sort of musical instrument is preferable.</td>
</tr>
<tr>
<td>A/UC/CSU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSC C131</td>
<td>Orchestra I</td>
<td>2.00</td>
<td>This course is the preparation and performance of basic orchestral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>A/UC/CSU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSC C132</td>
<td>Orchestra II</td>
<td>2.00</td>
<td>This course is the preparation and performance of basic to intermediate concert band and wind ensemble works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>A/UC/CSU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSC C133</td>
<td>Orchestra Workshop I</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>A/UC/CSU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSC C134</td>
<td>Orchestra Workshop II</td>
<td>3.00</td>
<td>This course is an orchestral workshop designed to prepare students for a performance of basic to intermediate orchestral works. Participation in a public performance is required. 9 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>A/UC/CSU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSC C138</td>
<td>Appreciation of Jazz</td>
<td>3.00</td>
<td>This course is an introduction to music technology with topics to include history, overview, CAI software, and fundamentals of analog and digital music systems. Students will be introduced to the operational principles of synthesizer/MIDI keyboards and computer music software. Students will have the opportunity to create their own sound samples and audio tracks, CDs and MP3s using computers and synthesizers. 36 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>A/UC/CSU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSC C141</td>
<td>Community Band I</td>
<td>2.00</td>
<td>This course is the preparation and performance of basic concert band and wind ensemble works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>A/UC/CSU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSC C142</td>
<td>Community Band II</td>
<td>2.00</td>
<td>This course is the preparation and performance of basic to intermediate concert band and wind ensemble works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>A/UC/CSU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSC C151</td>
<td>Choir I</td>
<td>2.00</td>
<td>This course is the preparation and performance of basic choral works, including one masterwork yearly. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>A/UC/CSU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSC C152</td>
<td>Choir II</td>
<td>2.00</td>
<td>This course is the preparation and performance of basic to intermediate choral works, including one masterwork yearly. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>A/UC/CSU</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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. Intermediate to 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 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 to 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 laboratory.

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 introduces 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 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 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARA C130</td>
<td>Civil Litigation and Procedure I</td>
<td>3.00</td>
<td>PARA C112</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>PARA C140</td>
<td>Civil Litigation and Procedure II</td>
<td>3.00</td>
<td>PARA C130, PARA C112</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>PARA C150</td>
<td>Law Office Management</td>
<td>3.00</td>
<td>PARA C112, PARA C121</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>PARA C220</td>
<td>Bankruptcy Law</td>
<td>3.00</td>
<td>PARA C112</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>PARA C230</td>
<td>Probate Law</td>
<td>3.00</td>
<td>PARA C112</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>PARA C240</td>
<td>Criminal Law and Procedure</td>
<td>3.00</td>
<td>PARA C112</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>PARA C250</td>
<td>Family Law</td>
<td>3.00</td>
<td>PARA C112</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>PARA C260</td>
<td>Personal Injury and Tort Litigation</td>
<td>3.00</td>
<td>PARA C112</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>PARA C270</td>
<td>Real Property Law</td>
<td>2.00</td>
<td>PARA C112</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>PARA C280</td>
<td>Worker's Compensation Law</td>
<td>2.00</td>
<td>PARA C112</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>PARA C290</td>
<td>Paralegal Studies Internship</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course enables the paralegal student to obtain practical experience under the supervision of an attorney and/or legal professional. Students 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 are responsible for arranging their own assignments. This course should be taken after completing most of the Paralegal Studies program and usually in the last semester before earning the degree. 18 hours lecture/60 Hours Volunteer or 75 Paid Hours Work Experience.</td>
</tr>
</tbody>
</table>

**PERSONAL DEVELOPMENT**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDEV C001</td>
<td>Yoga for Older Adults</td>
<td>0.00</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course is designed to introduce older adults to the practice of yoga. 54 hours activity.</td>
<td></td>
</tr>
<tr>
<td>PDEV C002</td>
<td>Yoga</td>
<td>0.00</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This is a course in basic Hatha yoga. Students will learn proper postures, breathing awareness, and relaxation techniques. 54 hours activity.</td>
<td></td>
</tr>
<tr>
<td>PDEV C005</td>
<td>Exam Preparation for the GED</td>
<td>0.00</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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. Assistance is tailored to student need based on instructor assessment. 54 hours open laboratory.</td>
<td></td>
</tr>
</tbody>
</table>
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. Students explore topics of 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.

PDEV C035  Basic Thinking Strategies  
P  1.00 Unit  
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.

PDEV C051  Training in Assertiveness  
A  1.00 Unit  
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.

PDEV C052  Becoming a Successful Online Student  
A  1.00 Unit  
The purpose of this course is to cover the basics of taking an interactive, asynchronous, distance education course via the Internet or other computer based system. Through this course, students experience E-mail, online class interactions such as discussion groups and WWW access, and learn about equipment needs and differences between online and on-site courses. 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.

PDEV C061  Yoga for Personal Development  
A  1.00 Unit  
This course is intended to introduce the student to the practice of awareness of the integrated operations of thought, breath, posture, and balance and to provide the student with opportunities to develop greater awareness, concentration, and perseverance. 54 hours activity.

PDEV C071  Living with Math  
A  0.50 Units  
Identifying and coping with math anxiety; gaining confidence about mathematics in a supportive environment. 9 hours lecture.

PDEV C075  Career Alternatives  
A  1.00 Unit  
Through this course, students evaluate their individual life-style preferences through use of class assessment tools. Students explore the world of work and educational programs, and have an opportunity to develop career decisions and action plans necessary to achieve individual career goals. 18 hours lecture.

PDEV C077  Workforce Readiness Workshop  
A  1.00-2.00-3.00 Units  
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  
A  1.00 Unit  
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  
A  1.00 Unit  
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  
A  1.00 Unit  
This course is available to all students interested in acquiring skills necessary to be a student ambassador on campus. The course will focus on developing the interpersonal skills necessary for effective verbal communication and appropriate behavior and dress for the work place. The course will provide the necessary information regarding college resources and facilities as well as an understanding of the world of academia to effectively represent the campus in a variety of settings. 18 hours lecture.

PDEV C101  Becoming a Master Student  
A/UC/CSU  3.00 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course emphasizes skills for becoming an effective student such as time management, note taking, memory skills, textbook reading, exam preparation and test strategies and includes an introduction to a variety of college resources. Students will explore topics such as personal strengths, goal setting, decision making, career choice, and transfer preparation. 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 C106  Orientation to College  
A/CSU  0.50 Units  
Advisory: Level 1 Reading, Level 2 Writing  
This course is an introductory orientation to becoming a college student. This course contains information on college life, support services, degree and transfer requirements, campus resources, career and college programs, student expectations, student activities and other knowledge associated student success. Students apply the course information to their educational goals and planning. 9 hours lecture.
PHILOSOPHY

