Cerro Coso Community College

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ACCREDITATION
Cerro Coso Community College is accredited by the Western Association of Schools and Colleges and is fully approved by the Board of Governors, California Community Colleges and other state and federal agencies. The University of California, California State Universities and other Universities and colleges grant credit to lower division transfer courses completed at Cerro Coso Community College.
ADMISSION, REGISTRATION and FEES

Admission Eligibility

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

General Admission Procedures

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

1. Complete and submit an enrollment application to the college Admissions and Records (A&R) Office. This application and many matriculation steps can be completed online at http://www.cerrrocoso.edu/student-services/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.cerrrocoso.edu/student-services.

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

Students who are enrolled in K-12 programs may be admitted as Special Admission - Attending this college while still enrolled in grades K-12 upon recommendation of the school principal or designee, and with parent consent. Cerro Coso College is authorized to restrict the admission or enrollment of K-12 students 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 signature, and then meet with a college counselor for approval. Cerro Coso enrollment fees of $26/unit are waived for K-12 students. Nonresident tuition will apply if the K-12 student is an international student or is not a California resident or has not lived in California for one year and one day prior to enrolling at Cerro Coso. Please see the Tuition and Fees section in this catalog. By enrolling in a college level course, the K-12 student is agreeing that he/she will be responsible for communicating with their instructors, studying at least two hours for every hour of class (minimum), turning in college level assignments complete and on time, and purchasing all textbooks within the first week of class. If the K-12 student is uncertain about carrying out any of these responsibilities, a college course may not be the best option for him/her, at this time. Please contact a college counselor if you have any questions.
Vocational Nursing/Health Career Programs and Other Special Projects

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

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

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

Admissions for International Students

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

In addition to the above, foreign students are required to submit all high school and college transcripts, three letters of reference or evidence of a local sponsoring agent (i.e., faculty member, coach, or local families participating in exchange programs, etc.), and documentary evidence of adequate financial support at least two months prior to the start of the semester, along with the $50.00 application fee. Upon receipt of required documents and the college’s acceptance, the college will submit the request to the Student Exchange and Visitor Information System (SEVIS) to generate the student’s I-20 for a F-1 visa application. The I-20 will then be sent to the student for submission to the student’s embassy/consulate to obtain the student’s F-1 visa. Once the F-1 visa is approved, the student then will follow the application and registration procedures listed for new students. Students admitted under an F-1 visa are required to pay 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 2010 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 $26 a unit with no cap on the fee; e.g., 10 units = $260.00, 12 units = $312.00, etc.

**Non-Resident Tuition.** 1. NONRESIDENT TUITION: All nonresident students will be charged out-of-state tuition at the rate of $184 per unit. This is above the required enrollment fee. Nonresident tuition will be assessed immediately up to and including a maximum of 15 units or a total of $2,760.00 per semester. In addition, a Capital Outlay fee of $33.00 per unit will be charged to all nonresident students, both foreign and domestic. 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.

**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.
Cerro Coso Community College 2010-2012

Cerro Coso Coyote Card
All students are invited to purchase a nonrefundable Associated Student Body card at a cost of $8.00 per semester. If lost, a replacement card can be purchased for $3.00. This card signifies membership in the Associated Students of Cerro Coso and entitles the student to membership in the Community Discount Program and a $5.00 gift certificate to the college bookstore. Funds collected support the student association, student clubs, co-curricular events, and scholarships. This card can be purchased on campus at the Admissions and Records Office or by selecting it on-line and adding it into your total balance. To receive the card, go to the Office of Student Activities or the Administrative Office at your campus.

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
aeldridg@cerrccoso.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.

WAITLIST. The electronic waitlist feature replaces instructor-signed “add-slips” and allows students to be placed on a waitlist when registering if the class is full. It also moves waitlisted students into a class when seats become available. 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, myBanWeb, or appropriate site location. **Simply ceasing to attend a class does not constitute withdrawal.**

**Onsite students MUST show up on the first day of class if you are registered for the class or if you are on the waitlist. If you DO NOT attend the first class meeting, you will be DROPPED from the class or the waitlist.**

**Online students who are registered for an online class MUST login by 8:00 pm on the second day of an online class or they will be DROPPED from class.**

**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 factors including other college coursework, high school grades, and relevant work experience. During the first semester of enrollment, students should begin to take courses which will lead to the required level of proficiency and continue in such courses until Level 1 is attained. Required course work on each level must be successfully completed with a grade of “C” or better before moving to the next highest level (see charts on pages 32 and 33). The levels of proficiency in each area are outlined below.

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

- Level 1 - Minimum Standards satisfied.
- 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)
English/Reading Course Sequences

ENGL C020
Literacy Skills

ENGL C030
Basic Writing Skills

ENGL C040
Improving Basic Writing Skills

ENGL C070
Introductory Composition

READ C036
Developmental Reading

READ C046
Improving Reading Skills

READ C056
Intro to College Reading

ENGL C101
Freshman Composition

ENGL C102
Critical Thinking Through Literature

ENGL C151
Technical Communications

Additional Transfer Level Courses

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

NOTE: All flow charts assume student possesses basic arithmetic and pre-algebra skills (see MATH C020, C040). Suggested sequences only; see catalog for graduation requirements.
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 “B” or better within the last two years, 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)

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.
# General Education Requirements:

**Cerro Coso Community College 2010-2012**

## General Education Requirements- AA/AS Degree

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID:</th>
<th>Major:</th>
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</thead>
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### Minimum Proficiency Requirement:

<table>
<thead>
<tr>
<th>Writing:</th>
<th>Reading:</th>
<th>Math:</th>
</tr>
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<tbody>
<tr>
<td>Minimum Standard Met</td>
<td>Minimum Standard Met</td>
<td>Minimum Standard Met</td>
</tr>
<tr>
<td>English C101, C151, MA C125</td>
<td>Reading C056</td>
<td>Math C055, C056, C057, C101 or 2 yrs HS Algebra</td>
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<tr>
<td>English C070</td>
<td>Reading C046*</td>
<td>Or Geom. with a “B” or better-within last 2 yrs.</td>
</tr>
<tr>
<td>English C046**</td>
<td>Reading C036**</td>
<td>Math C050 or C051+ C052</td>
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</tbody>
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*Does not apply to graduation

### AREA 1: Natural Science

(Choose one of the following two options):

**OPTION I:** Two courses/minimum 6 units; at least one course from each area (life and physical science).

**OPTION II:** One course/minimum 4 units; lecture with corresponding lab from either area (life and physical science).

**Life Sciences:**
- AGRI C102, ANTH C121, BIOL C101, C102 (L), C105 (L), C111 (L), C112 (L), C115 (L), C121, C122 (L), C131, C133, C138, C141, C142 (L), C251 (L), C255 (L), C261 (L)

**Physical Sciences:**
- CHEM C100, C101 (L), C111 (L), C112 (L), GEOG C101, C102 (L), C111 (L), GEOI C111 (L), C121, C131, PSYC C131, C132, C111 (L), C112 (L), C121, C122 (L), C125 (L), C131, C132 (L), C141, C142 (L), C145 (L), PHYS C111 (L)

Course from Other College: 

### AREA 2: Social & Behavioral Sciences

- Two courses/min. 6 units/each course from different subgroup.

**Social:**
- ANTH C111, C121, C131; CHDV C101, C104, C105, C106, C115; GEOG C121, C131; PSYC C071, C072, C073, C074, SOC C101, C131 (D)

**Econ & Political:**
- EC01 C101, C102, C103; POLS C101, C102, C204

**Historical:**
- HIST C103, C103H, C104, C104H, C131, C132, C216, C218, C224

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

**Ethnic Studies:**
- ANTH C211 (D); HIST C209 (D), C226 (D); SOCI C121 (D)

Course from Other College: 

### AREA 3: Humanities

- Two courses/min. 6 units/each course from different subgroup.

**Active Particip.:**
- ART C111, C121, C125, C126, C131, C141, C151, C161, C165, C166, C231, C241; MUSC C121, C122, C123, C124, C231, C234, C235, C236, C241; MUSC C122, C231, C232, C241, C242, C243, C244

**Arts:**
- ART C101 (D), C105, C106, C191; MUSC C101, C105, C106, C118, C173 (D), C181, C183, C281, C282; THEA C101, C103

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

**Philosophy:**
- PHIL C101, C141, C161, C162, C201, C215; PHIL/INST C205

**Foreign Lang.:**
- ARAB C101, ASL C101, C102; FARS C101; 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

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

Course from Other College: 

### AREA 4: Language & Rationality

- Two courses/min. 6 units/one course from each group-“C” or better.

**English Comp.:**
- ENGL C101, C151; MA C125

**Analytical Think.:**
- ENGL C102, MATH C055, C056, C057, C101, C121, C130, C131, C141, C142, C151, C257; PHIL/INST C205; PSYC C221

Course from Other College: 

### AREA 5: Information Competency

- One course/minimum 1 unit OR pass IC Proficiency Exam.

**Information Comp.:**
- LT C075; IC C075

Proficiency Exam-Dated Passed: 

Course from Other College: 

<table>
<thead>
<tr>
<th>Complete</th>
<th>In Progress</th>
<th>Area Complete</th>
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OVERALL REQUIREMENTS

Students must complete a minimum of 60 degree applicable units to include a minimum of 26 units of General Education.

1. A minimum grade-point average of 2.0 ("C") is required to meet the AA/AS degree requirements.
2. A minimum grade of "C" or better is required in each English, reading and math course, as well as each course taken to complete Major requirements.
3. A minimum of 12 units must be completed at Cerro Coso Community College.

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

MAJOR REQUIREMENTS

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 and must be completed with a grade of "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.
GRADUATION EVALUATION
It is the student’s responsibility to meet with a counselor to request a Graduation Evaluation and Petition to Graduate during the semester that they plan to finish their degree requirements.

Official transcripts of any coursework completed at an institution other than Cerro Coso must be on file prior to completion of a Graduation Evaluation.

*NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution, please contact a counselor.

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

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

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

Continuous attendance means no more than a one semester absence within an academic year, meaning that the student must enroll in an 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.

**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.*

**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](http://www.cerrocoso.edu/studentservices/counseling).

- 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

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<th>Study Load</th>
<th>Regular Semester</th>
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<tr>
<td>Full-time</td>
<td>12 units</td>
<td>Please see counselor</td>
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<td>Three-fourths time</td>
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<td>One-half time</td>
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<td>*Less than half time</td>
<td>5 1/2 units or less</td>
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*The Study Loads apply for full semester length classes only. For short-term classes, see a counselor.*
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

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- 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. A college counselor will assist students in the interpretation and application of their test scores.
Other LAC services include test administration services for CLEP examinations and proctoring of exams from other institutions. 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. Parent 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 short term loans and grants are also available. These funds are awarded in the form of scholarships or short term 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:

- 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.

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 Fire Mountain Foundation, and various community clubs and organizations.

Scholarship and Grants. Community individuals and organizations have contributed monies to develop various college scholarships and grants. Please visit the Cerro Coso Community College Financial Aid website link for more information on applying for scholarships and grants.

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)

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, 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) or the post-9/11[VA] educational benefits must adhere to the following procedures:

1. File an application for eligibility by 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 GI Bill links -- then apply for the GI Bill.

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.

Learning Assistance Center (LAC)

The LAC, located on the second floor of the Learning Resource Center at the Indian Wells Valley campus, provides a variety of instructional support services for students enrolled in academic and vocational courses: tutorial assistance for all courses offered through the college, make-up testing (if permitted by the course instructor) for students unable to take exams during class time and computerized instruction for students needing assistance with English and Math. Self-paced, individualized labs for GED preparation are also available to students who need to brush up on their skills.
A program of computer-assisted language instruction is available to English-as-a-Second-Language (ENSL) students. Students can practice reading, writing, speaking and listening skills.

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

**Learning Resource Center (LRC)**

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

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

The LRC web page, [http://www.cerrocoso.edu/lrc](http://www.cerrocoso.edu/lrc), offers students and other internet users information about the LRC services and staff.

**Child Development Center**

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

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

Students seeking to enroll in Child Development Laboratory courses that require the student to be in contact with children must furnish such consents and information (including, but not limited to, all names used by the student, social security numbers, birth date and addresses) as may be required to carry out the background checks, and to provide access to the results to the District (and the Center, as necessary).

**Student Activities Program**

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

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

Cerro Coso Community College students are expected to become members of the ASCC through purchase of a student identification card and validation sticker each semester at the time of registration. These funds, in turn, support the Student Activities Program which benefits the college and contributes to the welfare of all students. The Student Activities Program is also supported by funds in the District Co-Curricular Student Development Budget.
Active membership in the Associated Students qualifies an individual to hold office, to join student organizations, to be eligible for student loans, to participate in the athletic programs and to receive student discounts in the community, college bookstore and snack bar, and reduced or free admission to various on-campus and off-campus events.

**Student Clubs and Organizations**

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

**Food Services**

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

**College Bookstore**

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

**Athletics**

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

**Honors Program**

The Cerro Coso Community College Honors Program at the Indian Wells Valley Campus is an academically challenging, rewarding 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 3.50 GPA in 12 or more units of degree- or transfer-level coursework and must maintain a minimum 3.25 GPA until graduation. To become a member of Phi Theta Kappa, eligible students complete an application and pay the one-time membership fees. Contact: Christine Swiridoff, (760) 384-6312 or cswirido@cerrocoso.edu. Website: http://www.cerrocoso.edu/campuslife/clubs/ptk/.