PHIL C101 Introduction to Philosophy
A/UC/CSU 3.00 Units
Advisory: Level 1 Reading, Level 2 Writing
In this course students are introduced to the subject of philosophy, including its methods, major sub-divisions, and concepts. Topics in metaphysics, ethics, political and social theory, epistemology, identity and existence are considered from the perspective of multiple cultural and historical content. 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 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 contexts. Students will apply philosophical reasoning to contemporary issues in ethics through verbal and written synthesis of ideas related to ethical problems. 54 hours lecture.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED C020</td>
<td>Baseball Camp I</td>
<td>0.50</td>
<td>Participants receive instruction in the fundamental skills of baseball at the beginning level including hitting, pitching, fielding, catching, and throwing. Analysis of strengths and suggested improvements will be made. Skill, drills, and games will be used to meet these goals. 27 hours activity.</td>
</tr>
<tr>
<td>PHED C021</td>
<td>Baseball Camp II</td>
<td>0.50</td>
<td>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. 27 hours activity.</td>
</tr>
<tr>
<td>PHED C022</td>
<td>Baseball Camp III</td>
<td>0.50</td>
<td>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. 27 hours activity.</td>
</tr>
<tr>
<td>PHED C060</td>
<td>Special Topics in Physical Education A</td>
<td>0.50</td>
<td>In this physical education course students will develop skills and techniques in selected areas of human performance. This course does not fulfill core or elective requirements for certificates or degrees in physical education. 27 hours activity.</td>
</tr>
<tr>
<td>PHED C061</td>
<td>Special Topics in Physical Education A</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C062</td>
<td>Special Topics in Physical Education A</td>
<td>0.50</td>
<td>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 degree in physical education. 9 hours lecture.</td>
</tr>
<tr>
<td>PHED C101</td>
<td>Foundations of Physical Education A/UC/CSU</td>
<td>3.00</td>
<td>This is a beginning course in aerobic exercise that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C104</td>
<td>Aerobic Dance II</td>
<td>1.00</td>
<td>This is an intermediate course in aerobic exercise that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C105</td>
<td>Weight Training I</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C106</td>
<td>Weight Training II</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C107</td>
<td>General Conditioning I</td>
<td>1.00</td>
<td>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 group fitness program. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C108</td>
<td>General Conditioning II</td>
<td>1.00</td>
<td>This is an intermediate 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 in a group fitness program. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C109</td>
<td>Golf I</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C110</td>
<td>Golf II</td>
<td>1.00</td>
<td>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” theory and includes extensive practice and play at the local golf course. 54 hours activity.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Hours</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------</td>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>PHED C113</td>
<td>Tennis I</td>
<td>1.00</td>
<td>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. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C114</td>
<td>Tennis II</td>
<td>1.00</td>
<td>This is an intermediate course in tennis. This class refines the basic strokes with special emphasis on the lob, smash (overhead), and intermediate singles and doubles play. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C115</td>
<td>Volleyball I</td>
<td>1.00</td>
<td>This is a beginning course designed to introduce the fundamental skills of beginning volleyball. Skills include serving, passing, setting, offensive and defensive strategies as well as an introduction to advanced game play. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C116</td>
<td>Volleyball II</td>
<td>1.00</td>
<td>This is an intermediate course designed to refine the fundamental skills of beginning volleyball. Skills include serving, passing, setting, offensive and defensive strategies as well as an introduction to advanced game play. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C117</td>
<td>Basketball I</td>
<td>1.00</td>
<td>This is a beginning course designed to introduce the fundamentals of basketball skills. This class will emphasize the fundamentals of shooting, dribbling, passing, offensive/defensive strategy, and the rules of basketball. 54 hours activity.</td>
</tr>
</tbody>
</table>
| PHED C118   | Basketball II              | 1.00  | 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. 54 hours activity. |
| PHED C123   | Softball I                 | 1.00  | 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                | 1.00  | 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                   | 1.00  | This is a course designed to equip the student with beginning soccer skills. There will be emphasis on beginning strategies and techniques. 54 hours activity. |
| PHED C126   | Soccer II                  | 1.00  | 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              | 1.00  | Advisory: PHED C127  
This is a beginning course in the fundamentals of racquetball. The class will cover rules, equipment, safety, etiquette, and basic skills of the forehand, backhand and serve. 54 hours activity. |
| PHED C128   | Racquetball II             | 1.00  | This is an intermediate level class in racquetball. There will be an emphasis on court coverage and reading the front wall. Intermediate level offensive and defensive shots are stressed. 54 hours activity. |
| PHED C129   | Cardiovascular Fitness I   | 1.00  | 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. 54 hours activity. |
| PHED C130   | Cardiovascular Fitness II  | 1.00  | 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. 54 hours activity. |
| PHED C131   | Wellness Walking I         | 1.00  | 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        | 1.00  | 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     | 1.00  | This is a course designed to cover beginning techniques of modern dance. Participants practice exercises to develop strength, flexibility, and grace. Emphasis is on dance for fitness and personal expression. 54 hours activity. |
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. 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. 54 hours activity.

PHED C147  Adaptive Physical Education I
A/UC/CSU  1.00 Unit
Prerequisite: Verified physical disability
Advisory: PHED C147
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. 54 hours activity.

PHED C148  Adaptive Physical Education II
A/UC/CSU  1.00 Unit
Prerequisite: Verified physical disability
Advisory: PHED C147
This is an advanced course designed to allow physically disabled students to continue to expand their physical strength and skills through utilizing their individualized educational program. 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. 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. 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, 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED C173</td>
<td>Intercollegiate Baseball I</td>
<td>1.00</td>
<td>This course involves participation in competition and skill development in intercollegiate baseball. All students must meet CCCAA Athletic Code Eligibility Guidelines. 175 hours activity.</td>
</tr>
<tr>
<td>PHED C174</td>
<td>Intercollegiate Baseball II</td>
<td>1.00</td>
<td>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, strategy and competition. Students must meet COA Athletic Code Eligibility Guidelines. This course is to be taken during the second semester of intercollegiate eligibility. 175 hours activity.</td>
</tr>
<tr>
<td>PHED C175</td>
<td>Competitive Baseball I</td>
<td>1.00</td>
<td>This is an intermediate level 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.</td>
</tr>
<tr>
<td>PHED C176</td>
<td>Competitive Baseball II</td>
<td>1.00</td>
<td>This is an intermediate level 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.</td>
</tr>
<tr>
<td>PHED C177</td>
<td>Women's Intercollegiate Basketball I</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C178</td>
<td>Women's Intercollegiate Basketball II</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C181</td>
<td>Intercollegiate Softball I</td>
<td>1.00</td>
<td>This course involves participation in a high level of competition and skill development in softball. There is an emphasis on advanced skill, strategy and competition. This course is taken during the first semester of athletic eligibility. (Spring only) 175 hours activity.</td>
</tr>
<tr>
<td>PHED C183</td>
<td>Competitive Softball I</td>
<td>1.00</td>
<td>This is a basic level course designed to introduce students to competitive softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. 175 hours activity.</td>
</tr>
<tr>
<td>PHED C184</td>
<td>Competitive Softball II</td>
<td>1.00</td>
<td>This is an intermediate level course designed to expose students to competitive softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. 175 hours activity.</td>
</tr>
<tr>
<td>PHED C203</td>
<td>Aerobic Dance III</td>
<td>1.00</td>
<td>This is an advanced course in fitness dance that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises at a higher fitness level. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C205</td>
<td>Weight Training III</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C207</td>
<td>General Conditioning III</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C209</td>
<td>Golf III</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C213</td>
<td>Tennis III</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C215</td>
<td>Volleyball III</td>
<td>1.00</td>
<td>This is an advanced course designed to refine the fundamental skills of intermediate volleyball. A greater emphasis on competitive tournament play. 54 hours activity.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Hours</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
<td>-------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PHED C217</td>
<td>Basketball III</td>
<td>1.00</td>
<td>This is an advanced course designed for the advanced basketball player. Emphasis will be on advanced offensive and defensive theories in specialized situations. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C223</td>
<td>Softball III</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C225</td>
<td>Soccer III</td>
<td>1.00</td>
<td>This is an advanced course designed to equip the student with advanced soccer skills. There will be a greater emphasis on advanced offensive and defensive strategies. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C227</td>
<td>Racquetball III</td>
<td>1.00</td>
<td>This is an advanced course in racquetball designed to improve skills for competitive play. Advanced offensive and defensive techniques are stressed. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C229</td>
<td>Cardiovascular Fitness III</td>
<td>1.00</td>
<td>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. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C235</td>
<td>Jazz Dance III</td>
<td>1.00</td>
<td>This is a course designed to cover advanced techniques of jazz dance. Participants practice advanced level exercises to develop strength and flexibility of the limbs and torso and learn advanced dance combinations. Performance and choreography skills are introduced in this course. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C251</td>
<td>Conditioning for Competitive Athletes III</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C252</td>
<td>Conditioning for Competitive Athletes IV</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C261</td>
<td>Intercollegiate Basketball III</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C262</td>
<td>Intercollegiate Basketball IV</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PHED C263</td>
<td>Competitive Basketball Techniques III</td>
<td>1.00</td>
<td>This is an advanced course designed for individuals with prior years of basketball playing experience. Course prepares individuals for competitive experience through cardiovascular, kinesiological endurance as well as through advanced basketball skills, strategy and competition. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C275</td>
<td>Competitive Baseball III</td>
<td>1.00</td>
<td>This is an advanced course designed to prepare the athlete in the sport of baseball at the competitive level. Skills will be developed through high intensity practice sessions on a daily basis. 175 hours activity.</td>
</tr>
<tr>
<td>PHED C276</td>
<td>Advanced Baseball Skills</td>
<td>1.00</td>
<td>This is an advanced course designed to prepare the athlete in the sport of baseball at the competitive level. Skills will be developed through high intensity practice sessions on a daily basis. 175 hours activity.</td>
</tr>
</tbody>
</table>

Prerequisite: Participation in intercollegiate athletics
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 advanced drills and competition. Emphasis will include advanced strategies, ability to recognize various offenses and defenses. 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 competition. 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 second 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 fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. 175 hours activity.

PHGC 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 applicable 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
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, including earth surface processes, tectonics and mountain building, surface water and groundwater, earth-sun relationships and motions, weather, climatic types and regions, blocking patterns and interactions, local climate and weather systems, soils, materials and 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
A/UC/CSU  1.00 Unit
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
A/CSU  1.00 Unit
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
A/UC/CSU  3.00 Units
Advisory: Level 1 Reading, Level 2 Writing

This course is a survey of concepts in physics and chemistry, with applications to the earth sciences and astronomy, for the non-science major. Topics such as motion, energy, electricity, magnetism, waves, atoms, chemistry and chemical reactions are covered on a conceptual basis with a minimum amount of mathematics. 54 hours lecture.

PHSC C112  Concepts of Physical Science Laboratory
A/UC/CSU  1.00 Unit
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
A/UC/CSU  3.00 Units
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
A/UC/CSU  1.00 Unit
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
A/UC/CSU  4.00 Units
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. 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.
### PHYSICS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS C111</td>
<td>Mechanics</td>
<td>5.00</td>
<td>Prerequisite: PHYS C113</td>
</tr>
<tr>
<td></td>
<td>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 dynamics and simple harmonic motion. 63 hours lecture/81 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS C113</td>
<td>Electricity and Magnetism</td>
<td>5.00</td>
<td>Prerequisite: PHYS C111</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS C211</td>
<td>Waves, Optics and Modern Physics</td>
<td>5.00</td>
<td>Prerequisite: PHYS C131</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### POLITICAL SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS C101</td>
<td>American Government</td>
<td>3.00</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLS C101H</td>
<td>American Government – Honors</td>
<td>4.00</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Units</td>
<td>Prerequisites</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------</td>
<td>-------</td>
<td>---------------</td>
</tr>
<tr>
<td>POLS C102</td>
<td>Comparative Government</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>POLS C204</td>
<td>United States Foreign Policy</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>PSYC C071</td>
<td>Psychology for Life</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>PSYC C101</td>
<td>General Psychology</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>PSYC C101H</td>
<td>General Psychology – Honors</td>
<td>4.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>PSYC C102</td>
<td>Physiological Psychology</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>PSYC C112</td>
<td>Introduction to Substance Abuse Issues</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
<tr>
<td>PSYC C113</td>
<td>Intervention Skills in Human Services</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
<tr>
<td>PSYC C116</td>
<td>Case Management</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
<tr>
<td>PSYC C211</td>
<td>Lifespan Development</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>PSYC C221</td>
<td>Elementary Statistics for the Behavioral Sciences</td>
<td>3.00</td>
<td>A/UC/CSU and MATH C050</td>
</tr>
<tr>
<td>PSYC C231</td>
<td>Health Psychology</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
<tr>
<td>PSYC C241</td>
<td>Abnormal Psychology</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
<tr>
<td>PSYC C251</td>
<td>Human Sexuality</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
</tbody>
</table>
### RENEWABLE ENERGY TECHNOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>RET C101</td>
<td>Introduction to Wind Turbine Technology</td>
<td>1.00</td>
<td>Advisory: MATH C050, Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>RET C102</td>
<td>Wind Turbine Technician I</td>
<td>4.00</td>
<td>Advisory: CSCI C070, Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This is the first in the series of two courses designed to instruct students in the fundamentals of wind turbine operation and maintenance and prepare them for positions in the wind industry as technicians. In this course there is a strong emphasis on safety as well as electrical testing equipment, AC and DC theory and hydraulics. 54 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>RET C103</td>
<td>Wind Turbine Technician II</td>
<td>2.00</td>
<td>Prerequisite: RET C102</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This is the second in the series of two courses designed to instruct students in the fundamentals of wind turbine operation and maintenance and prepare them for positions in the wind industry as technicians. Topics covered include: Concepts of electronics, mechanical systems, electrical systems, PLC’s, maintenance and trouble shooting, construction, data analysis, and meteorology. 54 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>RET C104</td>
<td>Introduction to Solar Power Technology</td>
<td>1.00</td>
<td>Advisory: Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course introduces an overview of the solar energy and power industry and is also an introduction to the basic concepts and terminology of how solar energy is captured and transformed into electrical power. Topics include the history of solar and photo voltaic technology and related safety considerations. 18 hours lecture.</td>
</tr>
<tr>
<td>RET C105</td>
<td>Solar Energy I - Photovoltaic Technology and Applications</td>
<td>3.00</td>
<td>Prerequisite: RET C104 or concurrent enrollment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course is designed to prepare the learner with basic knowledge of photovoltaic systems, suitable for a supervised, entry level position with a dealer/installer or other PV industry company. 45 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>RET C120</td>
<td>Introductory Hydraulics</td>
<td>4.00</td>
<td>Prerequisite: RET C101</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisory: MATH C050</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Students will learn the fundamental concepts of hydraulics, lubrication, and bearings 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.</td>
</tr>
</tbody>
</table>

### READ C056  College Reading
- **A** 3.00 Units
  - Prerequisite: Level 2 Reading
  - Advisory: Level 2 Writing
  - This course improves students’ college-level reading skills. Using a variety of fiction and nonfiction reading materials, students learn to identify purpose and tone, summarize, outline, distinguish fact from opinion, infer, analyze, critique, and synthesize. In addition, students increase their college-level vocabulary and learn to mark text material. 54 hours lecture.
RUSSIAN

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
Prerequisite:  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.

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.

SOCIETY

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.

SPANISH

SPAN C100  Basic Conversational Spanish
A/CSU  3.00 Units
Advisory:  Level 2 Reading, Level 2 Writing
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.

SOCI C210  Diversity and Film
A/UC/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 1 Writing
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. Note:  This course is cross listed with INST C210.

SOCI C220  Perspectives on Race, Class and Gender
A/UC/CSU  3.00 Units
Advisory:  Level 1 Reading, Level 1 Writing
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 inter-relatedness of concepts such as race, class and gender and the roots and future of our "melting pot" society. 54 hours lecture. Note:  This course is cross listed with INST C220.
**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. 90 hours lecture.

**SPAN C120**  
Beginning-Intensive Spanish Grammar, Conversation and Culture  
A/N/CSU  
2.00 Units  
Advisory: Reading Level 1, Writing Level 2  
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. Students will also apply and practice their vocabulary grammar and spoken Spanish skills during the study of cultural and current events and participating in everyday activities. Topics 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. 35 hours lecture/5 hours activity.

**SPAN C121**  
Beginning-Intermediate Intensive Spanish Grammar, Conversation and Culture  
A/N/CSU  
2.00 Units  
Advisory: SPAN C120  
This course is designed for students with some basic knowledge of Spanish and will develop and expand their basic communication skills through the fundamentals of Spanish grammar and the presentation of various cultural aspects of Spanish-speaking countries. Students will expand their vocabulary for basic conversation as it relates to everyday situation. Students will also apply and practice their vocabulary, grammar and spoken Spanish skills during the study of cultural and current events and participating in everyday activities. Topics 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. 35 hours lecture/5 hours activity.

**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 improves 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 have the opportunity to enhance their oral proficiency as they apply the language to a variety of situations. There is 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  
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  
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  
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. Note: This course is cross listed with FILM C211.
### SPEECH

#### SPAN C220  
**Intermediate Intensive Spanish Grammar, Conversation and Culture**  
A/N/CSU 2.00 Units  
Advisory: SPAN C121  
This course is designed for students with intermediate-advanced knowledge of Spanish and will expand their communication skills through the further development of Spanish grammar and the presentation of various cultural aspects of Spanish-speaking countries. Students will enhance their vocabulary for conversation as it relates to specialized situations. Students will also apply and practice their vocabulary, grammar and spoken Spanish skills during 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 skills with individual cultural interests. 35 hours lecture/5 hours activity.

#### SPAN C221  
**Intermediate-Advanced Intensive Spanish Grammar, Conversation and Culture**  
A/N/CSU 2.00 Units  
Advisory: SPAN C220  
This course is designed for students with strong intermediate/advanced knowledge of Spanish and will expand their communication skills through the advanced study of Spanish grammar and the presentation of various cultural aspects of Spanish-speaking countries. Students will enhance their vocabulary for conversation as it relates to everyday specialized topics. Students will also apply and practice their vocabulary, grammar and spoken Spanish skills during the study of cultural and current events and participating in everyday activities. Topics 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. 35 hours lecture/5 hours activity.

#### 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.

#### SPCH C101  
**Elements of Speech**  
A/UC/CSU 3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing  
In this speech course for transfer to four-year institutions, students 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.

#### SPCH C105  
**Interpersonal Communication**  
A/UC/CSU 3.00 Units  
Advisory: Level 1 Reading, Level 1 Writing  
This course provides an introduction to all aspects of the communication process, including intrapersonal, interpersonal, and group communication as well as speaking in public. The course emphasizes an understanding of communication in everyday life in conjunction with the knowledge of how to present ideas, thoughts, and feelings. Various theories of interpersonal communication are introduced. Participation in a variety of learning experiences is designed to enhance competence and to develop skills in interpersonal relationships. 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.