**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 classes. 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.

**California State University (CSU)**

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

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

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

**Lower-Division Transfer Pattern (LDTP)**

The Lower-Division Transfer Pattern (LDTP) program provides students who begin their CSU degree program at a California Community College (CCC) with clear and efficient academic paths to the CSU bachelor’s degree. LDTP presents a set of “road maps” for CCC students to follow that ensures appropriate academic preparation and decreases time to graduation from the CSU. The LDTP program is an additional option for CCC students preparing to earn the CSU bachelor’s degree. The LDTP for each discipline has a statewide as well as a campus-specific component:

The **statewide component** of the LDTP is appropriate for any CSU campus that offers the major and is comprised of general education coursework as well as some courses within the discipline. The campus-specific component identifies discipline-related coursework relevant to the major at the specific CSU campus. Together these components for an LDTP discipline will generally total 60 semester units, the number needed to transfer to CSU as an upper-division, baccalaureate-seeking student. California Community College students should meet with their advisors to discuss academic plans as well as all options for preparing to study at the CSU. Information about majors and course articulation can be found online at [http://www.ASSIST.org](http://www.ASSIST.org). (Information provided by www.csumentor.org)
**CERRO COSO COMMUNITY COLLEGE-IGETC**

**May be used for General Education Certification for the UC or CSU**

**2010-2011 CATALOG YEAR**

**NAME:** ___________________________  **STUDENT ID:** ___________________________  **MAJOR** ___________________________

<table>
<thead>
<tr>
<th>AREA</th>
<th>Requirements</th>
<th>Complete</th>
<th>In Progress</th>
<th>Area Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AREA 1: English Communication</strong></td>
<td>UC: 2 courses/minimum 6 semester units; ONE course from A and ONE from B. CSU: 3 courses/minimum 9 units; Complete ONE course in Area A, B and C with a grade of &quot;C&quot; or better.</td>
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<tr>
<td>A. <strong>ENGLISH COMPOSITION</strong></td>
<td>ENGL C101, C101H; CLEP; AP</td>
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<tr>
<td></td>
<td>Course from Other College:</td>
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<tr>
<td>B. <strong>CRITICAL THINKING/ COMMUNICATION</strong></td>
<td>ENGL C102, C102H</td>
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<td></td>
<td>Course from Other College:</td>
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<tr>
<td>C. <strong>ORAL COMMUNICATION</strong></td>
<td>Required for CSU transfer only</td>
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<tr>
<td></td>
<td>SPCH C101, C105</td>
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<td></td>
<td>Course from Other College:</td>
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<tr>
<td><strong>AREA 2: Mathematical Concepts and Quantitative Reasoning</strong></td>
<td>1 course; minimum 3 units required</td>
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<td></td>
<td>Must be completed with a grade of &quot;C&quot; or better.</td>
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<td></td>
<td>MATH C121, C121H, C130, C131, C141, C151, C152, C251, C255, C257; AP</td>
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<td></td>
<td>Course from Other College:</td>
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<tr>
<td><strong>AREA 3: Arts and Humanities</strong></td>
<td>3 courses; minimum 9 units required (*Diversity course required for CCC Associate degree.) Select ONE course from Area 3A and ONE from Area 3B. Select A THIRD from either area.</td>
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<tr>
<td>A. <strong>ARTS</strong></td>
<td>ART C101*, C105, C106, C106H; MUSC C101, C101H, C105, C118, C173*, THEA C101, C103; AP</td>
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<td>Course from Other College:</td>
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<td></td>
<td>Course from Other College:</td>
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<tr>
<td><strong>AREA 4: Social and Behavioral Sciences</strong></td>
<td>3 courses; minimum 9 units required (*Diversity course required for CCC Associate degree.)</td>
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<td></td>
<td>Select ONE course from at least TWO DIFFERENT sub-groups. (*Diversity course required for CCC Associate degree.)</td>
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<tr>
<td>A. <strong>ANTH</strong></td>
<td>C111, C121, C131</td>
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<tr>
<td>B. <strong>ECON</strong></td>
<td>C101, C102, C103; AP</td>
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<tr>
<td>C. <strong>INST/SOCI</strong></td>
<td>C210*, C220*</td>
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<tr>
<td>D. <strong>INST/SOCI</strong></td>
<td>C220*</td>
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<tr>
<td>E. <strong>GEOG</strong></td>
<td>C121, C131, C131H</td>
<td></td>
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<tr>
<td>F. <strong>HIST</strong></td>
<td>C131, C131H, C132, C132H, C218; CLEP; AP</td>
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<tr>
<td>G. <strong>INST</strong></td>
<td>C201, C201H, C104, C106, C115</td>
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<tr>
<td>H. <strong>POLS</strong></td>
<td>C101, C101H, C102, C204</td>
<td></td>
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<tr>
<td>I. <strong>PSYC</strong></td>
<td>C101, C101H, C102, C211, C241, C251, C261, C271</td>
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<tr>
<td>J. <strong>SOCI</strong></td>
<td>C101, C121*, C131*</td>
<td></td>
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<td></td>
<td>Course from Other College:</td>
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<tr>
<td><strong>AREA 5: Physical and Biological Sciences</strong></td>
<td>2 courses; minimum 7 units required</td>
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<td>Select ONE course from the Physical Sciences and ONE course from the Biological Sciences. One of the courses from either group MUST be taken with its corresponding lab. A lab course that is taken before the corresponding lecture WILL NOT be accepted.</td>
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<td></td>
<td>*INDICATES LAB COURSE</td>
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<td></td>
<td>Course from Other College:</td>
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<td></td>
<td>Course from Other College:</td>
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</tbody>
</table>
MINIMUM ADMISSION REQUIREMENTS FOR UC TRANSFER STUDENTS:

1. Complete 60 semester units of transferable college credit (courses numbered 100-299, baccalaureate transfer ability 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 IG-ETC. Students entering “high unit” majors, such as those in the sciences, can follow the IGETC at some UC campuses (see IGETC Exceptions below), but must be careful to complete any needed lower division major preparation. For example, majors in the sciences not only have specific science prerequisites, but also have substantial mathematics requirements. Students pursuing these types of programs should use the GE-Breadth requirements for the specific major and campus of their choice an complete the Minimum Admissions Requirements listed above (see a counselor for course selection). Students considering transfer should see a counselor and go to www.assist.org.

IGETC CERTIFICATION

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

ASSOCIATE OF ARTS DEGREE

Completion of the IGETC, 60 transferable units (including a minimum of 18 units in an area of emphasis), and one of the following courses: CHDV C121, EMTC C111, FACE C121, HCRS C121, HSCI C101 or PSYC C231, with a GPA of 2.0, will meet all requirements for an AA 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.
NAME: ___________________________ STUDENT ID: @ ___________________ MAJOR __________________

## AREA A: English Language Communication and Critical Thinking- 3 courses; minimum 9 units required
Complete ONE course in Area A1, A2 and A3 with a grade of “C” or better.

### A1 ORAL COMMUNICATION
SPCH C101, C105
Course from Other College: ___________________________ AP: __________________

### A2 WRITTEN COMMUNICATION
ENGL C101, C101H; CLEP: AP
Course from Other College: ___________________________ AP: __________________

### A3 CRITICAL THINKING
ENGL C102, C102H; PHIL C205
Course from Other College: ___________________________ AP: __________________

## AREA B: Scientific Inquiry and Quantitative Reasoning- 3 courses; minimum 10 units required
Complete ONE course in Area B1 and ONE course from Area B2; one course MUST have corresponding lab.
Complete ONE Math course from Area B4 with a grade of “C” or better.

### B1 PHYSICAL SCIENCE
CHEM C100, C101+, C111+, C113H+, C113+, C113H+, C122+, C221+; GEOG C101, C111+; GEOL C111+, C121, C123; PHYS C101, C111, C121, C125+, C131, C141, C145+, PHYS C111+; CLEP: AP
Course from Other College: ___________________________ AP: __________________

### B2 LIFE SCIENCE
Course from Other College: ___________________________ AP: __________________

### B3 LABORATORY
BIOL C102, C122; GEOG C102; PHYS C102, C112, C122, C132, C142
Course from Other College: ___________________________ AP: __________________

### B4 MATHEMATICS/QUANTITATIVE REASONING
MATH C121, C121H, C130, C131, C141, C142, C151, C152, C251, C255, C257; CLEP: AP
Course from Other College: ___________________________ AP: __________________

## AREA C: Arts and Humanities- 3 courses; minimum 9 units required (*Diversity course required for CCC Associate degree.)
Select ONE course from Area C1 and ONE from Area C2. Select a THIRD from either area.

### C1 ARTS
ART C101*, C105, C106, C109H, 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
Course from Other College: ___________________________ AP: __________________

### C2 HUMANITIES
ARAB C101; ASL C101, C102; ENGL C111, C111H, C141, C190, C221, C221H, C222, C222H, C231, C231H, C232, C232H, C235, C241, C241H, C242, C242H, C245*, C245H, C249*, C249H*; CLEP; FARS C101; FREN C101, C102, C201, C201; INST C201; LATIN C101, C102, C201, C202; PHIL C101, C101H, C141, C161, C162, C163, C185; RUSS C101; SPAN C100, C101, C102, C110, C180, C201, C202; AP
Course from Other College: ___________________________ AP: __________________

## AREA D: Social Sciences- 3 courses; minimum 9 units required
Select ONE course from THREE DIFFERENT sub-groups. *Diversity course required for CCC Associate degree.

### D1 ANTHROPOLOGY AND ARCHEOLOGY
ANTH C111, C111, C131
Course from Other College: ___________________________ AP: __________________

### D2 ECONOMICS
ECON C101, C102, C103; AP
Course from Other College: ___________________________ AP: __________________

### D3 ETHNIC STUDIES
HIST C209*, C220*, INST/SOCI C210*, C220*; SOCI C121*
Course from Other College: ___________________________ AP: __________________

### D4 GENDER STUDIES
INST/SOCI C220*, SOCI C131*
Course from Other College: ___________________________ AP: __________________

### D5 GEOGRAPHY
GEOG C121, C131, C131H
Course from Other College: ___________________________ AP: __________________

### D6 HISTORY
HIST C103, C103H, C104, C104H, C131, C131H, C132, C132H, C209*, C218; CLEP; AP
Course from Other College: ___________________________ AP: __________________
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 and www.csumentor.edu.

CSU GE CERTIFICATION

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

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

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.
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 an 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**

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- Engineering .................................................................................................................................................. 39
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Art

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

Complete all of the following courses (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

ENGINEERING ASSOCIATE OF ARTS DEGREE (60 units total, 57 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 (57 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.
**Fine Arts**

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

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

### ART
- **ART C101** 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** Appreciation of Jazz ............................................................. 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
- **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
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

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

PHYSICAL SCIENCES

CHEM C101 Introduction to Chemistry ....................................................... 4 Units
CHEM C111 General Inorganic Chemistry I ............................................. 5
CHEM C113 General Inorganic Chemistry II ........................................... 5
PHYS C111 Mechanics ........................................................................... 5
PHYS C113 Electricity and Magnetism .................................................... 5
PHYS C211 Waves, Heat, Optics and Modern Physics ................................ 5

MATHEMATICS

MATH C151 Analytic Geometry & Calculus I .............................................. 5 Units
MATH C152 Analytic Geometry & Calculus II .......................................... 3
MATH C251 Analytic Geometry & Calculus III ........................................ 5
MATH C255 Ordinary Differential Equations ......................................... 4
MATH C257 Linear Algebra ..................................................................... 4

EARTH SCIENCES

GEOG C101 Physical Geography Lecture ................................................ 3 Units
GEOL C111 Physical Geology ................................................................. 4
GEOL C121 Historical Geology ............................................................... 3
PHSC C101 General Earth Sciences ......................................................... 3
PHSC C102 General Earth Sciences Laboratory ..................................... 1
PHSC C111 Concepts of Physical Science .............................................. 3
PHSC C112 Concepts of Physical Science Lab ....................................... 1
PHSC C121 Elementary Astronomy .................................................... 3
PHSC C122 Elementary Astronomy Laboratory ................................... 1
PHSC C125 Astronomy ......................................................................... 4
PHSC C141 Introduction to Oceanography ............................................. 3
PHSC C143 Field Studies in Oceanography ......................................... 1

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>
</tbody>
</table>

or

CHEM C111* General Inorganic Chemistry I

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOL C111</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOL C121</td>
<td>Historical Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL C131</td>
<td>Environmental Geology</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C103</td>
<td>Field Studies in the Earth Sciences</td>
<td>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>
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</tr>
<tr>
<td>PHSC C125</td>
<td>Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>PHSC 131 Introduction to Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>and</td>
<td>PHSC 132 Introduction to Meteorology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>PHSC 141 Introduction to Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>and</td>
<td>PHSC 142 Introductory Oceanography Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total**: 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 vary among institutions and students should check with a counselor for the specific requirements.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH C251</td>
<td>Analytic Geometry and Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH C255</td>
<td>Ordinary Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>MATH C257 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>

**Total**: 28 units

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 course work 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 questions 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 choice for your 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, C110, C171, C180, C201, C202, C211

Speech: SPCH C101, C105

Theater: THEA C101, C103, C105, C111, C121, C126, C131, C140, C145, C230

**SOCIAL & BEHAVIORAL SCIENCES EMPHASIS:** These courses emphasize the perspectives, concepts, theories and methodologies of the 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 choice for your major, please consult with a counselor or educational advisor.

Administration of Justice: ADMJ C101

Anthropology: ANTH C111, C121, C131

Child Development: CHDV C104, C105, C106

Economics: ECON C101, C102, C103

Geography (excluding physical geography): GEOG C121, C131, C131H

History: HIST C103, C103H, C104, C104H, C131, C131H, C132, 132H, C209, C218
Mathematics: MATH C121
Political Science: POLS C101, C101H, C102, C204
Psychology: PSYC C101, C101H, C102, 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 choice for your 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, 29 to 31 units in the major) prepares students for transfer to four-year universities to pursue a Bachelor degree. Bachelor 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

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, Physical Education majors 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 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 C207 General Conditioning III ................................................... 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 Conditioning for Competitive Athletes I .......................... 1
- PHED C152 Conditioning for Competitive Athletes II ....................... 1
- PHED C251 Conditioning for Competitive Athletes III ....................... 1
- PHED C252 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

(Program is inactive through 2012 pending approval of the Academic Senate)

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

Complete the following courses (minimum 18 units):

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

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

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

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

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

Complete one of the following courses (4 units):

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

Complete 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 Computer Numerical Control Machining .......................................................... 3

**WELDING TECHNOLOGY**

- WELD C101 Oxygen and Acetylene Welding .............................................................................................. 3 Units
- WELD C102 Shielded Metal Arc Welding ................................................................................................... 2
- WELD C201 Welding Fabrication ............................................................................................................... 3

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

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, Industrial Technology, 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 options. 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.
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Assistant Teacher Permit............................................................................................................................. 58
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**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 (15 units):

ADMJ C101*  Introduction to the Administration of Justice ................................. 3 Units
ADMJ C105*  Concepts of Criminal Law ................................................................. 3
ADMJ C111*  Principles and Procedures of the Justice System ........................................ 3
ADMJ C115  Legal Aspects of Evidence ...................................................................... 3
ADMJ C121  Community Relations ............................................................................. 3

Select 6 units from the following courses:

ADMJ C125  Principles of Investigation ..................................................................... 3 Units
ADMJ C131  Juvenile Procedures .................................................................................. 3
ADMJ C151  Introduction to Corrections ......................................................................... 3
ADMJ C205  California Vehicle Code ............................................................................ 3
ADMJ C211  Concepts of Enforcement Services ................................................................. 3
ADMJ C215* Patrol Procedures ................................................................. 3

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

*Note: 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
(Program is inactive through 2012 pending approval of the Academic Senate)

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 (26 units):

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 3 units from the following courses:

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 (28 units):

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.

**Business Office Technology**

**BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE** (60 units total, 32 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 (28 units):

BSAD C070  Business Mathematics............................................................................................................................................ 3 Units
BSAD C072  Introduction to Accounting.................................................................................................................................. 3
BSAD C100  Introduction to Business.......................................................................................................................................... 3
BSAD C145  Business Communication..................................................................................................................................... 3
BSOT C133  Advanced Computer Keyboarding............................................................................................................................ 1
BSOT C154  Office Personnel Seminar....................................................................................................................................... 3
CSCI C070  Computer Literacy .................................................................................................................................................. 1
CSCI C121  Beginning Word .................................................................................................................................................. 1
CSCI C151  Intermediate Word .................................................................................................................................................. 1
CSCI C161  Advanced Word .................................................................................................................................................. 1
CSCI C123  Beginning Excel................................................................................................................................................... 1
CSCI C153  Intermediate Excel ............................................................................................................................................. 1
CSCI C163  Advanced Excel .................................................................................................................................................. 1
CSCI C125  Beginning Access ................................................................................................................................................ 1
CSCI C155  Intermediate Access ........................................................................................................................................... 1
CSCI C165  Advanced Access ............................................................................................................................................... 1
CSCI C127  MS PowerPoint ................................................................................................................................................ 1
CSCI C171  Introduction to the Internet ................................................................................................................................ 1

Select 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 general education requirements and electives for a minimum of 60 total units.
BUSINESS OFFICE TECHNOLOGY CERTIFICATE (32 units): Any learner completing the courses required for the major qualifies for a certificate in Business Office Technology.