#### THEA C066  
**Special Topics in Theatre**  
A 2.00 Units  
This course provides students the opportunity to continue the development of their performance skills and techniques. 27 hours lecture/27 hours laboratory.

#### THEA C067  
**Special Topics in Theatre**  
A 2.00 Units  
This course provides students the opportunity to continue the development of their performance skills and techniques. 18 hours lecture/54 hours laboratory.

#### THEA C070  
**Special Topics in Theatre**  
A 3.00 Units  
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.

#### THEA C071  
**Special Topics in Performance**  
A 3.00 Units  
This course provides students the opportunity to continue the development of their performance skills and techniques. 18 hours lecture/108 hours laboratory.
### THEA C101 Introduction to Theatre

A/UC/CSU 3.00 Units

Advisory: Level 1 Reading, Level 2 Writing

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 class exercises and public performances. 18 hours lecture/54 hours laboratory.

### THEA C102 Laboratory 3.00 Units

Advisory: Level 1 Reading, Level 2 Writing

This course provides an introduction to the Stanislavski system. Class work focuses on character relationships. Students will work with partners to develop comedic timing and the “inner dialogue” of the character. 18 hours lecture/54 hours laboratory.

### THEA C103 Introduction to Play Reading

A/UC/CSU 3.00 Units

Advisory: Level 1 Reading, Level 2 Writing

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.

### THEA C111 Fundamentals of Acting

A/UC/CSU 2.00 Units

Advisory: Level 2 Reading, Level 2 Writing

This course provides 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.

### THEA C112 Beginning Acting

A/UC/CSU 2.00 Units

Prerequisite: THEA C111

This course introduces students to the Stanislavskian 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.

### THEA C118 Improvisation

A/UC/CSU 2.00 Units

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 class exercises and public performances. 18 hours lecture/54 hours laboratory.

### THEA C121 Theatre Production

A/UC/CSU 3.00 Units

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.

### 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 relaxation, breathing, and vocal production techniques to enhance vocal 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/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 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 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.

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) (MIG) as well as lectures on safety, welding and identification of ferrous and non-ferrous metals, shielding gasses, 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 gasses. 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEXP C111</td>
<td>Human Relations in Work Experience I</td>
<td>1.00</td>
<td>Seminar on topics related to the job environment including job advancement, motivation, and interpersonal relationships. 18 hours lecture.</td>
</tr>
<tr>
<td>WEXP C112</td>
<td>Occupation and Career Work Experience II</td>
<td>1.00-2.00-3.00</td>
<td>Co-requisite: Concurrent enrollment in WEXP C111 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 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.</td>
</tr>
<tr>
<td>WEXP C113</td>
<td>Human Relations in Work Experience II</td>
<td>1.00</td>
<td>Seminar continuing study of appropriate behavior in the job environment, self-improvement through self-understanding, and the principles of leadership. 18 hours lecture.</td>
</tr>
<tr>
<td>WEXP C114</td>
<td>Occupation and Career Work Experience III</td>
<td>1.00-2.00-3.00</td>
<td>Co-requisite: Concurrent enrollment in WEXP C113 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 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.</td>
</tr>
<tr>
<td>WEXP C121</td>
<td>Supervision in Work Experience</td>
<td>1.00</td>
<td>Seminar devoted to the responsibilities of a supervisor. Includes organization, duties, communication, planning, human relations, training, evaluation and motivation. 18 hours lecture.</td>
</tr>
<tr>
<td>WEXP C122</td>
<td>Occupation and Career Work Experience IV</td>
<td>1.00-2.00-3.00</td>
<td>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 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.</td>
</tr>
<tr>
<td>WEXP C151</td>
<td>General Work Experience Seminar I</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>WEXP C152</td>
<td>General Work Experience I</td>
<td>1.00-2.00</td>
<td>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.</td>
</tr>
<tr>
<td>WEXP C153</td>
<td>General Work Experience Seminar II</td>
<td>1.00</td>
<td>One hour seminar per week devoted to job search skills, initiative, goal setting, motivation, job attitudes, practical psychology, applied human and industrial relations current issues related to individual experiences and problems of students enrolled in work experience program. 18 hours lecture.</td>
</tr>
<tr>
<td>WEXP C154</td>
<td>General Work Experience II</td>
<td>1.00-2.00</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 Complaint Procedures

The Student Complaint Procedures are established so that students can resolve difficulties/problems they encounter in College-related activities. Student complaints are taken seriously; therefore, the complaint must be compelling, substantive, and verifiable nature. Repeated filings of the same complaint, filings of a frivolous nature, or capricious complaints against school personnel will be considered abuse of the student conduct and/or complaint process. Such repeated filings will be referred to the College President for a decision. The College President will determine and publicize which administrative office will receive and administer student complaints. These procedures apply to student complaints regarding:
• Course content
• Access to classes
• Verbal or physical abuse by faculty, staff, or students
• Faculty member refusal to confer with student(s)
• Harassment

These procedures do not apply to student complaints which involve:

• Discrimination (See Notice of Nondiscrimination on page 145)
• Sexual Harassment (See Notice of Nondiscrimination on page 145)
• Assignment of grades (See Grade Changes on page 135)

See the complete Student Complaint Procedures at: http://www.cerrocoso.edu/documents/studentcomplaint.htm

**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 accumulate to 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 Services 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></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>

The Study Loads apply for full semester length classes only. For short-term classes, see a counselor.

*Less than one-half time and active duty are limited to tuition and fees only under Chapters 30, 34, and 35.

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

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

4. Occupational/Career Work Experience educational credit is 7 units per semester, including work experience courses for enrollment in both Work Experience C101 and C102. There is no credit load requirement for enrollment in Work Experience C101 only.
5. If a student wishes to maintain full-time status for any reason other than those listed above:
   a. Full-time student status is defined as 12 or more units per semester.
   b. Full-time student status is defined as six (6) units or more in summer session.

6. Eligibility to participate in student government is six (6) units.

7. Eligibility to participate in Federal or College Work Study is six (6) units.

**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>P</td>
<td>Pass (&quot;C&quot; level work or above)- issued beginning Spring 2009</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (less than satisfactory or failing)- issued beginning Spring 2009</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td></td>
<td>(Excessive &quot;W&quot;s shall be used as factors in academic probation and disqualification)</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (See below)</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress (See below)</td>
<td>Not computed in GPA</td>
</tr>
</tbody>
</table>

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

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

**Pass/No Pass Grading**

Pass/No Pass (P/NP) 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 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 Pass/No Pass (P/NP) Grading are: (Title V, Section 55752)

1. 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 “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 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. “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 “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.

**Grade Changes**

The instructor of each course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. A judgment to change or expunge a grade for reasons of fraud, bad faith, or incompetence shall be made by the appropriate Vice President after consultation with the student, the instructor, and the Division/Department Chair. All parties noted above shall be notified in writing of any changes. Reasons for any grade change shall be documented.

**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%).

**Removal from Probation:** A student on academic probation for a grade point deficiency shall be removed from probation when the student’s cumulative grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of “W”, “I”, “NC”, and “NP” units falls below fifty percent (50%).

**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 After Disqualification

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 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 Vice President of Student Services or designee may waive the 30-unit limitation for any student who meets the above criteria and who shows significant measurable progress toward the development of college-level skills. A student must make an appointment to meet with a counselor to submit a request to waive the 30-unit limitation.

**Repeatability of Courses**

Certain Cerro Coso College courses are identified in the course description sections of the catalog as repeatable, with the number of times they may be repeated indicated.

Other courses may be repeated once for credit if a grade lower than “C” or its equivalent has been earned. A student who has repeated a course under this condition may file a petition with the Office of Admissions and Records to have the previous grade and credit disregarded in the calculation of the GPA.

If a student earns any combination of “D,” “F,” or “W” on two attempts in a course, that student can only register for a third time with the approval of a counselor.

In Compliance with Title 5 California Code of Regulations, Section 56029, certain course repeats may be authorized for students with disabilities following DSPS policies and procedures.

Courses may also be repeated if the previous grade is at least in part a result of extenuating circumstances such as a verified case of illness, accidents, or other circumstances beyond the control of the student and if a significant lapse of time (three years) has occurred since the course was taken. Approval to repeat under these circumstances must be obtained through counseling. In these circumstances, the previous grade will not be disregarded in the calculation of the GPA.

A student may repeat a course to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The course may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student’s grade point average.