OFFICE CLERK CERTIFICATE OF PROFICIENCY (12 units) represents that the learner is prepared to perform basic competencies as an entry level office clerk whether or not the individual has previous office experience. The Office Clerk Award is earned after completion of the following courses:

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

OFFICE ASSISTANT CERTIFICATE1: (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 ............................... 1
- BSOT 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

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

Child Development1

CHILD DEVELOPMENT ASSOCIATE OF ARTS 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.A. degree in Child Development or an Assistant Teacher Certificate of Proficiency, Associate Teacher Certificate of Proficiency or Teacher Certificate for completing a defined course of study that requires fewer units than the A.A. 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 (27 units):

- CHDV C100 Principles and Practices of Teaching Young Children ................................................................. 3 Units
- CHDV C102 Materials and Curriculum .................................................................................................. 3
- CHDV C104 Child, Family, and Community ............................................................................................... 3
- CHDV C106 Child Growth and Development .......................................................................................... 3
- CHDV C111 Principles of Child Guidance .................................................................................................. 3
- CHDV C121 Health, Safety, and Nutrition ................................................................................................. 3
- CHDV C125 Diversity in Education ........................................................................................................... 3
- CHDV C200 Observation and Assessment ............................................................................................... 3
- CHDV C203 Practicum - Field Experience .................................................................................................. 3

Select 3 units from the following courses:

- CHDV C145 Language and Literature ....................................................................................................... 3
- CHDV C149 Play and Meaning .................................................................................................................. 3

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

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

**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](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 CERTIFICATE OF PROFICIENCY:** 6 Child Development units required.

Complete the following courses:

- CHDV C100 Principles and Practices of Teaching Young Children ................................................................. 3 Units
- CHDV C102 Materials and Curriculum .................................................................................................. 3

**Assistant Teacher Permit** (optional): Any 6 Child Development units.

**ASSOCIATE TEACHER CERTIFICATE OF PROFICIENCY:** 12 Child Development core units

- CHDV C100 Principles and Practices of Teaching Young Children ................................................................. 3 Units
- CHDV C102 Materials and Curriculum .................................................................................................. 3
- CHDV C104 Child, Family, and Community ............................................................................................... 3
- CHDV C106 Child Growth and Development .......................................................................................... 3

**Associate Teacher Permit:** Associate Teacher Certificate of Proficiency requirements plus experience requirement of 50 days of 3+ hours per day within 2 years.
CHILD DEVELOPMENT TEACHER CERTIFICATE: 24 Child Development units including 3 core areas and 16 General Education units.

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

- CHDV C111 Principles of Child Guidance ................................................................. 3 Units
- CHDV C121 Health, Safety, and Nutrition ................................................................. 3
- CHDV C125 Diversity in Education ........................................................................... 3

Select 1 from the following:

- CHDV C200 Observation and Assessment ................................................................. 3 Units
- CHDV C203 Practicum - Field Experience ................................................................. 3

Teacher Permit: Teacher Certificate requirements plus experience of 175 days of 3+ hours per day within 4 years plus 16 general education units in English/Language Arts, Math/Science, Social Sciences, and Humanities/Fine Arts.

MASTER TEACHER PERMIT (32-33 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:

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

AND

Infant Care Specialization*

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

OR

School Age Care Specialization*

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

OR

Diversity Specialization*

- CHDV C125 Diversity in Education ........................................................................ 3 Units
- HMSV C102 Cultural Competence in Human Services .......................................... 3

OR

Children with Exceptional Needs Specialization*

- CHDV C125 Diversity in Education ........................................................................ 3 Units
- CHDV C241 The Exceptional Child: Nature and Needs .......................................... 3

* Other Specializations can be developed. Please contact the Faculty Chair.
SITE SUPERVISOR PERMIT (32-33 units): A.A. degree in Child Development, which must include at least 24 Child Development units including core courses, plus 6 administration units, and 2 units Adult Supervision. There is an experience requirement of 350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults.

Complete the following courses:

CHDV C251 Administration of Child Development Programs I ................................................................. 3 Units
CHDV C252 Administration of Child Development Programs II .................................................................... 3
CHDV C281 Adult Supervision ......................................................................................................................... 3

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

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 (19 units):

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 Business Calculus .......................................................................................................................... 4
or
MATH C121 Elementary Probability and Statistics .......................................................................................... 4

Select a minimum of 12 units from the following courses:

BSAD C101 Financial Accounting ..................................................................................................................... 4 Units
CSCI C136 Advanced Adobe Acrobat ................................................................................................................ 1
CSCI C140 A+ Essential Skills for Computers .................................................................................................... 2
CSCI C141 A+ Standard Skills for IT Technicians ............................................................................................ 2
CSCI C143 Network+ Fundamentals of Network Technologies ....................................................................... 3
CSCI C146 Security+ Fundamentals of Network Security .................................................................................. 3
CSCI C161 Advanced Word ............................................................................................................................... 1
CSCI C163 Advanced Excel ............................................................................................................................... 1
CSCI C165 Advanced Access ............................................................................................................................ 1
CSCI C181 XHTML and CSS ............................................................................................................................ 3
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 (19 units):

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

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

Select a minimum of 6 units from the following courses:

- CSCI C136 Advanced Adobe Acrobat ...................................................................... 1 Unit
- CSCI C140 A+ Essential Skills for Computers ......................................................... 2
- CSCI C141 A+ Standard Skills for IT Technicians .................................................. 2
- CSCI C143 Network+ Fundamentals of Network Technologies .............................. 3
- CSCI C146 Security+ Fundamentals of Network Security ...................................... 3
- CSCI C161 Advanced Word ................................................................................... 1
- CSCI C163 Advanced Excel ................................................................................... 1
- CSCI C165 Advanced Access ................................................................................ 1
- CSCI C181 XHTML and CSS ................................................................................ 3
- CSCI C187 Introduction to MS Project .................................................................... 1
- CSCI C195 Introduction to Robotic Programming ................................................. 2
- CSCI C251 Introductory Visual Basic Programming ............................................. 3
- CSCI C252 Introduction to Computer Science ...................................................... 3
- CSCI C265 Introductory C++ Programming .......................................................... 3
- CSCI C267 Java Programming ............................................................................. 3
CSCI C280  Web Application Development Using PHP ................................................................. 3
CSCI C285  Extensible Markup Language (XML) ................................................................. 3
DMA C211  Web Scripting with Java Script ................................................................. 3
DMA C213  Web Development with PHP and MySQL ................................................................. 3
WEXP C101  Introduction to Work Experience .............................................................................. 1
WEXP C102  Career Work Experience ...................................................................................... 1-3

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
CSCI C252  Introduction to Computer Science ................................................................. 3
CSCI C270  Introduction to Database Design and Management ................................................................. 3
MATH C130  Finite Mathematics ...................................................................................... 4
MATH C131  Business Calculus ...................................................................................... 4
MATH C121  Elementary Probability and Statistics .................................................................................. 4
Total: .................................................................................................................. 19 Units

Select a minimum of 6 of the following courses:

CSCI C181  XHTML and CSS ...................................................................................... 3 Units
CSCI C251  Introductory Visual Basic Programming ................................................................. 3
CSCI C252  Introduction to Computer Science ................................................................. 3
CSCI C265  Introductory C++ Programming ................................................................. 3
CSCI C267  Java Programming ...................................................................................... 3
CSCI C280  Web Application Development Using PHP ................................................................. 3
CSCI C285  Extensible Markup Language (XML) ................................................................. 3
DMA C211  Web Scripting with Java Script ................................................................. 3
DMA C213  Web Development with PHP and MySQL ................................................................. 3

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

Computer Technology

COMPUTER TECHNOLOGY 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 (31 units):

CSCI C252  Introduction to Computer Science ................................................................. 3 Units
Cerro Coso Community College 2010-2012

CSCI C265 Introductory C++ Programming ................................................................. 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
PHYS C111 Mechanics ................................................................................................. 5
PHYS C113 Electricity and Magnetism ........................................................................... 5

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

COMPUTER TECHNOLOGY 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 (26 units):

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

Recommended Electives:

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

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

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

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 (19 units):

CSCI C101 Introduction to Computer Information Systems .............................................. 3 Units
DRFT C151 Fundamentals of AutoCAD .......................................................................... 3
DRFT C152 Advanced Computer Aided Design and Drafting ........................................ 3
MATH C142 Trigonometry ............................................................................................... 4
MCTL C111  Beginning Machine Shop ......................................................................................................................... 3
WELD C101  Oxyacetylene Welding ...................................................................................................................................... 3

Select 8 units from the following courses:

MCTL C112  Intermediate Machine Shop ..................................................................................................................... 3 Units
MCTL C211  Advanced Machine Shop .......................................................................................................................... 3
MCTL C215  Introduction to Computer Numerical Control 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 (21 units):

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

Select 12 units from the following courses:

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

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

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

**ADMINISTRATIVE MEDICAL ASSISTING CERTIFICATE OF PROFICIENCY** (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 (9 units):

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

**CLINICAL MEDICAL ASSISTING CERTIFICATE OF PROFICIENCY** (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 all of the following courses (10 units):

- HCRS C064 Clinical Medical Assisting .................................................................................................................. 7 Units
- HCRS C150 Medical Terminology for the Health Professional ......................................................................... 3

**MEDICAL ASSISTING EXTERNSHIP CERTIFICATE OF PROFICIENCY** (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 all of the following courses (3 units):

- HCRS C068 Externship ......................................................................................................................................... 3 Units

**MEDICAL ASSISTANT CERTIFICATE**¹ (22 units): will be awarded to those students completing all 5 courses listed above.

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

Human Services

**HUMAN SERVICES ASSOCIATE OF SCIENCE DEGREE AND CERTIFICATES**: (60 units total, 27 units in the major) prepares students for employment in a broad range of human services settings. It consists of seven core courses and requires an additional two 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. The Human Services A.S. degree requires 60 units total, 26 in the major, in addition to general education requirements and electives.

**HUMAN SERVICES WORKER CERTIFICATE** (27 units):

Complete all of the following courses (21 units):

- 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 Unit
ENGL C101  Freshman Composition......................................................... 4
HMSV C116  Case Management .............................................................. 3

*Prerequisite for HMSV C104
** Can be waived

Select 6 units*** from the following courses:

CHDV C106  Child Growth and Development ........................................ 3 Units
CHDV C241  The Exceptional Child: Nature and Needs .................................. 3
HMSV C113  Intervention Skills in Human Services ..................................... 3
PSYC C101  General Psychology .............................................................. 3
PSYC C112  Introduction to Substance Abuse Treatment .................................. 3
PSYC C211  Lifespan Development ............................................................ 3
PSYC C241  Abnormal Psychology ............................................................ 3
SPCH C105  Interpersonal Communication .............................................. 3

***Or other approved specialized courses

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

Industrial Technology

INDUSTRIAL TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 unit total, 31-37 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. Area of emphasis 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.

Complete all of the following courses (19 units):

CSCI C070  Computer Literacy ................................................................. 1 Unit
CSCI C121  Beginning Word ................................................................. 1 Unit
CSCI C123  Beginning Excel ................................................................. 1 Unit
DRFT C108/INDT C108  Reading Technical Drawings ...................................... 3 Units
ENGL C151  Technical Communication .................................................. 3
INSF C070  Occupational Safety and Health ............................................. 1
MATH C056  Technical Math for Trades ................................................... 4
MCTL C107  Basic Hand Tools ............................................................... 2
WELD C101  Oxyacetylene Welding ......................................................... 3

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

INDUSTRIAL TECHNOLOGY CERTIFICATE (19 units): Any student completing the 19 units listed above qualifies for a certificate in Industrial Technology.
Advising Notice

Before pursuing any of the Areas of Emphasis or Certificates of Achievement, it is highly recommended that students complete the following courses:

- CSCI C070  Computer Literacy .................................................. 1 Unit
- CSCI C121  Beginning Word ......................................................... 1
- MATH C056  Technical Math for Trades ............................................ 4
- MCTL C107  Basic Hand Tools ..................................................... 2

Students must have the courses above, or the equivalent knowledge and experience, in order to be successful in the courses required for the Areas of Emphasis or Certificates of Achievement. Please contact Counseling for more information on these recommended courses.

AREAS of EMPHASIS:

Students can earn a certificate in any one of the areas of emphasis. To complete the AS in Industrial Technology, students must complete the 19 unit Industrial Technology certificate, one of the 12-18 unit areas of emphasis, and the general education requirements for a minimum of 60 units.

Area of emphasis should be selected based on employment goal: Electronics Technology, Engineering Technology, Solar Technology or Wind Technology.

ELECTRONICS TECHNICIAN CERTIFICATE (18 units):

Complete the following courses (14 units):

- ET C101  Electrical Circuit Analysis I ................................................. 4 Units
- ET C105  Electrical Circuit Analysis II ............................................... 4
- ET C212  Microelectronics ............................................................. 3
- ET C222  Digital Circuits/Microprocessors ....................................... 3

Select a minimum of 4 units from the following courses:

- DRFT C151  Fundamentals of AutoCAD ........................................... 3 Units
- DRFT C161  Geometric Dimensioning and Tolerancing ..................... 3
- WEXP C101  Work Experience Seminar I ......................................... 1
- WEXP C102  Occupational/Career Work Experience .......................... 1-3

ELECTRONICS TECHNICIAN CERTIFICATE (18 units): Any student completing the 17 units listed above qualifies for an Electronics Technician Certificate of Achievement.

ENGINEERING TECHNICIAN CERTIFICATE (18 units):

Complete all of the following courses (12 units):

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

**ENGINEERING TECHNICIAN CERTIFICATE** (18 units): Any student completing the 18 units listed above qualifies for an Engineering Technician Certificate, which provides students with skills to enter the job market as a Drafting Technician, CAD Technician or entry level Design Technician.

**SOLAR TECHNICIAN CERTIFICATE OF ACHIEVEMENT** (12 units):

Complete all of the following courses (8 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET C101</td>
<td>Electrical Circuit Analysis I</td>
<td>4</td>
</tr>
<tr>
<td>RET C104</td>
<td>Introduction to Solar Power Technology</td>
<td>1</td>
</tr>
<tr>
<td>RET C105</td>
<td>Solar Energy II - Photovoltaic Technologies and Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 4 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET C105</td>
<td>Electrical Circuit Analysis II</td>
<td>4</td>
</tr>
<tr>
<td>RET C120</td>
<td>Introductory Hydraulics</td>
<td>4</td>
</tr>
<tr>
<td>WEXP C101</td>
<td>Work Experience Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>WEXP C102</td>
<td>Occupational/Career Work Experience</td>
<td>1-3</td>
</tr>
</tbody>
</table>

**SOLAR TECHNICIAN CERTIFICATE OF ACHIEVEMENT** (12 units): Any student completing the 12 units listed above qualifies for a Solar Technician Certificate of Specialization.

**WIND TECHNICIAN CERTIFICATE OF ACHIEVEMENT** (12 units):

Complete all of the following courses (12 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET C101*</td>
<td>Electrical Circuit Analysis I</td>
<td>4</td>
</tr>
<tr>
<td>ET C105</td>
<td>Electrical Circuit Analysis II</td>
<td>3</td>
</tr>
<tr>
<td>RET C101</td>
<td>Introduction to Wind Technology</td>
<td>1</td>
</tr>
<tr>
<td>RET C102*</td>
<td>Wind Turbine Technician I</td>
<td>4</td>
</tr>
<tr>
<td>RET C103*</td>
<td>Wind Turbine Technician II</td>
<td>4</td>
</tr>
<tr>
<td>RET C120</td>
<td>Introductory Hydraulics</td>
<td>4</td>
</tr>
<tr>
<td>WEXP C101</td>
<td>Work Experience Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>WEXP C102</td>
<td>Occupational/Career Work Experience</td>
<td>1-3</td>
</tr>
</tbody>
</table>

* denotes required course

**WIND TECHNICIAN CERTIFICATE OF ACHIEVEMENT OF ACHIEVEMENT** (12 units): Any student completing the 12 units listed above qualifies for a Wind Technician Certificate of Achievement.
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 (20 units):

- 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.

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 (32 units):

- BSAD C100 Introduction to Business ............................................................................................................. 3 Units
- BSAD C101 Financial Accounting .................................................................................................................... 4
- BSAD C102 Managerial Accounting .................................................................................................................. 4
- BSAD C145 Business Communication ............................................................................................................... 3
- BSAD C131 Business Law ................................................................................................................................. 3
- BSAD C155 Human Resource Management ..................................................................................................... 3
- BSAD C220 Principles of Project Management ................................................................................................. 3
- BSAD C222 Problem Solving and Computer Applications in Management ...................................................... 3
- BSAD C251 Principles of Management and Organization .................................................................................. 3
- CSCI C101 Introduction to Computer Information Systems ............................................................................. 3

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.
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 (23 units):

<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>3</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.

1 Pending review and approval by the California Community College Chancellor's Office.
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 (30 units):

- 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 various 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 (21 units):

PREREQUISITES

- BIOL C251 Human Anatomy ........................................................................................................ 4 units
- BIOL C255 Human Physiology ...................................................................................................... 4
- CSCI C070 Computer Literacy ..................................................................................................... 1
- 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

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

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

VOCATIONAL NURSING CERTIFICATE (63.5 units): Any student completing the courses required for the major qualifies for a certificate in Vocational Nursing.

Web Design

WEB DESIGN ASSOCIATE OF SCIENCE DEGREE (60 units total, 34 units in the major) provides students with fundamentals in software tools, design theory, and current practices in the Web Design. Working in teams and individually, students will also develop their creativity and learn to solve design problems in innovative ways. The core courses provide a broad foundation of skills. Students can then use the specified electives to tailor their certificate or degree for a specific niche area of web design, such as graphic design, programming, animation, multimedia, content development, or portfolio development. This program prepares students for entry-level work in Web Design and/or preparation for transfer to a four-year design program at a university.

Complete all of the following courses (25 units):

DMA C102 Digital Imaging with Photoshop .............................................................................................. 3 Units
DMA C111/ CSCI C181 XHTML and CSS ................................................................................................. 3
DMA C113 Accessibility and Usability ........................................................................................................ 3
DMA C115 Interactivity and Interface Design with Flash ........................................................................... 4
DMA C117 Web Design with Dreamweaver ............................................................................................. 3
DMA C211 Web Scripting with JavaScript ................................................................................................ 3
DMA C280 Web Production Management ................................................................................................. 3
ENGL C151 Technical Communication .................................................................................................. 3
Select at least 9 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART C111</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART C121</td>
<td>Drawing I</td>
<td></td>
</tr>
<tr>
<td>BSAD C211</td>
<td>E-Commerce</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>DMA C101</td>
<td>Career Planning and Portfolio Development</td>
<td>3</td>
</tr>
<tr>
<td>DMA C103</td>
<td>Digital Photo Enhancement with Photoshop</td>
<td>2</td>
</tr>
<tr>
<td>DMA C107</td>
<td>Illustration and Design with Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DMA C108</td>
<td>Advanced Digital Imaging and Illustration</td>
<td>3</td>
</tr>
<tr>
<td>DMA C109</td>
<td>Desktop Publishing with InDesign</td>
<td>3</td>
</tr>
<tr>
<td>DMA C110</td>
<td>Introduction to Mobile Media</td>
<td>1.5</td>
</tr>
<tr>
<td>DMA C118</td>
<td>Mobile Web Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>DMA C121</td>
<td>Principles of Animation with Flash</td>
<td>3</td>
</tr>
<tr>
<td>DMA C131</td>
<td>Digital Video Production</td>
<td>3</td>
</tr>
<tr>
<td>DMA C133</td>
<td>Motion Graphics with After Effects</td>
<td>3</td>
</tr>
<tr>
<td>DMA C139</td>
<td>Broadcast Media for Mobile Devices</td>
<td>3</td>
</tr>
<tr>
<td>DMA C141</td>
<td>Fundamentals of Game Design</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 C215</td>
<td>Advanced Action Scripting with Flash</td>
<td>3</td>
</tr>
<tr>
<td>DMA C217</td>
<td>PHP Site Management and Theme Design</td>
<td>3</td>
</tr>
<tr>
<td>DMA C218</td>
<td>Advanced Mobile Web Development</td>
<td>1.5</td>
</tr>
<tr>
<td>MUSC C183</td>
<td>Fundamentals of Sound Design for Media</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

**DIGITAL MEDIA SKILLS CERTIFICATE OF PROFICIENCY** (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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C127</td>
<td>MS PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C135</td>
<td>Beginning Adobe Acrobat</td>
<td>1</td>
</tr>
<tr>
<td>DMA C102</td>
<td>Digital Imaging with Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DMA C103</td>
<td>Digital Photo Enhancement with Photoshop</td>
<td>2</td>
</tr>
<tr>
<td>DMA C107</td>
<td>Illustration and Design with Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DMA C109</td>
<td>Desktop Publishing with InDesign</td>
<td>3</td>
</tr>
<tr>
<td>DMA C111/</td>
<td>XHTML and CSS</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C181</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MOBILE MEDIA CERTIFICATE\(^1\) (21 Units): 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 (13.5 units):

**Core Courses:**
- BSAD C211 E-Commerce ................................................................. 3 Units
- DMA C102 Digital Imaging with Photoshop ........................................... 3
- DMA C111/ CSCI C181 XHTML and CSS ............................................. 3
- DMA C118 Introduction to Mobile Media ................................................. 1.5
- DMA C211 Web Scripting with JavaScript ............................................. 3

Complete one of the Options below:

**Mobile Web Option**
- DMA C119 Mobile Web Design and Development .................................. 3 Units
- DMA C213 Web Development with PHP and MySQL .............................. 3
- DMA C218 Advanced Mobile Web Development ................................... 1.5

**Mobile Game Option**
- DMA C115 Interactivity and Interface Design with Flash ......................... 4 Units
- DMA C141 Fundamentals of Game Design ........................................... 3
- DMA C215 Advanced Action Scripting with Flash .................................. 3

**Mobile Broadcasting Option**
- DMA C130 Introduction to Podcasting .................................................. 1.5 Units
- DMA C131 Digital Video Production ...................................................... 3
- DMA C139 Broadcast Media for Mobile Devices ..................................... 3

\(^1\) Pending review and approval by the California Community College Chancellor’s Office.
Welding Technology

WELDING TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 units total, 21 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 (21 units):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRFT C108/INDT 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>4</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</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 (12 units):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</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</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>
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 Basic Skills 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; verify 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Advisory</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ C060</td>
<td>Special Topics in Administration of Justice</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>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.</td>
</tr>
<tr>
<td>ADMJ C061</td>
<td>Special Topics in Administration of Justice</td>
<td>2.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>These courses are designed to update current peace officers training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 18-40 hours lecture/54-80 hour laboratory.</td>
</tr>
<tr>
<td>ADMJ C062</td>
<td>Special Topics in Administration of Justice</td>
<td>1.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>These courses are designed to update current peace officers training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 0-24 hours lecture/0-54 hours laboratory.</td>
</tr>
<tr>
<td>ADMJ C063</td>
<td>Special Topics in Administration of Justice</td>
<td>0.50</td>
<td>Reading Level 1, Writing Level 1</td>
<td>These courses are designed to update current peace officers training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 0-16 hours lecture/0-27 hours laboratory.</td>
</tr>
<tr>
<td>ADMJ C082</td>
<td>Firearms</td>
<td>2.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>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.</td>
</tr>
<tr>
<td>ADMJ C083</td>
<td>Report Writing</td>
<td>2.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>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.</td>
</tr>
<tr>
<td>ADMJ C101</td>
<td>Introduction to Administration of Justice</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>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.</td>
</tr>
<tr>
<td>ADMJ C105</td>
<td>Concepts of Criminal Law</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>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.</td>
</tr>
<tr>
<td>ADMJ C111</td>
<td>Principles and Procedures of the</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>This course will survey and study the role and responsibilities of each segment within the justice system; including, but not limited to, law enforcement, corrections and the judicial system. Legal processes including arrest through trial, sentencing and correctional procedures. Conceptual interpretations of law as reflected in court decisions and how they impact the justice system. 54 hours lecture.</td>
</tr>
<tr>
<td>ADMJ C115</td>
<td>Legal Aspects of Evidence</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>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 of evidence and the rules that govern the admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture.</td>
</tr>
<tr>
<td>ADMJ C121</td>
<td>Community Relations</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>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.</td>
</tr>
<tr>
<td>ADMJ C125</td>
<td>Principles of Investigation</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>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.</td>
</tr>
<tr>
<td>ADMJ C131</td>
<td>Juvenile Procedures</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>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.</td>
</tr>
</tbody>
</table>
ADMJ C141 Basic Reserve Academy - PC 832
Arrest and Firearms
A/CSU 1.50 Units
Prerequisite: Must have fingerprint clearance from California Department of Justice prior to start of class.

This course provides basic instruction designed to prepare students for the performance of peace officers’ duties. The curriculum is established through the requirements set by the California Peace Officer Standards and Training (P.O.S.T.), which include: introduction to law enforcement; administration of justice; criminal law; evidence; community-police relations; patrol procedures; juvenile procedures; defensive tactics; firearms; and related topics. 10 hours lecture/54 hours laboratory.

ADMJ C142 Basic Reserve Academy III
A/CSU 4.50 Units
Prerequisite: ADMJ C141

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

ADMJ C143 Basic Peace Officer Academy – Modular Format Level II
A/CSU 12.00 Units
Prerequisite: ADMJ C141, C142

This course is designed to fulfill State of California Peace Officer Standards and Training Requirements for Level II academy certification. Students will receive instruction designed to prepare them to successfully complete this course and transition to the Basic Academy Modular Format I Course. 186.50 hours lecture/108 hours laboratory.

ADMJ C151 Introduction to Corrections
A/CSU 3.00 Units
Advisory: Reading Level 1, Writing Level 1

This course is to give students an overview of the role correction’s plays within the criminal justice system. The course focus is on such topics as: incarceration; alternatives to incarceration; rehabilitation of inmates; juvenile offenders; and legal issues that influence the day-to-day operations of correctional institutions. 54 hours lecture.

ADMJ C202 Field Training Program
A/N/CSU 11.50 Units
Prerequisite: Completion of the State of California Peace Officer Training Academy
Advisory: Reading Level 1, Writing Level 1

The Field Training Program (FTP) is designed to provide a training continuum which integrates the acquired knowledge and skills from the Regular Basic Peace Officer Academy with the practical application of law enforcement services. The FTP introduces a newly assigned officer to the personnel, procedures, policies and purposes of the individual law enforcement agency. The FTP integrates the initial formal and informal training specific to the agency and the day-to-day duties of officers. Student assignment to a patrol car, one-on-one with a certified Field Training Officer. The Field Training Programs emphasis shall be on both training and evaluation of trainees. 40 hours lecture/520 hours laboratory.

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

ADMJ C211 Concepts of Enforcement Services
A/CSU 3.00 Units
Advisory: Reading Level 1, Writing Level 1

This course compares roles and expectations of law enforcement from an officer and citizen perspective; exploring the theories, philosophies, and concepts related to the role expectations of the law enforcement officer. The class places a major emphasis upon patrol, traffic, public service responsibilities, and their relationship to the justice system. 54 hours lecture.

ADMJ C215 Patrol Procedures
A/CSU 3.00 Units
Advisory: Reading Level 1, Writing Level 1

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

ADMJ C221 Defensive Tactics
A/CSU 2.00 Units

A course of training in the history and theory of self-defense as applied to law enforcement, techniques of control, searching and handcuffing. Emphasis is on using control techniques which avoid injury to subject and the law enforcement officer. Additional emphasis is placed on physical fitness of police officers and life-long health habits and proper physical conditioning. 36 hours lecture/54 hours laboratory.

ADMJ C225 Physical Evidence
A/CSU 2.00 Units

A basic course in the collection, identification, preservation and transportation of physical evidence found at crime scenes including the use of photography, molds, casts, and mouldage masks to preserve evidence; sketching and photograph to locate evidence as found; fingerprint examinations and preservation of prints; footprints, tool mark impressions, identification of handwriting and typewriting, firearms identification; importance of trace evidence and laboratory evidence. 36 hours lecture.

AERONAUTICS

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

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: Reading Level 1, Writing Level 2  
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: Reading Level 1, Writing Level 2  
Theory and practices of plant propagation, including seeding 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.

**AGRI C121 Introduction to Pest Control**  
A/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
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: Reading Level 1, Writing Level 2  
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  
Advisory: Reading Level 1, Writing 1  
This course is an introduction to American Sign Language (ASL), a visual-gesture language used by the deaf community in the United States and Canada, and more importantly, focuses on the development of basic conversation skills emphasizing the culture and history of ASL through in-class and out-of-class requirements. 72 hours lecture.

**ASL C102 American Sign Language II**  
A/UC/CSU 4.00 Units  
Prerequisite: ASL C101  
Students continue to develop and enhance their proficiency in American Sign Language (ASL) usage and knowledge of deaf history and 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: Reading Level 1, Writing Level 1  
This course analyzes social and cultural factors of human behavior in the recent past and present. Students will compare and contrast cultural traditions, practices and beliefs, and discuss the associated environmental and social factors that shape human cultures. 54 hours lecture.

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

**ANTH C131 Archaeology**  
A/UC/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
This course examines the ideas, models and techniques used in recovery and interpretation of archaeological materials from both the old and new worlds. 54 hours lecture.

### ART

**ART C055 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 C101  Introduction to Art  A/UC/CSU  3.00 Units  
Advisory: CSCI C070, Reading Level 1, Writing Level 2  

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.

ART C106  History of Western Art I  A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 2  

Historical development of painting from the Paleolithic Period to the end of the Middle Ages. Field trips optional. 54 hours lecture.

ART C106H  History of Western Art II – Honors  A/UC/CSU  4.00 Units  
Advisory: Reading Level 1, Writing Level 2  

Historical development of painting, sculpture, architecture, and other art forms from the renaissance to the present. Special emphasis on the impressionist and post-impressionist periods, focusing on the revolutionary innovations in art that focused on time and space. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

ART C111  Two Dimensional Design  A/UC/CSU  3.00 Units  

This is a beginning level studio class which introduces a fundamental understanding and usage of the elements and principles of two dimensional design theory and color theory as they relate to the composition of two dimensional images. 27 hours lecture/81 hours laboratory.

ART C115  3-Dimensional Design  A/UC/CSU  3.00 Units  

Use of individual design elements related to the study of three-dimensional composition. 27 hours lecture/81 hours laboratory.

ART C121  Drawing I  A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 2  

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.

ART C126  Life Drawing Studio  A/CSU  1.50 Units  

This class incorporates a traditional drawing methodology with a direct visual study of human surface anatomy. Study will be primarily from the live human model with a strong emphasis on investigative drawing. 13.50 hours lecture/40.50 hours laboratory.

ART C131  Painting I  A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 2  

This course is a beginning level studio course which introduces the materials, methods, and techniques of painting as a means of creating two dimensional images. 27 hours lecture/81 hours laboratory.

ART C135  Watercolor Painting  A/UC/CSU  3.00 Units  

Techniques of still life, landscape and imaginative painting as related to the problems of watercolor. 27 hours lecture/81 hours laboratory.

ART C141  Ceramics I  A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 2  

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.

ART C151  Sculpture I  A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 2  

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.
ART C165  Photography I  A/UC/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 2
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.

ART C166  Photography II  A/UC/CSU  3.00 Units
Prerequisite:  ART C165
A continuation of study in the aesthetics and technology of black and white photography. Students will refine black and white darkroom techniques and learn advanced printing techniques. The major themes of classic photography will be explored, including still life, portraiture, landscape, and documentary photography. 27 hours lecture/81 hours laboratory.