The college can provide no assurance that repeated courses will be treated in a similar manner by other educational institutions.

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

5. 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.

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.
## COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and Associate degree general education (GE) and/or major requirements. Students must have the College Board send AP exam results to the Admissions Office (hand carried copies will not be accepted) for use on the A.A. or GE patterns. Course credit and units granted at Cerro Coso Community College may differ from course credit and units granted by a transfer institution.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>Course Equivalency/GE Area for Cerro Coso SEP</th>
<th>CSU GE</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>ART C105 or ART C106; GE Humanities 3 semester units</td>
<td>Area C1 or C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3A or 3B 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Art (Studio)</td>
<td>No Course equivalency; GE Elective 3 semester units</td>
<td>N/A</td>
<td>3 semester units</td>
<td>N/A</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Biology</td>
<td>Biology C105; GE Natural Sciences 4 semester units</td>
<td>Area B2 and B3 4 semester units</td>
<td>6 semester units</td>
<td>Area 5B (with lab) 4 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>Score of 3 – MATH C142 3 semester units*</td>
<td>Area B4 3 semester units</td>
<td>Area 2A 3 semester units</td>
<td>4 quarter/2.7 semester units**</td>
<td></td>
</tr>
<tr>
<td>Calculus BC</td>
<td>Score of 3 – MATH C151 3 semester units*</td>
<td>Area B4 3 semester units</td>
<td>Area 2A 3 semester units</td>
<td>8 quarter/5.3 semester units**</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM C101; GE Natural Sciences 4 semester units</td>
<td>Areas B1 and B3 4 semester units</td>
<td>6 semester units</td>
<td>Area 5A (with lab) 4 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>No Course equivalency; GE Humanities 3 semester units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>Score of 3 – CSCI C101 3 semester units*</td>
<td>N/A</td>
<td>3 semester units**</td>
<td>N/A</td>
<td>2 quarter/1.3 semester units***</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>Score of 3 – CSCI C101 and C267 6 semester units*</td>
<td>N/A</td>
<td>6 semester units**</td>
<td>N/A</td>
<td>4 quarter/2.7 semester units***</td>
</tr>
<tr>
<td>Economics - Macroeconomics</td>
<td>ECON C102; GE Social and Behavioral Sciences 3 semester units</td>
<td>Area D2 3 semester units</td>
<td>3 semester units</td>
<td>Area 4B 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Economics - Microeconomics</td>
<td>ECON C103; GE Social and Behavioral Sciences 3 semester units</td>
<td>Area D2 3 semester units</td>
<td>3 semester units</td>
<td>Area 4B 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>English - Language &amp; Composition</td>
<td>ENGL C101; GE Language and Rationality 3 semester units</td>
<td>Area A2 3 semester units</td>
<td>6 semester units</td>
<td>Area 1A 3 semester units</td>
<td>8 quarter/5.3 semester units*</td>
</tr>
<tr>
<td>English - Literature &amp; Composition</td>
<td>ENGL C101 or ENGL in Area 3B GE Language and Rationality or Humanities 3 semester units</td>
<td>Area A2 and C2 6 semester units</td>
<td>6 semester units</td>
<td>Area 1A or 3B 3 semester units</td>
<td>8 quarter/5.3 semester units*</td>
</tr>
</tbody>
</table>

**AP ENGLISH EXAM LIMITATIONS:**

- Maximum 6 semester units for both
- *Maximum 4 quarter/2.7 semester units for both
- **Maximum 8 quarter/5.3 semester units for both

**AP ENGLISH EXAM LIMITATIONS:**

- *Maximum 8 quarter/5.3 semester units for both

---

**AP CALCULUS EXAM LIMITATIONS:**

- Only one exam may be used toward transfer
- Maximum credit 8 quarter/5.3 semester units for both

---

**AP CS EXAM LIMITATIONS:**

- Maximum 6 semester units for both
<table>
<thead>
<tr>
<th>Course Equivalency/GE Area for Cerro Coso SEP</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Science</td>
<td>Area B2 and B3 (if taken prior to Fall 2009)</td>
<td>3 semester units</td>
</tr>
<tr>
<td>French Language</td>
<td>No course equivalency; GE Humanities</td>
<td>5 semester units</td>
</tr>
<tr>
<td>French Literature</td>
<td>FREN C201, GE Humanities</td>
<td>3 semester units</td>
</tr>
<tr>
<td>German Language</td>
<td>No course equivalency; GE Humanities</td>
<td>5 semester units</td>
</tr>
<tr>
<td>History - Comparative</td>
<td>POLS C102, GE Social and Behavioral Sciences</td>
<td>3 semester units</td>
</tr>
<tr>
<td>History - European</td>
<td>HIST C103 or C104, GE Social and Behavioral Sciences</td>
<td>3 semester units</td>
</tr>
<tr>
<td>History - U.S.</td>
<td>HIST C101, GE Social and Behavioral Sciences</td>
<td>3 semester units</td>
</tr>
<tr>
<td>History - World</td>
<td>No course equivalency; GE Humanities</td>
<td>5 semester units</td>
</tr>
<tr>
<td>Human Geography</td>
<td>No course equivalency; GE Humanities</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Italian Language &amp; Culture</td>
<td>No course equivalency; GE Humanities</td>
<td>5 semester units</td>
</tr>
<tr>
<td>Latin - Vergil</td>
<td>No course equivalency; GE Humanities</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Latin - Literature</td>
<td>MUSC C105, GE Humanities</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Music Theory</td>
<td>No course equivalency; GE Humanities</td>
<td>5 semester units</td>
</tr>
<tr>
<td>Music Theory</td>
<td>MUSC C106, GE Humanities</td>
<td>3 semester units</td>
</tr>
<tr>
<td>EXAM</td>
<td>Course Equivalency/GE Area for Cerro Coso SEP</td>
<td>CSU GE</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Physics B</td>
<td>No Course equivalency; GE Natural Sciences</td>
<td>B1 and B3</td>
</tr>
<tr>
<td></td>
<td>4 semester units</td>
<td></td>
</tr>
<tr>
<td>Physics C - Mechanics</td>
<td>No Course equivalency; GE Natural Sciences</td>
<td>Area B1 and B3</td>
</tr>
<tr>
<td></td>
<td>4 semester units</td>
<td></td>
</tr>
<tr>
<td>Physics C - Magnetism</td>
<td>No Course equivalency; GE Natural Sciences</td>
<td>Area B1 and B3</td>
</tr>
<tr>
<td></td>
<td>4 semester units</td>
<td></td>
</tr>
<tr>
<td>AP PHYSICS EXAM</td>
<td>LIMITATIONS:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Maximum 4 semester units toward GE and 6 semester units toward transfer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>**Maximum 8 quarter/5.3 semester units for both</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYC C101; GE Social and Behavioral Sciences</td>
<td>Area D9</td>
</tr>
<tr>
<td></td>
<td>3 semester units</td>
<td></td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPAN C201; GE Humanities</td>
<td>Area C2</td>
</tr>
<tr>
<td></td>
<td>3 semester units</td>
<td></td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>No Course equivalency; GE Humanities</td>
<td>Area C2</td>
</tr>
<tr>
<td></td>
<td>3 semester units</td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td>MATH C121; GE Language and Rationality</td>
<td>Area B4</td>
</tr>
<tr>
<td></td>
<td>3 semester units</td>
<td></td>
</tr>
</tbody>
</table>

AA: Students should be aware that AP test credit is evaluated by corresponding it to an equivalent Cerro Coso Community College course, e.g. History C131. A student who receives AP credit and then takes the equivalent Cerro Coso Community College course will have the unit credit for such duplication deducted prior to being awarded the Associate degree. Credit by Advanced Placement exam is noted and listed first on a student's transcript, with units assigned and no grade.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breath requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breath area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breath requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying CCC’s discipline is located.
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, 2009-2011

The Cerro Coso Community College Strategic Plan for 2009 – 2011 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 (Indian Wells Valley, Eastern Sierra College Center,
Cerro Coso Community College 2009-2010

Kern River Valley, and South Kern) 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 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, GED 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 inter-session. The schedule of classes is the official listing of courses for a specific term or inter-session, 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:

Mr. Clint Dougherty, Human Resources Manager
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 Educacion 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, incúida 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:

Mr. Clint Dougherty, Human Resources Manager
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
(760) 384-6110 (TDD Only)

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
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.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRFT C108</td>
<td>Reading Technical Drawings</td>
<td>3</td>
</tr>
<tr>
<td>MCTL C107</td>
<td>Basic Hand Tools</td>
<td>2</td>
</tr>
<tr>
<td>MATH C056</td>
<td>Technical Math for Trades</td>
<td>3</td>
</tr>
<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>
<td>2</td>
</tr>
<tr>
<td>WELD C200</td>
<td>Gas Metal Arc Welding (GMAW)</td>
<td>2</td>
</tr>
<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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>
<td>2</td>
</tr>
<tr>
<td>WELD C200</td>
<td>Gas Metal Arc Welding (GMAW)</td>
<td>2</td>
</tr>
<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>
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.