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

ART C191  Gallery Technology  A/CSU  1.00 Unit
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.

ART C195  Art Practicum I  A/CSU  1.00 Unit
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. 54 hours laboratory.

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. 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. 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:  Reading Level 1, Writing Level 2
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:  Reading Level 2, Writing Level 2
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:  Reading Level 1, Writing Level 1
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:  Reading Level 1, Writing Level 2
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:  Reading Level 1, Writing Level 2
This course provides practical experience in the diagnosis, repair, adjustment and maintenance of automotive comfort and ventilating systems. 36 hours lecture/54 hours laboratory.

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

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

AUTO C145  Engine Repair
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 2
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:  Reading Level 1, Writing Level 2
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.

BIOLOGY

BIOL C101  Principles of Biology
A/UC/CSU  3.00 Units
Advisory:  Reading Level 1
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:  Reading Level 1
This course is designed for non-majors. The following topics will be covered: principles of organization, cell structure and function, genetics, metabolism, organ systems, and reproduction (plant and animal), ecology, evolution, and animal behavior. The course is not open to students with credit in BIOL C105. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

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

BIOL C105  Concepts of Biology
A/UC/CSU  4.00 Units
Advisory:  Reading Level 1
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.
BIOLOGY

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

This is an introductory course in biological science with laboratory experience for non-majors. The course illustrates the principles of organization, cell structure and function, genetics, metabolism, organ systems, and reproduction (plant and animal), ecology, evolution, and animal behavior. The course is not open to students with credit in BIOL C101. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture/54 hours laboratory.

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

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 C112H General Biology II - Honors
A/UC/CSU 6.00 Units
Prerequisite: MATH C055
Advisory: Reading Level 1, Writing Level 1

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 C112 General Biology II
A/UC/CSU 5.00 Units
Prerequisite: MATH C055
Advisory: Reading Level 1, Writing Level 1

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. 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 C111 General Biology I
A/UC/CSU 5.00 Units
Prerequisite: MATH C055
Advisory: Reading Level 1, Writing Level 1

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

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: Reading Level 1, Writing Level 2

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: Reading Level 1, Writing Level 2

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: Reading Level 1, Writing Level 1

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: Reading Level 2, Writing Level 1

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/UC/CSU 3.00 Units
Advisory: Reading Level 2

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

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

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/UC/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.
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BIOL C141</td>
<td>Environmental Studies</td>
<td>3.00</td>
<td>This course explores the interactions of humans with the lives and activities of other 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.</td>
</tr>
<tr>
<td>BIOL C142</td>
<td>Environmental Studies - Laboratory</td>
<td>1.00</td>
<td>Co-requisite: BIOL C141 or concurrent enrollment. In this hands-on course, you will explore the interactions of humans with the lives and activities of other organisms and the environment. Critical evaluation of environmental issues, problems and policy is a focus of this course. Field trips required. 48 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C151</td>
<td>Natural History of the Mojave Desert</td>
<td>1.00</td>
<td>A/CSU This field course is an overview of the geology, climate, ecology, flora and fauna of the northern Mojave Desert including Death Valley National Park, and human influences on these ecosystems. Field trip required. 48 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C152</td>
<td>Natural History Studies - Great Basin Desert</td>
<td>1.00</td>
<td>A/CSU 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.</td>
</tr>
<tr>
<td>BIOL C153</td>
<td>Natural History of the Central California Coast</td>
<td>1.00</td>
<td>A/CSU Advisory: Reading Level 2, Writing Level 2. This field course is an overview of the geology, past and present climate, ecology, flora and fauna of California's last grassland valley, the Carrizo Plains National Monument, located directly on the San Andreas fault just west of Kern County. Restoration efforts of TNC and BLM, endangered species, pictographs, fault scarps, and offset streams make this a unique place. Field trip required. 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C154</td>
<td>Natural History of the Foothills</td>
<td>1.00</td>
<td>A/CSU 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. Field trip required. 48 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C155</td>
<td>Natural History of the Southern Sierra Nevada</td>
<td>1.00</td>
<td>A/CSU This field course is an overview of the geology, past and present climate, ecology, flora and fauna of the Southern Sierra Nevada range and human influences on these ecosystems. Field trip required. 48 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C156</td>
<td>Natural History of the Sonora Desert</td>
<td>1.00</td>
<td>A/CSU 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>A/CSU 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>A/CSU This field course is a study of the Bristlecone pine forests of the White Mountains, the geology, past and present climate, ecology, 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>A/CSU This field course is a study of the geology, past and present climate, ecology, flora and fauna of the Carrizo Plains National Monument, located directly on the San Andreas fault just west of Kern County. Restoration efforts of TNC and BLM, endangered species, pictographs, fault scarps, and offset streams make this a unique place. Field trip required. 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C163</td>
<td>Natural History Studies - Death Valley National Park</td>
<td>0.50</td>
<td>A/CSU 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>A/CSU This field course is a study in the Mojave National Preserve of the geology, the past and present climate and its effects on the area, ecology, the plants and the animals which inhabit the Eastern Mojave Desert and the human influences on these ecosystems. Field trip required. 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C165</td>
<td>Natural History Studies - Eastern Sierra</td>
<td>0.50</td>
<td>A/CSU 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>A/CSU 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>
</tbody>
</table>
BIOL C167 Natural History Studies - Joshua Tree National Park
A/CSU 0.50 Units
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.

BIOL C168 Natural History Studies - Long Valley Caldera
A/CSU 0.50 Units
This field course is an overview of the Long Valley Caldera and Bishop tuff explaining the volcanic activity in the area, rock and mineral identification, ecology, and an understanding of recent changes in the earth between Round Valley and the Mono Basin. Some hiking required. 24 hours laboratory.

BIOL C169 Natural History Studies - Mono Lake Basin
A/CSU 0.50 Units
This field course is a study in the Mono Basin National Forest Scenic Area and Mono Lake Tufa State Reserve of the geology, past and present climate, ecology, flora and fauna associated with the lake and the influence of humans past and present on the area. Field trips and hiking required. 24 hours laboratory.

BIOL C170 Natural History Studies - Owens Valley
A/CSU 0.50 Units
This field course is a study in the Owens Valley, the geology, past and present climate, ecology, flora and fauna associated with the Owens River, marshes, and grasslands of the valley area and human influences on the area. 24 hours laboratory.

BIOL C171 Natural History Studies - Sequoia Forests
A/CSU 0.50 Units
This field course is a study of the Sequoia forests of the southern Sierra Nevada, the geology, past and present climate, ecology, life cycle of the giant trees, and the flora and fauna associated with the isolated groves. Field trips and some hiking required. 24 hours laboratory.

BIOL C172 Natural History Studies - Sierra Meadows
A/CSU 0.50 Units
This field course is a study in the meadows of the southern Sierra Nevada, the geology, past and present climate, ecology, flora and fauna associated with local Kern Plateau meadows and surrounding forests, and the influence of humans on these areas. Field trips and hiking required. 24 hours laboratory.

BIOL C173 Natural History Studies - Oases of Mojave Desert
A/CSU 0.50 Units
This field course is a study of the geology, the past and present climate and its effects on the desert areas, ecology, the plants and the animals, particularly the endemics, that inhabit various Desert Oases within the Mojave Desert and the human influences on these springs. Field trip required. 24 hours laboratory.

BIOL C241 Plant Pathology
A/CSU 4.00 Units
Advisory: BIOL C101 or BIOL C105 or BIOL C112; Reading Level 1, Writing Level 2
This course is an introductory study of the major plant diseases and their control. The bacteria, fungi, nematodes, parasitic plants, and viruses causing diseases of major importance to agricultural and horticultural crops throughout the U.S. are examined in the laboratory and in the field. $44 hours lecture/$44 hours laboratory.

BIOL C251 Human Anatomy
A/UC/CSU 4.00 Units
Advisory: Reading Level 1, Writing Level 2
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. $44 hours lecture/$44 hours laboratory.

BIOL C255 Human Physiology
A/UC/CSU 4.00 Units
Advisory: Reading Level 1, Writing Level 2
This course covers physiology of bone, muscle, nerve, circulation, respiration, digestion, excretion, reproduction and endocrine physiology. This is an introductory course with special emphasis for health careers majors. $44 hours lecture/$44 hours laboratory.

BIOL C261 General Microbiology
A/UC/CSU 4.00 Units
Advisory: Reading Level 1, Writing Level 2
This course offers an introduction to major topics and sub-disciplines in microbiology including microbial diversity and classification, microbial anatomy and physiology, microbial genetics, microbial ecology, medical microbiology and immunology, epidemiology and public health, and biotechnology. The course is designed for students interested in health careers. 36 hours lecture/108 hours laboratory.

BUSINESS ADMINISTRATION

BSAD C070 Business Mathematics
A 3.00 Units
Advisory: Math Level 3
This course provides practice with a wide range of mathematical procedures used in various business applications. Students perform calculations both manually and using a calculator to solve problems in accounting, retail, finance and taxation. 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. $44 hours lecture.

BSAD C072 Introduction to Accounting
A 3.00 Units
Advisory: BSAD C070, Reading Level 1, Writing Level 2
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. 36 hours lecture, $44 hour laboratory.
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>BSAD C080</td>
<td>Special Topics in Business</td>
<td>0.50</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></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></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></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>Reading Level 1, Writing Level 1</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>BSAD C072, Math Level 3</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 C102</td>
<td>Managerial Accounting</td>
<td>4.00</td>
<td>BSAD C101</td>
<td>This course focuses on analyzing and reporting accounting data for use in management planning, control and decision-making. Students examine cost systems, manufacturing systems, budgeting, and financial statement preparation and analysis. 72 hours lecture.</td>
</tr>
<tr>
<td>BSAD C110</td>
<td>Introduction to Personal Finance</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1, Math Level 2</td>
<td>This course introduces students to the principles of personal financial management. Topics include budgeting, career decisions, tax structure, consumer credit, insurance and retirement, purchasing decisions, savings, and investment. 54 hours lecture.</td>
</tr>
<tr>
<td>BSAD C125</td>
<td>Computerized Accounting Practice</td>
<td>2.00</td>
<td>BSAD C101</td>
<td>This course is designed to give students practical experience maintaining accounting records using an accounting software package. Students will perform business simulation exercises involving accounts receivable, accounts payable, inventory, payroll and general ledger. 18 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>BSAD C131</td>
<td>Business Law I</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>This course introduces students to the legal environment of business and the American legal system. Students examine contracts in depth and agency law. The course includes a study of the governmental regulation of business and the relationship between administrative/legislative (state and federal) law, and business ethics. 54 hours lecture.</td>
</tr>
<tr>
<td>BSAD C141</td>
<td>Human Relations in Business</td>
<td>3.00</td>
<td>BSAD C100, Reading Level 1, Writing Level 1</td>
<td>Using a behavioral science approach, students gain an understanding of human relations in the business environment. Emphasis is placed on elements of job applications and job advancement, motivation, people-to-people relationships, effective communication, and techniques of leadership on the job. Case studies, experiential exercises, and projects are used to assist the students in understanding the material. 54 hours lecture.</td>
</tr>
<tr>
<td>BSAD C145</td>
<td>Business Communication</td>
<td>3.00</td>
<td>CSCI C121; Reading Level 1, Writing Level 1</td>
<td>This course presents the principles and techniques of effective written and oral business communications. Students will discuss, critique, and practice business-writing strategies to produce messages, letters, reports, and presentations, while developing critical thinking skills. Business communication in a global environment is also emphasized. 54 hours lecture.</td>
</tr>
</tbody>
</table>
Managing Diversity in the Workplace

Advisory: Reading Level 1, Writing Level 1

This course is a survey of the processes involved in creating a workplace environment which is free of bias related to cultural background, gender, lifestyle or other legally relevant classification. Topics include identifying a personal comfort level, skill building in dealing with diversity issues, and the role of diversity in organizational culture. Case studies, exercises for developing competency, and projects are used to assist the students in understanding the material and in developing managerial skills. Meets graduation requirements for diversity education. 54 hours lecture.

Human Resource Management

Advisory: Reading Level 1, Writing Level 1, Math Level 2

This course introduces the principles and methods related to the effective use of human resources in organizations. Students gain an understanding of human resources involved in recruitment, selection, and placement of employees with regards to training, experience, and abilities. Topics of total compensation, employee-management relations, and global human resources management are also covered. 54 hours lecture.

Introduction to Marketing

Advisory: Reading Level 1, Writing Level 1, Math Level 2

This course introduces the nature and scope of the marketing activity as demonstrated by an integrated, analytic, and practical study of marketing problems. Topics include: how to distribute and sell a product or idea; consumer behavioral patterns; strategy, planning, forecasting, and evaluation of the marketing process. 54 hours lecture.

Entrepreneurship: Small Business Management

Advisory: Reading Level 1, Writing Level 1

This course introduces the principles of planning and managing a small business enterprise. Students examine the characteristics of the entrepreneur and the process of creating and operating a new business venture. The course includes the development of a business plan and examine the small business aspects of financing, marketing, and organizing, record keeping, legalities, personnel and government assistance. 54 hours lecture.

Business Ethics

Advisory: Reading Level 1, Writing Level 1

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 develop a framework for evaluating information, values, and assumptions to make informed ethical decisions in a global business environment. 54 hours lecture.

E-Commerce

Advisory: BSAD C100, CSCI C101

This course provides students with a foundation in business and marketing principles as applied to eCommerce and examines numerous models for advertising and selling products, media, and services. Topics include business-to-business, business-to-consumer, eLearning, and mobile computing applications and support services. Marketing strategies, including search engine optimization and emerging digital media and mobile advertising campaigns are also examined. 54 hours lecture.

International Business

Advisory: Reading Level 1, Writing Level 1

This course provides a comprehensive overview of international business, including a global perspective of international trade, foreign investments, financial markets, international marketing, and the operation of multi-national corporations. 54 hours lecture.

Exporting: A World of Opportunity

Advisory: BSAD C100, Reading Level 1, Writing Level 1

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. 56 hours lecture/240 Other hours.

Principles of Project Management

Advisory: BSAD C100, CSCI C101, Reading Level 1, Writing Level 1

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.

Problem Solving and Computer Applications in Management

Advisory: BSAD 100, CSCI 101, Reading Level 1, Writing Level 1, Math Level 2

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.
BUSINESS OFFICE TECHNOLOGY

BSOT C131 Basic Computer Keyboarding
A/CSU 1.00 Unit
Co-requisite: CSCI C070
Advisory: Reading Level 1, Writing Level 1
Learners are introduced to a computer keyboard with an emphasis on skill-building correct touch typing techniques for alphanumeric, symbol, and punctuation keys. A foundation for keyboarding speed and accuracy is developed. 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.

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

BSOT C134 Office Personnel Seminar
A/CSU 3.00 Unit
Advisory: BSAD C145, CSCI C151
Capstone course designed to integrate and refine office skills. Students gain skills in communication, information processing, time management, ethics, records management, administrative procedures, customer service, and job search. The workplace of today as well as team work, problem-solving, and decision-making skills will be emphasized. 54 hours lecture.

BUSINESS SUPERVISION

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

CHEMISTRY

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

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

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

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

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

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

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

CHEM C220  Fundamentals of Organic Chemistry
A/UC/CSU  4.00 Units
Prerequisite: CHEM C101 or CHEM C111

This course surveys structure, bonding, and reactions for all the organic functional groups. The emphasis is on building a solid foundation of organic chemistry for students entering the Health Careers and Nursing fields. 72 hours lecture

CHEM C221  Organic Chemistry I
A/UC/CSU  5.00 Units
Prerequisite: CHEM C111

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

CHEM C223  Organic Chemistry II
A/UC/CSU  5.00 Units
Prerequisite: CHEM C221

This course covers the chemistry of aromatic compounds, alcohols, thios, ethers, epoxides and sulfides, aldehydes, ketones, carboxylic acid and carboxylic acid derivatives, amino acids, proteins, amines, phenols, carbohydrates, lipids, heterocycles, polymers and biological systems. Pericyclic, 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.

CHEM C223H  Organic Chemistry II – Honors
A/UC/CSU  6.00 Units
Prerequisite: CHEM C221

This course covers the chemistry of aromatic compounds, alcohols, thios, ethers, epoxides and sulfides, aldehydes, ketones, carboxylic acid and carboxylic acid derivatives, amino acids, proteins, amines, phenols, carbohydrates, lipids, heterocycles, polymers and biological systems. Pericyclic, 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. The honors course provides more content and requires greater intensity and depth of study than the non-honors Organic Chemistry class. 90 hours lecture/54 hours laboratory.

CHILD DEVELOPMENT

CHDV C080  Child Development Conference
A  1.00 Unit

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

CHDV C081  Special Topics in Child Development
A  1.00 Unit

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

CHDV C082  Special Topics in Child Development
A  2.00 Units

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

CHDV C083  Special Topics in Child Development
A  3.00 Units

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

CHDV C084  Special Topics in Child Development
A  0.50 Units

This course allows those who are interested or currently working in the field of Child Development to gain professional growth experience in accordance with the Permit Matrix. A series of seminars and workshops are designed each semester to introduce those who are new to the field as well as to rejuvenate those who are experienced in the field. Current local, state, and national issues will be covered. Certificates of completion for Professional Growth will be available. 9 hours lecture.
CHDV C100  Principles and Practices of Teaching Young Children
A/N/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 1
This course provides an examination of the underlying theoretical principles of developmentally appropriate practices applied to programs and environments emphasizing the key role of relationships, constructive adult-child interactions and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. Students may be required to observe children in a group setting. $4 hours lecture.

CHDV C102  Materials and Curriculum
A/N/CSU  3.00 Units
Advisory:  CHDV C100, Reading Level 1, Writing Level 1
This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine a teacher’s role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. Students may be required to observe children in a group setting. (Formerly CHDV C143) $4 hours lecture.

CHDV C104  Child, Family and Community
A/UC/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 1
This course examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Students will explore various classroom strategies, emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. This course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. $4 hours lecture.

CHDV C105  Introduction to Infant Development
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 1
Students will be introduced to the process of human development from conception to age two with an emphasis on embryonic, fetal, neonatal, infant and toddler stages. $4 hours lecture.

CHDV C106  Child Growth and Development
A/N/CSU  3.00 Units
Advisory:  CHDV C100, Reading Level 1, Writing Level 1
This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. (Formerly CHDV C101) $4 hours lecture.

CHDV C107  School Age Development
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 1
This course provides information on school-age developmental needs and stages, techniques for interacting positively and effectively with children and ideas to assist in meeting the wide range of children's needs. The design of schedules, policies, the environment and activities are based upon the understanding of children’s development, special needs and cultural background. $4 hours lecture.

CHDV C111  Principles of Child Guidance
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 1
This course introduces positive and effective approaches for guiding children’s behavior in the classroom and family settings. $4 hours lecture.

CHDV C121  Health, Safety, and Nutrition
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 1
This course will discuss health and safety issues in early childhood education and family day care settings. Topics include pediatric first aid and CPR, preventative health practices, control of infectious disease, injury prevention, nutrition, sanitation, emergency preparedness, child abuse and children with special needs. $4 hours lecture.

CHDV C122  Community CPR and First Aid
A/CSU  0.50 Units
Advisory:  Reading Level 1, Writing Level 1
In this course students gain working knowledge and skills for emergency action principles, wounds, shock, poisoning, burns splintering, diabetic emergencies, infection, heart attack, temperature extremes, transportation, and bandaging. This is an American Red Cross course. The instructor is responsible for filing the proper forms with the American Red Cross office and for requesting the appropriate cards for the students upon completion of the course. 10 hours lecture.

CHDV C125  Diversity in Education
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 1
This course examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Students will explore various classroom strategies, emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. This course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. $4 hours lecture.
### CHDV C145 Language and Literature
- **A/CSU**: 3.00 Units
- **Advisory**: A developmental course (CHDV C101, CHDV C105, or CHDV C107); Reading Level 1, Writing Level 1

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

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, and service training; reading and applying information from professional journals and books; and personal balance and wellness activities related to the community serving children and 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. 9 hours lecture/27-81-135 Other hours.

### CHDV C200 Observation and Assessment
- **A/CSU**: 3.00 Units
- **Prerequisite**: 15 Units of CHDV courses: CHDV C100, CHDV C102, CHDV C104, one developmental course (CHDV C105, CHDV C106 or CHDV C107); one curriculum course (CHDV C125, CHDV C145 or CHDV C149)

This course focuses on the appropriate use of assessment and observation strategies to document development, growth, planning, and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. 54 hours lecture.

### CHDV C202 Practicum - Field Experience I
- **A/CSU**: 3.00 Units
- **Prerequisite**: 9 units of core CHDV courses: CHDV C104; one developmental course (CHDV C105, C106, or C107); and one curriculum course (CHDV C102, C145, C149, or C200)

#### NOTE: This course is scheduled for deletion

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. Students work in a supervised field experience and are required to perform at least 54 hours of practicum work under the direct supervision of a Master Teacher (or someone who would qualify as a Master Teacher) in an instructor-approved infant/toddler or preschool program. School-age program placement is restricted to before and after school programs or kindergarten. Participation in a placement setting requires proof of tuberculosis (TB) clearance. 36 hours lecture/54 hours laboratory.

### CHDV C203 Practicum - Field Experience
- **A/CSU**: 3.00 Units
- **Prerequisite**: A developmental course (CHDV C100, CHDV C102, CHDV C104, CHDV C125, CHDV C105 or CHDV C106 or CHDV C107; CHDV C145 or CHDV C149 and CHDV C200)

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Students work in a supervised field experience and are required to perform at least 54 hours of practicum work under the direct supervision of a Master Teacher (or someone who would qualify as a Master Teacher) in an instructor-approved infant/toddler or preschool program. School-age program placement is restricted to before and after school programs or kindergarten. Participation in a placement setting requires proof of tuberculosis (TB) clearance. 36 hours lecture/54 hours laboratory.

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

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

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

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 C214 The Exceptional Child: Nature and Needs
- **A/CSU**: 3.00 Units
- **Advisory**: Reading Level 1, Writing Level 1

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

### CHDV C251 Administration of Child Development Programs I
- **A/CSU**: 3.00 Units
- **Advisory**: Reading Level 1, Writing Level 1

Students are introduced to the principles, techniques and methods for the efficient administration of child development programs. Topics covered include: budgeting, personnel leadership and management, health and safety, facility design and layout, and regulations including Title 5 of the California Education Code, Title 22 of the California Code of Regulations and California Health & Safety Code. 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite/Advisory</th>
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<tbody>
<tr>
<td>CHDV C252</td>
<td>Administration of Child Development Programs II</td>
<td>3.00</td>
<td>Prerequisite: Completion of 9 units of Child Development course work or equivalent</td>
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<td>A/CSU</td>
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<td>Advisory: CHDV C251</td>
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<tr>
<td>CHDV C281</td>
<td>Adult Supervision</td>
<td>3.00</td>
<td>Advisory: Reading Level 1, Writing Level 1</td>
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<td>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.</td>
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<tr>
<td>CSCI C001</td>
<td>Computer Skills Lab</td>
<td>0.00</td>
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<td>The computer skills lab enables students to build computer literacy and information competency skills. 640 hours open laboratory.</td>
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<tr>
<td>CSCI C070</td>
<td>Computer Literacy</td>
<td>1.00</td>
<td>A/UC/CSU</td>
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<td>Advisory: Reading Level 2</td>
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<td>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.</td>
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<tr>
<td>CSCI C079</td>
<td>Special Topics Computer Science</td>
<td>0.50</td>
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<td>A/CSU</td>
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<td>In this course students will learn concepts and develop skills and techniques in the selected topic. 9 hours lecture.</td>
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<tr>
<td>CSCI C081</td>
<td>Special Topics Computer Science</td>
<td>1.00</td>
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<td>A/CSU</td>
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<td>In this course students will learn concepts and develop skills and techniques in the selected topic. 18 hours lecture.</td>
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<tr>
<td>CSCI C083</td>
<td>Special Topics Computer Science</td>
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<td>In this course students will learn concepts and develop skills and techniques in the selected topic. 54 hours lecture.</td>
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<tr>
<td>CSCI C086</td>
<td>Special Topics in Computer Science</td>
<td>1.00</td>
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<td>A/CSU</td>
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<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 degree in Computer Science. 9 hours lecture/27 hours laboratory.</td>
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<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3.00</td>
<td>A/UC/CSU</td>
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<td>Advisory: CSCI C070, Reading Level 1, Writing Level 1</td>
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<td>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.</td>
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<tr>
<td>CSCI C121</td>
<td>Beginning Word</td>
<td>1.00</td>
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<td>Advisory: Reading Level 1, Writing Level 1, CSCI C070</td>
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<td>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.</td>
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<tr>
<td>CSCI C123</td>
<td>Beginning Excel</td>
<td>1.00</td>
<td>A/CSU</td>
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<td>Advisory: Reading Level 1, Writing Level 1, CSCI C070</td>
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<td>This hands-on computer course is designed to provide a basic understanding of spreadsheets. Spreadsheet design, creation, revision, formatting and printing are covered. Students 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 Microsoft Office Specialist certification exam for Excel. 9 hours lecture/27 hours laboratory.</td>
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<tr>
<td>CSCI C125</td>
<td>Beginning Access</td>
<td>1.00</td>
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<td>Advisory: Reading Level 1, Writing Level 2, CSCI C070</td>
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<td>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.</td>
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<tr>
<td>CSCI C127</td>
<td>MS PowerPoint</td>
<td>1.00</td>
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<td>Advisory: CSCI C070 or CSCI C101</td>
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<td>This is a hands-on microcomputer course designed to provide basic understanding of Microsoft PowerPoint. Topics to be covered include planning, creating, editing, viewing, and printing. This course prepares the student to take the core level Microsoft PowerPoint Office Users Specialist certification exam. 9 hours lecture/27 hours laboratory.</td>
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<tr>
<td>CSCI C129</td>
<td>Microsoft Outlook</td>
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<td>Advisory: CSCI C070, Reading Level 1, Writing</td>
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<td>This course introduces students to personal</td>
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<td>management software integrating electronic</td>
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<td>mail, contact information, task features, a</td>
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<td>journal, and scheduling with the calendar</td>
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<td>functions. 9 hours lecture/27 hours laboratory.</td>
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<td>CSCI C135</td>
<td>Beginning Adobe Acrobat</td>
<td>1.00</td>
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<td></td>
<td>Advisory: CSCI C070, Reading Level 1, Writing</td>
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<td>Level 1</td>
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<td>This is a hands-on microcomputer course designed</td>
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<td></td>
<td>to provide basic understanding of Adobe Acrobat.</td>
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<td>Topics include creating portable document files</td>
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<td>(PDF), working with PDF files, as well as</td>
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<td>annotation and editing of files. 9 hours</td>
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<td>lecture/27 hours laboratory.</td>
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<td>CSCI C140</td>
<td>A+ Essential Skills for Computers</td>
<td>2.00</td>
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<td>Advisory: CSCI C101</td>
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<td>This course emphasizes a fundamental technical</td>
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<td></td>
<td>understanding of personal computer hardware,</td>
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<td>setup, maintenance, and installation in a</td>
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<td>personal workgroup environment. This course</td>
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<td>prepares a student for the CompTIA A+ essentials</td>
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<td>exam for entry level IT Technicians and services</td>
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<td>as a building block for further certification</td>
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<td>oriented technical training. 18 hours lecture/54</td>
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<td>hours laboratory.</td>
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<tr>
<td>CSCI C141</td>
<td>A+ Standard Skills for IT Technicians</td>
<td>2.00</td>
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<td>Advisory: CSCI C140</td>
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<td>This course builds upon the technical</td>
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<td>understanding of professional computer</td>
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<td>support and develops competency for</td>
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<td>troubleshooting in a corporate network</td>
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<td>environment. This course prepares a student for</td>
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<td>the CompTIA A+ 220-602 exam for IT Technicians</td>
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<td></td>
<td>18 hours lecture/54 hours laboratory.</td>
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<td>CSCI C143</td>
<td>Network + Fundamentals of Network Technologies</td>
<td>3.00</td>
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<td></td>
<td>Advisory: CSCI C141 or 1 year equivalent</td>
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<td>networking experience</td>
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<td>This course emphasizes the fundamental</td>
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<td></td>
<td>technical understanding of computer networks.</td>
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<td>Network+ is a globally recognized certificate</td>
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<td>to validate a student’s proficiency</td>
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<td>installing, configuring and troubleshooting</td>
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<td>basic network hardware, protocols and services.</td>
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<td>A successful candidate is prepared to take the</td>
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<td></td>
<td>Network+ certification exam. This course is</td>
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<td>ideal for prospective candidates in network</td>
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<td>administration and/or further training in</td>
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<td>Microsoft, Linux, and/or network routing and</td>
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<td>switching. 36 hours lecture/54 hours laboratory.</td>
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<tr>
<td>CSCI C146</td>
<td>Security + Fundamentals of Network Security</td>
<td>3.00</td>
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<td>Advisory: CSCI C143 or 2 years equivalent</td>
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<td>experience in the Information Technology field</td>
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<td>This course emphasizes the fundamental</td>
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<td>technical understanding of computer and</td>
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<td>network security principals. Security+ is a</td>
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<td>globally recognized certificate that validates</td>
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<td>a student’s knowledge in the implementation of</td>
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<td>practical hardware, software, network and</td>
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<td>Internet security. A successful candidate is</td>
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<td>prepared to take the Security+ certification</td>
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<td>exam. This course is ideal for prospective</td>
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<td>candidates who want to master practical network</td>
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<td>and computer security. 36 hours lecture/54</td>
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<td></td>
<td>hours laboratory.</td>
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<td>CSCI C151</td>
<td>Intermediate Word</td>
<td>1.00</td>
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<td>Advisory: CSCI C121</td>
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<td>This hands-on computer course is designed to</td>
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<td>provide an intermediate understanding of</td>
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<td></td>
<td>word processing concepts using Microsoft Word.</td>
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<td>Learners create, edit, and format documents</td>
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<td>including a business plan, form letters, mailing</td>
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<td>labels, and learn how to collaborate with</td>
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<td>others on the creation of complex documents.</td>
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<td>This course prepares for the Microsoft Office</td>
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<td>Application Specialist certification exam for</td>
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<td>Microsoft Word. 9 hours lecture/27 hours</td>
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<td></td>
<td>laboratory.</td>
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<td>CSCI C153</td>
<td>Intermediate Excel</td>
<td>1.00</td>
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<td>Advisory: CSCI C123</td>
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<td>This hands-on computer course is designed to</td>
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<td></td>
<td>provide an intermediate understanding of</td>
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<td>spreadsheets. Learn how to analyze data</td>
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<td>through list management, using autotilter, sort</td>
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<td>and pivot table features. Work with multiple</td>
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<td>worksheets and workbooks, and then create a</td>
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<td>shared workbook, resolve conflicts, and track</td>
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<td>changes. Finally, plan and prepare an</td>
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<td>application using Excel’s data validation</td>
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<td>feature and button creation using macros. This</td>
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<td>course completes topics required in preparation</td>
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<td>for Microsoft Application Specialist exam for</td>
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<td>Excel. 9 hours lecture/27 hours laboratory.</td>
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<td>CSCI C155</td>
<td>Intermediate Access</td>
<td>1.00</td>
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<td>Advisory: CSCI C125</td>
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<td>This hands-on computer course is designed to</td>
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<td>provide an intermediate understanding of</td>
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<td>database objects and functionality. Advanced</td>
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<td></td>
<td>queries, table design, custom forms and reports</td>
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<td>are covered along with integrating Access with</td>
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<td>the web and other programs. This course</td>
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<td>continues study of skills required in</td>
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<td></td>
<td>preparation for Microsoft Application</td>
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<td></td>
<td>Specialist exam for Access. 9 hours lecture/27</td>
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<td>hours laboratory.</td>
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<td>CSCI C161</td>
<td>Advanced Word</td>
<td>1.00</td>
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<td>Prerequisite: CSCI C151</td>
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<td>This hands-on computer course is designed to</td>
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<td>provide an advanced understanding of</td>
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<td></td>
<td>word processing concepts using Microsoft Word.</td>
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<td>Learners create a document template, apply</td>
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<td>advanced word processing features, import and</td>
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<td></td>
<td>run Visual Basic for Applications (VBA) macros,</td>
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<td>create on-screen forms and calculations with</td>
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<td>advanced table techniques, record macros, and</td>
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<td>work with long documents and subdocuments. This</td>
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<td>course completes preparation for the expert</td>
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<td>level Microsoft Office Application Specialist</td>
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<td>certification exam for Microsoft Word. 9 hours</td>
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<td>lecture/27 hours laboratory.</td>
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<td>CSCI C163</td>
<td>Advanced Excel</td>
<td>1.00</td>
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<td>Prerequisite: CSCI C153</td>
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<td>This hands-on computer course is designed to</td>
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<td>provide an advanced understanding of</td>
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<td>spreadsheets using Microsoft Excel. Data Tables,</td>
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<td>Scenario Management, using Solver, importing</td>
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<td>and exporting data, enhancing with Visual Basic</td>
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<td>for applications and modifying Excel default</td>
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<td>settings are covered. This course completes</td>
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<td>preparation for the Microsoft Application</td>
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<td>Specialist certification exam for Excel. 9</td>
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<td>hours lecture/27 hours laboratory.</td>
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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 and the World Wide Web
A/CSU  1.00 Unit
Advisory: CSCI C070, Reading Level 1, Writing Level 1
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, Reading Level 1, Writing Level 2
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. Note: This course is cross listed with DMA C111. 36 hours lecture/54 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 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: Reading Level 2, Writing Level 2
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.