**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 (GPA):** 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: Ms. Heather Ostash
Matriculation Coordinator

Matriculation Status

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

1. The student is also considered matriculated if the student has an associate degree or higher.

2. The student is exempt from assessment upon satisfactory completion of course work equivalent to college level English or college level math.

3. The Vice President of Student Services or designee may, upon appeal, exempt students for circumstances not covered by this policy from participation in these services.

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

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

Course Requisites: Prerequisites, 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 55201 (Policies for Prerequisites);

3. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
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 Community College, 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:

Cerro Coso Community College
Admissions and Records Office
3000 College Heights Blvd
Ridgecrest, CA 93555

An evaluation of submitted transcripts can be requested at the counseling office of the student’s local campus or online at http://www.cerrocoso.edu/studentservices/counseling.

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 2005 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

BOARD OF TRUSTEES

Mr. Stuart O. Witt* .........................President
Mr. John A. Rodgers .........................Vice President
Mr. Dennis L. Beebe ..........................Vice President
Mrs. Rose Marie Bans
Mr. John S. Corkins
Ms. Pauline F. Larwood
Ms. Kay S. Meek

*Member serving from the Cerro Coso service area

DISTRICT ADMINISTRATION

Sandra Serrano ...............................Chancellor
Ibrahim Ali .................................Vice Chancellor, Human Resources
Tom Burke .................................Chief Financial Officer
Doris Givens ...............................Vice Chancellor, Educational Services
Sean James ...............................Vice Chancellor, Operations Management

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

A. JILL BOARD
Vice President, Student Services
BA Pacific Lutheran University
MA California State University, San Bernardino

B. JOANN CLARK
Director, Public Information Facilities Development and Alumni Relations
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
Manager, 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>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Title</th>
<th>Degree(s)</th>
</tr>
</thead>
</table>
| CHRISTINE L. ABBOTT   | English                     | Professor           | BA California State University, Fresno  
MA California State University, Fresno |
| RICHARD E. ADAMS      | Physical Education          | Professor           | AA Moorpark College  
BA California State University, Northridge  
MA University of San Francisco |
| SUZANNE AMA           | Digital Media Arts          | Professor           | BFA American Intercontinental University  
MS California State University, East Bay |
| RICHARD L. BENSON     | Art                         | Professor           | BA Humboldt State University  
MFA University of California, Irvine |
| ANNE C. BENVENUTI     | Psychology/Philosophy       | Professor           | BA University of San Francisco  
MA University of California, Los Angeles  
PhD University of California, Los Angeles |
| DEAN BERNSTEN         | Mathematics                 | Professor           | BS California State University, Chico  
MS Oregon State University |
| SHANNON BLISS         | Biology                     | Associate Professor | BA University of California, Santa Barbara  
MS San Diego State University |
| LARRY A. BOARD        | Automotive Technology       | Professor           | AA Cerro Coso Community College |
| STEVEN BUSBY          | Admin of Justice            | Professor           | AA College of the Desert |
| YIHFEN CHEN           | Mathematics                 | Professor           | BA National Taiwan University  
MA Kansas State University  
PhD Kansas State University |
| MATTHEW CROW          | English                     | Assistant Professor | BA California State University, Fresno  
MA California State University, Fresno |
| LISA DARTY            | Digital Media Arts          | Assistant Professor | AA Cerro Coso Community College  
BS University of California, Santa Cruz |
| CLIFF DAVIS           | English                     | Professor           | BA California State University, San Diego  
MA University of Texas, Austin  
MA University of California, Los Angeles |
| GARY ENNS             | English                     | Assistant Professor | BA California State University, Fresno  
MFA University of Arkansas, Fayetteville |
| THOMAS D. FOSSIA      | Music                       | Professor           | AA Sacramento City College  
BM California State University, Sacramento  
MM Arizona State University  
DMA State University of New York at Stony Brook |
| MELINDA FOGLE-OLIVER  | Theatre                     | Associate Professor | BFA Miami University  
MA University of Kentucky  
PhD Bowling Green State University |
| LISA FULLER           | Child Development           | Professor           | BS University of California, Davis  
MS University of California, Davis |
| CHERYL GATES          | Health Careers              | Director, Vocational Nursing | AA Pensacola Junior College  
BSN California State, Dominguez Hills  
MSN California State, Dominguez Hills |
| LUCILA GONZALEZ-CIRRE  | Spanish                     | Assistant Professor | BA Universidad de Granada  
MA Universidad de Granada |
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Degree(s)</th>
<th>Institution(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jon Heaton</td>
<td>Spanish</td>
<td>Professor</td>
<td>American River College, University of California, Santa Cruz, University of Michigan, University of Michigan</td>
</tr>
<tr>
<td>Tom M. Heck</td>
<td>Physical Education</td>
<td>Associate Professor</td>
<td>Grand Canyon University, Phoenix, Nova Southeastern University, Ft. Lauderdale</td>
</tr>
<tr>
<td>Matthew W. Hightower</td>
<td>Bus/Computer Info Sys</td>
<td>Professor</td>
<td>California State University, Bakersfield</td>
</tr>
<tr>
<td>Janis J. Nichols</td>
<td>Speech</td>
<td>Associate Professor</td>
<td>California State University, Long Beach</td>
</tr>
<tr>
<td>Kimberlee Kelly Schwarz</td>
<td>Physical Education</td>
<td>Assistant Professor</td>
<td>Humboldt State University, Arizona School of Health Sciences</td>
</tr>
<tr>
<td>Debbi Kurti</td>
<td>Computer Info Sys</td>
<td>Professor</td>
<td>College of the Sequoias, California State University, Fresno, Pepperdine University</td>
</tr>
<tr>
<td>Mary Kowalski</td>
<td>Health Careers</td>
<td>Professor</td>
<td>State University College at Buffalo, San Diego State University, California State University, Los Angeles</td>
</tr>
<tr>
<td>Greg A. Kost</td>
<td>Counseling</td>
<td>Associate Professor</td>
<td>University of Nevada</td>
</tr>
<tr>
<td>William N. Locke</td>
<td>Physical Education</td>
<td>Professor</td>
<td>San Francisco State University</td>
</tr>
<tr>
<td>Corey J. Marvin</td>
<td>English</td>
<td>Professor</td>
<td>University of California, Santa Barbara</td>
</tr>
<tr>
<td>Michael Metcalf</td>
<td>Emergency Med Tech</td>
<td>Assistant Professor</td>
<td>Cerro Coso Community College</td>
</tr>
<tr>
<td>Jeannine Moline</td>
<td>Counseling</td>
<td>Associate Professor</td>
<td>Cerro Coso Community College</td>
</tr>
<tr>
<td>James O’Connor</td>
<td>Industrial Technology</td>
<td>Assistant Professor</td>
<td>Pacific Vocational College, British Columbia Institute of Technology</td>
</tr>
<tr>
<td>Karen O’Connor</td>
<td>Bus Office Tech/Computer Info Sys/Education</td>
<td>Associate Professor</td>
<td>Vancouver Vocational, Simon Fraser University</td>
</tr>
<tr>
<td>Mary O’Neal</td>
<td>Child Development</td>
<td>Associate Professor</td>
<td>University of Redlands</td>
</tr>
<tr>
<td>Heather B. Ostash</td>
<td>Counseling</td>
<td>Director of Counseling</td>
<td>Fresno State University, Sonoma State University</td>
</tr>
<tr>
<td>Mary Peoples</td>
<td>Counseling</td>
<td>Professor</td>
<td>Central Michigan University, Rhode Island College, American Behavioral Studies Institute</td>
</tr>
<tr>
<td>Bonita Robison</td>
<td>Education/Personal Dev</td>
<td>Professor</td>
<td>Humboldt State University, California State University, Bakersfield</td>
</tr>
</tbody>
</table>