CSCI C241  Introduction to Telecommunications
A/CSU  3.00 Units
Prerequisite: CSCI C101
This course is designed to familiarize the student with the techniques, applications and control of modern data communications networks. The course provides the student with a working knowledge of the types of communications systems and their strengths and weaknesses in solving various information network problems. 36 hours lecture/54 hours laboratory.

CSCI C251  Introduction to Visual Basic Programming
A/UC/CSU  3.00 Units
Prerequisite: CSCI C101
This course is an introduction to object-oriented programming and the integrated development environment (IDE) of Visual Basic, including fundamentals, logic algorithm development, classes and objects. 36 hours lecture/54 hours laboratory.

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

CSCI C265  Introductory C++ Programming
A/UC/CSU  3.00 Units
Prerequisite: CSCI C101
This course is an introduction to C++ object-oriented programming, including fundamentals, logic, algorithm development, classes, functions and inheritance. 36 hours lecture/54 hours laboratory.

CSCI C267  Introduction to Java Programming
A/UC/CSU  3.00 Units
Prerequisite: CSCI C101, MATH C055
This course introduces techniques and principles of problem solving using computer systems with the Java computer programming language. The development of applications and applets with Java will be covered using object-oriented programming techniques. 36 hours lecture/54 hours laboratory.

CSCI C270  Introduction to Database Design and Management
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1, CSCI C101
This course introduces the concepts of database systems, design, and management. The course will cover the relational database model, normalization, entity-relationship diagrams and SQL (Structured Query Language). Additional topics include data warehousing, and web-based database development. 36 hours lecture/54 hours laboratory.
CERRO COSO COMMUNITY COLLEGE 2010-2012

COURSE DESCRIPTIONS - 95

CSCI C280 Web Application Development Using PHP
A/CSU 3.00 Units
Prerequisite: CSCI C101
Advisory: DMA C213
This course covers an introduction to the use of the PHP platform to develop dynamic web applications. It covers the origins, syntax and structure of PHP, as well as the PHP-specific commands and objects and their use in PHP development. 36 hours lecture/54 hours laboratory.

CSCI C285 Extensible Markup Language-XML
A/CSU 3.00 Units
Prerequisite: CSCI C101 and MATH C055
Advisory: DMA C111/CSCI C181
An introduction to Extensible Markup Language (XML), an engine that allows users to describe data regardless of whether that data is being processed via fax, wireless device, or computer. Students will learn how to share and access data both on the web and in business settings. 36 hours lecture/54 hours laboratory.

COUN C081 Topics in College Adjustment
A 1.00 Unit
This course is a group approach dealing with problems faced by students attempting to succeed in college. There is an emphasis on study techniques, goal setting and establishing priorities. It is open to all students; however, it is designed for students who have been placed on probation or academic disqualification. 18 hours lecture.

COUN C101 Tools for College Success
A/UC/CSU 2.00 Units
Advisory: Reading Level 1, Writing Level 2
This course will introduce students to the process of academic and career planning by means of personal and group exercises. Life skills such as critical thinking, resource management, personal assessment and motivational factors will be explored. Issues of diversity that may impact the student will be raised (e.g. equal access, job opportunities and barriers to education) through class discussions and readings. This class is open to all students; however, it is specifically designed for the non-traditional student. 36 hours lecture.

COUN C102 Becoming a Lifelong Learner
A/CSU 3.00 Units
Advisory: PDEV C101
This class will discuss and practice interpersonal skills necessary to develop teamwork, communication, problem-solving, and leadership. Time and money management will be covered. Personal qualities necessary in life -- self-esteem, respect, critical thinking, and multi-project management will be presented. 54 hours lecture.

DANC C104 Basic Country Western Dancing
A/UC/CSU 1.00 Unit
This beginning country western dance course is designed to give the student a foundation in western/rock social dance routines for both line and couples dancing. Students will learn dances such as the Electric Slide, Reggae, Cowboy Cha Cha. This course meets physical education activity requirement. 54 Other hours.

DIGITAL MEDIA ARTS

DMA C060 Special Topics in Media Arts
A 0.50 Units
In this studio media arts course, students will develop skills and techniques in digital media and selected software tools. This course does not fulfill core or elective requirements for certificates or degrees in Media Arts. 4.50 hours lecture/13.50 hours laboratory.

DMA C061 Special Topics in Media Arts
A 1.00 Unit
In this studio media arts course, students will develop skills and techniques in digital media and selected software tools. This course does not fulfill core or elective requirements for certificates or degrees in the media arts. 9 hours lecture/27 hours laboratory.

DMA C062 Special Topics in Media Arts
A 1.50 Units
In this studio media arts course, students will develop skills and techniques in digital media and selected software tools. This course does not fulfill core or elective requirement for certificates or degrees in the media arts. 18 hours lecture/54 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 requirements 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, Reading Level 1, Writing Level 2
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, Reading Level 1, Writing Level 2
This course provides beginning through intermediate concepts in digital imaging. Topics covered include image editing and enhancing, original creation of composite images from photographs and artwork, drawing and painting original digital artwork, and the creation of web graphics. Students will incorporate basic design principles in their digital photographs and compositions. 36 hours lecture/54 hours laboratory.
DMA C103  Digital Photo Enhancement with Photoshop  
A/CSU  2.00 Units  
Advisory:  Computer Competency, Reading Level 1, Writing Level 2  
This course provides beginning through intermediate concepts in digital photograph editing 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, Reading Level 1, Writing Level 2  
This course examines the principles of character and environment design, with an emphasis on using digital tools to produce concept art and preproduction materials for animation, games, and multimedia. The student will explore the processes of character development and design, environment design and layout, and story boarding. 36 hours lecture/54 hours laboratory.

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

DMA C111  XHTML and CSS  
A/CSU  3.00 Units  
Advisory:  Computer Competency, Reading Level 1, Writing Level 2  
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. Note: This course is cross listed with CSCI C181. 36 hours lecture/54 hours laboratory.

DMA C113  Accessibility and Usability  
A/CSU  3.00 Units  
Advisory:  Computer Competency, Reading Level 1, Writing Level 2  
This course examines Web usability and accessibility and provides students with the skills to analyze and critique Web content 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, Reading Level 1, Writing Level 2  
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 C111  
Advisory: DMA C102  
This course provides students with the skills to develop content 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 C118  Introduction to Mobile Media  
A/CSU  1.50 Units  
Advisory:  Computer Competency, Reading Level 1, Writing Level 2  
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, cHTML, 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, Reading Level 1, Writing Level 2  
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, Reading Level 1, Writing Level 2

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. Note: This course is cross listed with DRFT C151. 36 hours lecture/54 hours laboratory.

### DMA C129  3D solids Modeling with SolidWorks
**A/CSU 3.00 Units**

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

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. Note: This course is cross listed with DRFT C153. 36 hours lecture/54 hours laboratory.

### DMA C130  Introduction to Podcasting
**A/CSU 1.5 Units**

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

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, Reading Level 1, Writing Level 2

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, Reading Level 1, Writing Level 2

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, Reading Level 1, Writing Level 2

This course introduces techniques of electronic game design production. Topics include the past, present and future of the game industry, basic game programming concepts, game art requirements, understanding palettes, file formats, creating graphics for 2D games, creating graphics for 3D games, porting of project meshes, maps, and animation data to game format files, low-polygon count modeling techniques, and motion capture. Artificial intelligence for opponent behaviors, networked systems, and the issues surrounding multi-user play will also be examined. 36 hours lecture/54 hours laboratory.

### DMA C143  Serious Game Prototyping
**A/CSU 3.00 Units**

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

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, Reading Level 1, Math Level 3

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, Reading Level 1, Math Level 3

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 Direct3D, 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 C220 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:** Reading Level 1, Writing Level 1

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. This course is cross listed with INDT C108. 54 hours lecture.

### DRFT C111 Engineering Drawing I

**A/CSU:** 3.00 Units

**Advisory:** CSCI C070, Reading Level 1, Writing Level 2

This course includes fundamentals, techniques, procedures and practices of industrial drafting and design based upon American Standards Association (ASA) and American National Standards Institute (ANSI) 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, and in use in detailed working drawings are covered. Computer aided drafting 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.
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Advisories</th>
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<tbody>
<tr>
<td>DRFT C122</td>
<td>Architectural Planning II</td>
<td>3.00</td>
<td>A/CSU, Advisory: DRFT C121</td>
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<td>Rendering techniques, shades and shadows, application of perspective and</td>
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<td>color to presentation drawings and model construction. 36 hours lecture/54</td>
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<td>hours laboratory.</td>
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<tr>
<td>DRFT C151</td>
<td>Fundamentals of AutoCAD</td>
<td>3.00</td>
<td>A/CSU, Advisory: Computer Competency, Reading Level 1, Writing Level 2</td>
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<td>In this course students acquire fundamental skills in the use of AutoCAD to</td>
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<td>produce industrial, architectural, and engineering drawings. Course topics</td>
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<td></td>
<td>include AutoCAD feature, commands, and tools for drawing and dimensioning</td>
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<td>techniques. Note: This course is cross listed with DMA C127. 36 hours</td>
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<td>lecture/54 hours laboratory.</td>
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<tr>
<td>DRFT C152</td>
<td>Advanced Computer Aided Design and Drafting</td>
<td>3.00</td>
<td>A/CSU, Advisory: DRFT C151, DRFT C211</td>
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<td></td>
<td>Exploration of the role of CADD in the design process with emphasis on</td>
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<td>electrical and mechanical systems. Building the critical attributes of a</td>
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<td>design. Menu modification, 3-D extensions, and design portability are</td>
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<td>explored. 36 hours lecture/54 hours laboratory.</td>
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<tr>
<td>DRFT C153</td>
<td>3D Solids Modeling with SolidWorks</td>
<td>3.00</td>
<td>A/CSU, Advisory: Computer Competency, Reading Level 1, Writing Level 2</td>
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<td>This course covers the principles of orthographic drawing, pictorial drawing,</td>
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<td>dimensioning and geometric tolerancing, and descriptive geometry and their</td>
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<td>application to the visualization, representation, and analysis, solution,</td>
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<td>and documentation of engineering problems, using computer-aided drafting</td>
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<td>(CAD). CAD problems will involve two-dimensional orthographics and three</td>
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<td>dimensional wire-frame and solid models. Note: This course is cross listed</td>
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<td>with DMA C129. 36 hours lecture/54 hours laboratory.</td>
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<tr>
<td>DRFT C161</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>3.00</td>
<td>A/CSU, Advisory: DRFT C111 or previous industrial or engineering experience</td>
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<td>Geometric Dimensioning and Tolerancing as a means of specifying engineering</td>
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<td>design and drawing requirements as defined in American National Standards</td>
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<td>Institute Y14.5M 1982. This class will provide the student with a working</td>
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<td>knowledge of this standard. Suggested for those who must interpret present</td>
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<td>specifications. 54 hours lecture.</td>
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<tr>
<td>DRFT C211</td>
<td>Engineering Drawing III</td>
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<td>A/CSU, Advisory: DRFT C112</td>
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<td>Advanced word in fundamentals, techniques, and conventional practices</td>
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<td>including secondary auxiliaries, axonometric projections, developments,</td>
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<td>intersections, gears, and cams. Preparation of detailed working drawings,</td>
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<td>exploded views, and assembly drawings including isometric and oblique views.</td>
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<td>Use of ink and Lettering equipment. Emphasis on team design work. Field</td>
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<td>trips to familiarize the student with the drafting environment of industrial</td>
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<td>facilities. 36 hours lecture/54 hours laboratory.</td>
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<tr>
<td>DRFT C212</td>
<td>Engineering Drawing IV</td>
<td>3.00</td>
<td>A/CSU, Advisory: DRFT C161, DRFT C211 or concurrent enrollment</td>
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<td>Fundamentals, techniques and conventional methods of drawing utilizing</td>
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<td>Geometric Dimensioning and Tolerancing (GD&amp;T). Students will be expected to</td>
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<td>measure parts utilizing micrometers, draw then apply GD&amp;T to the drawings.</td>
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<td>This class will provide the student with a working knowledge of how GD&amp;T</td>
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<td>works and how it is applied to current industry drawings and standards.</td>
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<td>Suggested for those who are pursuing an AS degree in Engineering Technology.</td>
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<td>36 hours lecture/54 hours laboratory.</td>
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### ECONOMICS