Cerro Coso Community College 2009-2010 Administration and Faculty - 153
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Title</th>
<th>Institution(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEVEN P. ROGERS</td>
<td>Mathematics</td>
<td>Associate Professor</td>
<td>BS California State University, Fullerton&lt;br&gt;MA California State University, Fullerton</td>
</tr>
<tr>
<td>DONALD ROSENBERG</td>
<td>History/Social Science</td>
<td>Professor</td>
<td>BA University of California, Los Angeles&lt;br&gt;MA University of California, Los Angeles&lt;br&gt;PhD University of California, Los Angeles</td>
</tr>
<tr>
<td>DEBRA RUNDELL</td>
<td>Psyc/Human Services</td>
<td>Associate Professor</td>
<td>BA California State University, Northridge&lt;br&gt;MS California State University, Northridge</td>
</tr>
<tr>
<td>LÖREN SANDVIK</td>
<td>Art</td>
<td>Professor</td>
<td>BFA University of Northern Iowa&lt;br&gt;MA University of Northern Iowa&lt;br&gt;MFA California Institute of the Arts</td>
</tr>
<tr>
<td>CLAUDIA SELLERS</td>
<td>Biology</td>
<td>Associate Professor</td>
<td>BS University of California, Riverside&lt;br&gt;PhD University of California, Berkeley</td>
</tr>
<tr>
<td>JOSEPH SLOVACEK</td>
<td>Mathematics</td>
<td>Professor</td>
<td>BA Sonoma State University&lt;br&gt;MA University of California, San Diego</td>
</tr>
<tr>
<td>JOHN STENERG-SMITH</td>
<td>Chem/Physical Science</td>
<td>Professor</td>
<td>BS University of Delaware&lt;br&gt;PhD University of Massachusetts, Amherst</td>
</tr>
<tr>
<td>NORMAN STEPHENS</td>
<td>English/Economics</td>
<td>Professor</td>
<td>BA University of California, Davis&lt;br&gt;MA University of Washington</td>
</tr>
<tr>
<td>PAULA SUOREZ</td>
<td>Counseling</td>
<td>CalWORKS Coordinator</td>
<td>BA University of California, Santa Barbara&lt;br&gt;MA Chapman University</td>
</tr>
<tr>
<td>CHRISTINE SWIRIDOFF</td>
<td>English</td>
<td>Associate Professor</td>
<td>BA California State University, Fresno&lt;br&gt;MA California State University, Fresno&lt;br&gt;PhD Temple University, Philadelphia</td>
</tr>
<tr>
<td>PENNY TALLEY</td>
<td>EOPS Director</td>
<td>Professor</td>
<td>BA California State University, Bakersfield&lt;br&gt;MS University of La Verne</td>
</tr>
<tr>
<td>JONATHAN R. TITTLE</td>
<td>Social Science</td>
<td>Professor</td>
<td>BA Lawrence University&lt;br&gt;MA Chapman University&lt;br&gt;MA California State University, Northridge</td>
</tr>
<tr>
<td>DENNIS I. VANDERWERFF</td>
<td>Information Competency</td>
<td>Librarian</td>
<td>AA Santa Rosa Junior College&lt;br&gt;BA Sonoma State University&lt;br&gt;MLS University of California, Berkeley&lt;br&gt;PhD University of Southern California</td>
</tr>
<tr>
<td>LAURA VASQUEZ</td>
<td>Reading</td>
<td>Assistant Professor</td>
<td>AA Riverside Community College&lt;br&gt;BA California State Polytechnic University, Pomona&lt;br&gt;MA California State Polytechnic University, Pomona</td>
</tr>
<tr>
<td>GAYLE WHITLOCK</td>
<td>Counseling</td>
<td>Assistant Professor</td>
<td>AA Cerro Coso Community College, Ridgecrest&lt;br&gt;BA California State University, Bakersfield&lt;br&gt;MA California State University, Bakersfield</td>
</tr>
<tr>
<td>RACHEL WINSTON</td>
<td>Mathematics</td>
<td>Associate Professor</td>
<td>BS Syracuse University&lt;br&gt;MS Pepperdine University&lt;br&gt;MA California State University, Fullerton</td>
</tr>
</tbody>
</table>
A

Academic Competitiveness Grant (ACG) .......................... 16
Academic Disqualification ............................................ 137
Academic Freedom ..................................................... 132
Academic Honors ..................................................... 136
Academic Policies ....................................................... 132
Academic Probation and Disqualification ................... 136
Academic Progress ...................................................... 136
Academic Renewal Policy ........................................... 137
Accreditation ............................................................... 144
Adding Classes ............................................................ 7
Additional Associate Degrees ..................................... 13
Additional Rights of Students ..................................... 148
Administration of Justice ............................................ 46, 69
Administration, Cerro Coso College ........................... 151
Administration, District ............................................... 151
Admission and Registration........................................ 4
Admission Eligibility...................................................... 4
Admission Procedures, General.................................... 4
Admission, International Students............................. 5
Admission, Vocational Nursing................................. 4
Advanced Placement Program (AP) ......................... 28, 141
Advisory .............................................................................. 147, 149
Art................................................................................. 30, 71
Assessment ..................................................................... 146
Associate Degree ....................................................... 8, 147
Associate of Arts Degree Programs ........................ 29
Associate of Science Degree Programs ..................... 44
Associated Students Membership ............................. 6
Associated Students of Cerro Coso (ASCC) ............... 6, 20
Athletics ....................................................................... 21
Attendance Requirements .......................................... 133
Auditing Courses ............................................................ 8
Automotive Technology ............................................... 47, 73
Aviso De No Discriminación........................................ 146
Bachelor’s Degree....................................................... 147
Biology ............................................................................ 74
Board of Governors Waiver ......................................... 16
Board of Trustees, KCCD ............................................ 151
Bureau of Indian Affairs Grant .................................. 16
Business ............................................................................ 47
Business Administration ............................................. 30, 77
Business Office Technology ........................................ 48, 79
Business Supervision ..................................................... 80
Cal Grant Program......................................................... 17
Cal State University General Ed Pattern ..................... 27
Cal State University Gen Ed Certification .................. 28

B

C

Cal Grant Program......................................................... 17
Cal State University General Ed Pattern ..................... 27
Cal State University Gen Ed Certification .................. 28
<table>
<thead>
<tr>
<th>156 - Index</th>
<th>Cerro Coso Community College 2009-2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>CalWORKS Program ....................................................19</td>
<td>Credit Courses ..........................................................147</td>
</tr>
<tr>
<td>California Residents ....................................................5</td>
<td>Credit From Other Accredited Post-Secondary Institutions ..................150</td>
</tr>
<tr>
<td>California State University (CSU) ................................24</td>
<td>Credit, Military Service ................................................139</td>
</tr>
<tr>
<td>CARE Grants .................................................................16</td>
<td>Credit, Peace Corps or Other Public Service .........................139</td>
</tr>
<tr>
<td>Career Planning/Placement Services .............................15</td>
<td>CVHEC Liberal Arts Transfer Associate in Arts Degree ..............22</td>
</tr>
<tr>
<td>Catalog Rights ............................................................13, 147</td>
<td><strong>D</strong></td>
</tr>
<tr>
<td>CC Online .....................................................................145</td>
<td>Dance ...........................................................................86</td>
</tr>
<tr>
<td>Chemistry .....................................................................80</td>
<td>Digital Media Arts .........................................................87</td>
</tr>
<tr>
<td>Child Development ......................................................50, 81</td>
<td>Disabled Student Programs and Services .........................18</td>
</tr>
<tr>
<td>Child Development Center ..........................................20</td>
<td>Disqualification ..............................................................137</td>
</tr>
<tr>
<td>Class Schedule ............................................................146</td>
<td>Drafting ........................................................................90</td>
</tr>
<tr>
<td>Code of Student Rights and Responsibilities ....................132</td>
<td>Drop for Non-Payment ..................................................7</td>
</tr>
<tr>
<td>College Bookstore .......................................................21</td>
<td>Dropping Classes .............................................................7</td>
</tr>
<tr>
<td>College Transcripts ......................................................136</td>
<td><strong>E</strong></td>
</tr>
<tr>
<td>College Work Study .....................................................16</td>
<td>Eastern Sierra College Center ...........................................145</td>
</tr>
<tr>
<td>College-Level Examination Program (CLEP) ..............140</td>
<td>Economics .................................................................91</td>
</tr>
<tr>
<td>Computer Information Systems ..................................53</td>
<td>Education ..................................................................91</td>
</tr>
<tr>
<td>Computer Science ........................................................55, 83</td>
<td>Educational Expenses ...................................................6</td>
</tr>
<tr>
<td>Cooperative Agencies Resources for Education .................19</td>
<td>Electives ..................................................................147</td>
</tr>
<tr>
<td>Co-requisite ..................................................................149</td>
<td>Electronics Technology .................................................91</td>
</tr>
<tr>
<td>Counseling ....................................................................14, 86</td>
<td>Emergency Medical Technology ..................................92</td>
</tr>
<tr>
<td>Course Code Index .........................................................68</td>
<td>Engineering .................................................................31, 92</td>
</tr>
<tr>
<td>Course Descriptions .....................................................68</td>
<td>Engineering Drafting Technology ................................56</td>
</tr>
<tr>
<td>Course Requisites ........................................................149</td>
<td>Engineering Technology .................................................56</td>
</tr>
<tr>
<td>Credit by Examination ..................................................139</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Page Numbers</td>
<td>Subjects</td>
</tr>
<tr>
<td>--------------</td>
<td>----------</td>
</tr>
<tr>
<td>93</td>
<td>English</td>
</tr>
<tr>
<td>10</td>
<td>English/Reading Course Sequences</td>
</tr>
<tr>
<td>96</td>
<td>English as a Second Language</td>
</tr>
<tr>
<td>6</td>
<td>Enrollment Fee</td>
</tr>
<tr>
<td>63</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>18</td>
<td>Extended Opportunity Programs and Services</td>
</tr>
<tr>
<td>152</td>
<td>Faculty, Cerro Coso College</td>
</tr>
<tr>
<td>96</td>
<td>Family and Consumer Education</td>
</tr>
<tr>
<td>135</td>
<td>Family Education Rights and Privacy</td>
</tr>
<tr>
<td>6</td>
<td>Fee Refunds</td>
</tr>
<tr>
<td>15</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>96</td>
<td>Film</td>
</tr>
<tr>
<td>32</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>57, 96</td>
<td>Fire Technology</td>
</tr>
<tr>
<td>20</td>
<td>Food Services</td>
</tr>
<tr>
<td>98</td>
<td>French</td>
</tr>
<tr>
<td>4</td>
<td>General Admission Procedures</td>
</tr>
<tr>
<td>9, 147</td>
<td>General Education</td>
</tr>
<tr>
<td>9</td>
<td>General Education Pattern</td>
</tr>
<tr>
<td>12</td>
<td>General Education Requirements</td>
</tr>
<tr>
<td>140</td>
<td>General Information</td>
</tr>
<tr>
<td>33</td>
<td>General Sciences</td>
</tr>
<tr>
<td>98</td>
<td>Geography</td>
</tr>
<tr>
<td>99</td>
<td>Geology</td>
</tr>
<tr>
<td>135</td>
<td>Grade Changes</td>
</tr>
<tr>
<td>135, 147</td>
<td>Grade Point Average</td>
</tr>
<tr>
<td>135</td>
<td>Grade Reports</td>
</tr>
<tr>
<td>134</td>
<td>Grading System</td>
</tr>
<tr>
<td>8</td>
<td>Graduation Requirements</td>
</tr>
<tr>
<td>16</td>
<td>Grants</td>
</tr>
<tr>
<td>58, 99</td>
<td>Health Careers</td>
</tr>
<tr>
<td>102</td>
<td>Health Science</td>
</tr>
<tr>
<td>102</td>
<td>History</td>
</tr>
<tr>
<td>5</td>
<td>Holds on Records and Registration</td>
</tr>
<tr>
<td>21</td>
<td>Honors Program</td>
</tr>
<tr>
<td>21</td>
<td>Housing for Students</td>
</tr>
<tr>
<td>16</td>
<td>How to Apply for Student Employment</td>
</tr>
<tr>
<td>58, 103</td>
<td>Human Services</td>
</tr>
<tr>
<td>103</td>
<td>Humanities</td>
</tr>
<tr>
<td>134</td>
<td>In Progress Courses</td>
</tr>
<tr>
<td>134</td>
<td>Incomplete Grades</td>
</tr>
<tr>
<td>23</td>
<td>Independent California Colleges/Universities</td>
</tr>
<tr>
<td>145</td>
<td>Indian Wells Valley Campus (IWV)</td>
</tr>
<tr>
<td>59, 104</td>
<td>Industrial Technology</td>
</tr>
<tr>
<td>104</td>
<td>Information Competency</td>
</tr>
<tr>
<td>144</td>
<td>Instructional Centers</td>
</tr>
</tbody>
</table>
158 - Index

Cerro Coso Community College 2009-2010

Instructional/Special Materials Fees ......................... 6
Insurance for Students ............................................... 22
Interdisciplinary Studies ............................................. 104
Intersegmental General Education Transfer Curriculum (IGETC) ............... 23, 25

K
Kern River Valley Campus ........................................... 145
Key Catalog Terms ....................................................... 147

L
Latin ............................................................................. 106
Learning Assistance Center (LAC) .............................. 19
Learning Resource Center (LRC) ................................ 19
Learning Skills Program .............................................. 18
Locations, Cerro Coso College Centers ..................... 144
Lower Division ............................................................. 147
Lower Division Transfer Pattern (LDTP) ..................... 24

M
Machine Tool Technology ............................................ 61, 106
Major .......................................................................... 146
Management ................................................................ 48
Mathematics .................................................................. 40, 107
Mathematics Course Sequences .............................. 11
Matriculation ............................................................... 147
Matriculation Status ................................................... 149
Middle Eastern Languages ......................................... 109
Minimum Proficiencies for Graduation ...................... 8
Minimum Study Loads ................................................ 133
Mission ........................................................................ 140
Music ............................................................................ 109

N
New Student Orientation ............................................ 14
Non-California Residents ............................................ 5
Non-Resident Tuition ................................................... 6
Non-Traditional College Credit .................................... 138
Notice of Nondiscrimination ....................................... 146

O
Open Classes ............................................................... 145
Online Student ASCC Cards ........................................ 6

P
Paralegal Studies .......................................................... 62, 111
Parent Loans for Undergraduate Students (PLUS) ...... 17
Pass/No Pass Grading .................................................. 134, 147
Pell Grant ..................................................................... 16
Personal Development ................................................ 112
Phi Theta Kappa .......................................................... 21
Philosophy ................................................................. 114
Physical Education ...................................................... 40, 114
Physical Science ......................................................... 120
Physics ........................................................................ 121
Placement ..................................................................... 147
Plagiarism and Cheating ............................................. 132
Political Science ......................................................... 121
### Cerro Coso Community College 2009-2010

#### Prerequisite
- 147, 149

#### Probation, Removal From
- 136

#### Progress Probation
- 136

#### Psychology
- 122

#### Reading
- 123

#### Recommended Computer Competencies
- 13

#### Reinstatement
- 137

#### Remedial Course Work Limitation
- 138

#### Renewable Energy Technology
- 123

#### Repeatability
- 138, 147

#### Resident Requirements California Residence
- 5

#### Russian
- 126

#### Schedule of Classes
- 145

#### Schedule Changes
- 7

#### Scholarships and Grants
- 17

#### Semester Unit
- 147

#### Servicemembers’ Opportunity College
- 145

#### Short-Term Emergency Loans
- 17

#### Small Business Management/Entrepreneurship
- 63

#### Social Science
- 126

#### Sociology
- 126

#### South Kern Campus
- 144

#### Spanish
- 126

#### Special Admission for K-12 Students
- 4

#### Special Services Program
- 18

#### Speech
- 128

#### Status While on Probation, Academic
- 136

#### Strategic Long Range Goals
- 144

#### Student Activities Program
- 20

#### Student Clubs and Organizations
- 20

#### Student Complaint Procedures
- 132

#### Student Education Plan (SEP)
- 147

#### Student Employment
- 16

#### Student Housing
- 21

#### Student Insurance
- 22

#### Student Right-To-Know (SRTK) Disclosure
- 150

#### Student Rights and Responsibilities
- 147

#### Student Support Services
- 14

#### Students with Disabilities
- 19

#### Study Load
- 133

#### Supplemental Educational Opportunity Grant
- 16

#### Testing/Assessment Services
- 14

#### Textbooks
- 6

#### Theatre-Acting
- 42

#### Theatre
- 128

#### Trade Practices
- 43
Cerro Coso Community College 2009-2010

160 - Index

Transcript ................................................................. 147
Transfer Center ......................................................... 14
Transfer Credit and Non-Traditional College Credit ......................... 138
Transfer Requirements ............................................. 22
TRIO Program ........................................................... 19
Tuition and Fee Refunds ........................................... 6

U
University of California (UC) ........................................ 23
Upper Division .......................................................... 147

V
Values .......................................................................... 144
Vision ........................................................................... 144
Veterans Services ..................................................... 17
Vocational Nursing ................................................. 63
Vocational Nursing/Health Career Programs
and Other Special Projects ................................. 4

W
Web Design .................................................................. 64
Welding ...................................................................... 130
Welding Technology .................................................. 67
Withdrawal from College ........................................... 8
Work Experience ....................................................... 130