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Advisories</th>
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<tbody>
<tr>
<td>ECON C101</td>
<td>Introduction to Economics</td>
<td>3.00</td>
<td>A/UC/CSU, Advisory: Reading Level 1, Writing Level 2</td>
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<td></td>
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<td></td>
<td>This course covers macro and micro economic concepts as they apply to current</td>
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<td>economic problems for the non-economics and non-business major. Economics</td>
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<td>C101 is a survey of economics for many majors, especially those requiring one</td>
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<td>semester of economics. 54 hours lecture.</td>
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<tr>
<td>ECON C102</td>
<td>Macro-Economics</td>
<td>3.00</td>
<td>A/UC/CSU, Advisory: Reading Level 1, Writing Level 2</td>
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<tr>
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<td>This course is the study of the national and global economy, the impact of</td>
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<td>economic aggregates, and government action. The course emphasizes macroeconomic</td>
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<td>concepts, including national income, productivity, employment, inflation, and</td>
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<td>monetary and fiscal policy. The course explores business cycles, international</td>
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<td>trade, finance and the impact on the world from economic growth. 54 hours</td>
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<tr>
<td>ECON C103</td>
<td>Micro-Economics</td>
<td>3.00</td>
<td>A/UC/CSU, Advisory: ECON C102</td>
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<td>This course focuses on the study of decisions by consumers and corporations in</td>
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<td>the allocation of scarce resources. The topics include the basics of supply</td>
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<td>and demand, price-output determination, industrial organization, profit</td>
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<td>maximization, labor market analysis, and the economics of developing countries.</td>
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<td>54 hours lecture.</td>
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### EDUCATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Advisories</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC C170</td>
<td>Tutor Training I</td>
<td>0.50</td>
<td>A/CSU, Advisory: Computer Competency, Reading Level 1, Writing Level 1</td>
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<td></td>
<td>The purpose of training is to develop tutoring methods and skills for students</td>
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<td>who plan to work as tutors. This training is one part of an International</td>
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<td>Tutor Certification Program. This course is open to any student; however,</td>
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<td>training does not ensure a student will be hired as a tutor. 10 hours lecture.</td>
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<tr>
<td>EDUC C201</td>
<td>Educational Field Experience</td>
<td>3.00</td>
<td>A/CSU, Advisory: Reading Level 1, Level 1 Writing, Math Level 1</td>
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<td>This course is designed to provide a prospective teacher with a practical</td>
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<td>framework for further education work and study appropriate to their career</td>
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<td>goals. This class requires observation and participation in a diverse learning</td>
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<td>environment supervised by a credentialed teacher and attendance at all on-</td>
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<td>campus seminars. Placement will be made in an elementary or secondary classroom.</td>
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<td>A freedom from tuberculosis certificate is required prior to classroom</td>
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<td>admission. 36 hours lecture/54 hours laboratory.</td>
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</table>
ET C212 Microelectronics
A/N/CSU 3.00 Units
Prerequisite: ET C105

This course covers the basic theory and application of diodes (rectifiers, zener, etc.), bipolar transistors (biasing, small signal amplifiers, large signal amplifiers), transistors used as switches, field effect transistors, feedback, frequency effects, and operational amplifiers. 54 hours lecture.

ET C222 Digital Circuits/Microprocessors
A/CSU 3.00 Units
Prerequisite: ET C105

Introduction to digital electronics which includes: Boolean Algebra, logic gates, numbering systems, digital codes, arithmetic circuits, memory circuits, counting circuits, multiplexers, microprocessor fundamentals, multi-vibrators, and digital-to-analog interfaces. 54 hours lecture.

EMERGENCY MEDICAL TECHNOLOGY

EMTC C070 CPR for the Healthcare Provider
A 0.50 Units

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. Note: This course is cross listed with HCRS C070. 10 hours lecture.

EMTC C105 Emergency Medical Technology - Basic
A/CSU 5.50 Units

Techniques of emergency medical care through recognition of signs and symptoms of illnesses, and injuries. Proper procedures of emergency care and transportation aspects required for EMT-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.

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

This course teaches current First Aid instruction for “Schools and the Community” through discussion, demonstrations, and practical experiences. It includes Emergency Action Steps; breathing and cardiac problem recognition and care; CPR (Cardiopulmonary Resuscitation) for adult, child, infant; AED (Automated External Defibrillator) for adult and child, and choking for conscious and unconscious person; wound care; bandaging; shock; poisoning; local poisonous plants and animals; burns; bone and joint injuries including splinting; diabetic emergencies; temperature extremes; and other sudden illnesses. It may also include disaster preparation and family planning for local emergencies. Note: This course is cross listed with HCRS C106 and HSCI C105. 10 hours lecture.

EMTC C111 Advanced First Aid and CPR
A/UC/CSU 3.00 Units
Advisory: Reading Level 1, Writing Level 2

Care and treatment of emergency situations designed for rescue personnel. Skills and 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR C210</td>
<td>Engineering Mechanics: Statics</td>
<td>3.00</td>
<td>PHYS C111</td>
<td>Reading Level 1, Writing Level 1</td>
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<tr>
<td>ENGR C230</td>
<td>Engineering Circuit Analysis</td>
<td>4.00</td>
<td>PHYS C113</td>
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<tr>
<td>ENGL C010</td>
<td>English Boot Camp</td>
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<tr>
<td>ENGL C020</td>
<td>Literacy Skills</td>
<td>3.00</td>
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<tr>
<td>ENGL C021</td>
<td>Basic Spelling Skills</td>
<td>1.00</td>
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<tr>
<td>ENGL C030</td>
<td>Basic Writing Skills</td>
<td>4.00</td>
<td>ENGL C020 or Writing Level 4</td>
<td>Reading Level 3</td>
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<tr>
<td>ENGL C040</td>
<td>Improving College Writing Skills</td>
<td>4.00</td>
<td>ENGL C030</td>
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<tr>
<td>ENGR C205</td>
<td>Emergency Medical Technology - Basic Refresher</td>
<td>1.50</td>
<td>EMT C105 or current certification as an EMT-B</td>
<td>Reading Level 1, Writing Level 1</td>
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<tr>
<td>EMTC C215</td>
<td>Hazardous Material: First Responder – Operator</td>
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<tr>
<td>ENGR C110</td>
<td>Introduction to Engineering</td>
<td>4.00</td>
<td>MATH C141, MATH C142</td>
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<tr>
<td>ENGR C120</td>
<td>Introduction to Materials Science</td>
<td>4.00</td>
<td>CHEM C111, PHYS C111</td>
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<tr>
<td>ENGR C185</td>
<td>Digital Logic and Design</td>
<td>4.00</td>
<td>MATH C141, MATH C142</td>
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<tr>
<td>ENGR C195</td>
<td>Engineering Product Development</td>
<td>2.00</td>
<td>ENGR C110</td>
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<tr>
<td>ENGL C020</td>
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<tr>
<td>ENGL C030</td>
<td>Basic Writing Skills</td>
<td>4.00</td>
<td>ENGL C020 or Writing Level 4</td>
<td>Reading Level 3</td>
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<tr>
<td>ENGL C040</td>
<td>Improving College Writing Skills</td>
<td>4.00</td>
<td>ENGL C030</td>
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</table>
### ENGL C070 Introductory Composition
4.00 Units

**Prerequisite:** ENGL C040

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.

### ENGL C071 Spelling Improvement
1.00 Unit

**Advisory:** Writing Level 2

Basic spelling, including the use of the apostrophe. 18 hours lecture.

### ENGL C092 Grammar and Punctuation Refresher
2.00 Units

**Prerequisite:** Reading Level 2

**Advisory:** Writing Level 2

This course is designed for students of all levels. Topics include recognizing sentence patterns, avoiding run-ons and fragments, knowing when to use the comma, correctly employing the minor punctuation marks of semicolon, colon, dash, and others. Some time will be spent on grammar's relation to style and a brief history of the English language. 36 hours lecture.

### ENGL C101 Freshman Composition
4.00 Units

**Prerequisite:** ENGL C070

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 and analyzing and actively engaging university-level concepts presented in outside sources. 72 hours lecture.

### ENGL C101H Freshman Composition – Honors
5.00 Units

**Prerequisite:** ENGL C070

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 course. 72 hours lecture.

### ENGL C102 Critical Thinking Through Literature
3.00 Units

**Prerequisite:** ENGL C101

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.

### ENGL C102H Critical Thinking Through Literature – Honors
4.00 Units

**Prerequisite:** ENGL C101

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). 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 paper assignment beyond that required in the non-honors course. 72 hours lecture.

### ENGL C111 Introduction to Types of Literature
3.00 Units

**Advisory:** ENGL C101, Reading Level 1, Writing Level 1

This course provides students an introduction to the analysis and interpretation of imaginative literature and will develop students' ability to understand structure, theme, and artistic purpose in works of poetry, drama, and fiction. 54 hours lecture.

### ENGL C111H Introduction to Types of Literature – Honors
4.00 Units

**Advisory:** Reading Level 1, Writing Level 1

This course provides students an introduction to the analysis and interpretation of imaginative literature and will develop students' ability to understand structure, theme, and artistic purpose in works of poetry, drama, and fiction. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

### ENGL C141 Creative Writing: Fiction and Poetry
3.00 Units

**Prerequisite:** ENGL C070

This course is a creative writing workshop in which the student submits original short stories and poems for group discussion. The student will also study works by contemporary authors in order to develop knowledge of the form and theory behind good fiction and poetry. 54 hours lecture.

### ENGL C145 Business Communication
3.00 Units

**Advisory:** Writing Level 1

Discussion, critique, and practice of business writing techniques, emphasizing the psychology of effective writing. Not open to students with credit in BSAD C145. 54 hours lecture.

### ENGL C151 Technical Communication
3.00 Units

**Prerequisite:** ENGL C070 or Writing Level 2

This course stresses clarity and accuracy in written communication appropriate for technical fields, both in print and electronic forms. Students will gain the skills necessary to research, write, and edit effective content. They will learn to convert narrative data into visual elements and how to present such information accurately. Topics include formal and informal reports, letters, instructions, and the design elements of the technical writer's job. 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>ENGL C190</td>
<td>Art of Fiction</td>
<td>3.00</td>
<td>This course introduces students to the variety, nature, and techniques of fictional narrative. Students will read and analyze short stories to better understand the function of plot, character, setting, imagery, theme, and point of view in narrative art. 54 hours lecture.</td>
</tr>
<tr>
<td>ENGL C221</td>
<td>World Literature I</td>
<td>3.00</td>
<td>This course provides a chronological survey of the literature of the world from the Biblical period through the Renaissance. 54 hours lecture.</td>
</tr>
<tr>
<td>ENGL C221H</td>
<td>World Literature I – Honors</td>
<td>4.00</td>
<td>This course provides a chronological survey of the literature of the world from the Biblical period through the Renaissance. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.</td>
</tr>
<tr>
<td>ENGL C222</td>
<td>World Literature II</td>
<td>3.00</td>
<td>This course provides a chronological survey of the literature of Europe from the seventeenth century through the twentieth century. 54 hours lecture.</td>
</tr>
<tr>
<td>ENGL C222H</td>
<td>World Literature II – Honors</td>
<td>4.00</td>
<td>This course provides a chronological survey of the literature of Europe from the seventeenth century through the twentieth century. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.</td>
</tr>
<tr>
<td>ENGL C231</td>
<td>Survey of British Literature I: Beginnings-1785</td>
<td>3.00</td>
<td>This course studies English literature from Anglo-Saxon times to the end of the eighteenth century. 54 hours lecture.</td>
</tr>
<tr>
<td>ENGL C231H</td>
<td>Survey of British Literature I: Beginnings-1785 Honors</td>
<td>4.00</td>
<td>This course studies English literature from Anglo-Saxon times to the end of the eighteenth century. The honors course provides more content and requires greater intensity and depth of study than the non-honors class; the honors course also requires at least one extra research assignment. 72 hours lecture.</td>
</tr>
<tr>
<td>ENGL C232</td>
<td>Survey of British Literature II: 1785 to the Present</td>
<td>3.00</td>
<td>This course studies British literature from the Romantic Period to the present. 54 hours lecture.</td>
</tr>
<tr>
<td>ENGL C232H</td>
<td>Survey of British Literature II: 1785 - Present Honors</td>
<td>4.00</td>
<td>This course studies British literature from the Romantic Period to the present. The honors course provides more content and requires greater intensity and depth of study than the non-honors class; the honors course also requires at least one extra research assignment. 72 hours lecture.</td>
</tr>
<tr>
<td>ENGL C235</td>
<td>Introduction to Shakespeare</td>
<td>3.00</td>
<td>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.</td>
</tr>
<tr>
<td>ENGL C235H</td>
<td>Introduction to Shakespeare Honors</td>
<td>4.00</td>
<td>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.</td>
</tr>
<tr>
<td>ENGL C241</td>
<td>Survey of American Literature I: Beginnings to 1865</td>
<td>3.00</td>
<td>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.</td>
</tr>
<tr>
<td>ENGL C241H</td>
<td>Survey of American Literature I: Beginnings to 1865 Honors</td>
<td>4.00</td>
<td>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.</td>
</tr>
</tbody>
</table>
ENGL C242 Survey of American Literature II: 1865 to the Present
A/UC/CSU 3.00 Units
Advisory: Reading Level 1, Writing Level 1
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: Reading Level 1, Writing Level 1
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: Reading Level 1, Writing Level 1
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: Reading Level 1, Writing Level 1
This course studies the literary achievements of women writers. The honors course provides more content and requires greater intensity and depth of study than the non-honors class; 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: Reading Level 1, Writing Level 1
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: Reading Level 1, Writing Level 1
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.

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. 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 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, instructor 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. 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 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: Reading Level 1
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
Advisory: Reading Level 1, Writing Level 1
This course provides an overview of fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; 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; introduction to fire protection systems; introduction to fire strategy and tactics. 54 hours lecture.

FIRE C105 Fire Prevention Technology
A/CSU 3.00 Units
Advisory: Reading Level 1, Writing Level 1
This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention to fire safety education and detection and suppression systems. 54 hours lecture.

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

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

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

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

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

FIRE C205 Firefi ghter 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Advisory or Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE C253</td>
<td>Fire Command 1b</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
</tbody>
</table>

Advisory: FIRE C252 or concurrent enrollment

Provides students with information and experience in command and control techniques, emphasizing acts of commanding, the authority or right to command and performance requirements for fire service officers. 54 hours lecture.

<table>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>FIRE C254</td>
<td>Fire Prevention 1a</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
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</table>

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.

<table>
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</thead>
<tbody>
<tr>
<td>FIRE C255</td>
<td>Fire Prevention 1b</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
</tbody>
</table>

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.

<table>
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</thead>
<tbody>
<tr>
<td>FIRE C261</td>
<td>Fire Investigation</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>FIRE C265</td>
<td>Fire Instructor 1a</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
</tbody>
</table>

Advisory: FIRE C101 or concurrent enrollment

In-service training program intended for those in the Fire Technology field who would like to become certified fire instructors through the State Fire Marshall's Office. The class emphasizes occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives and development of lesson plans. Also included is the psychology of learning, evaluation of effectiveness and student teaching demonstrations. 54 hours lecture.

<table>
<thead>
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<th>Units</th>
<th>Advisory or Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE C266</td>
<td>Fire Instructor 1b</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
</tbody>
</table>

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.

<table>
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</thead>
<tbody>
<tr>
<td>FIRE C275</td>
<td>Fire Pump Operation (Driver/Operator)</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
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</table>

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.

<table>
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<th>Units</th>
<th>Advisory or Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN C101</td>
<td>Beginning French I</td>
<td>5.00</td>
<td>A/UC/CSU</td>
</tr>
</tbody>
</table>

Advisory: Reading Level 1, Writing Level 1

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 learn about the culture and civilization of the French-speaking world. 90 hours lecture.

<table>
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<tr>
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<th>Units</th>
<th>Advisory or Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN C131</td>
<td>Basic Conversational French</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
</tbody>
</table>

Advisory: Reading Level 2, Writing Level 2

Basic Conversational French is designed for students who wish to learn to communicate in French on a very basic level. The course emphasizes speaking with minimal instruction in grammar. Students will learn and use phrases and vocabulary related to everyday situations and travel, while learning about French and francophone cultures and traditions. This course is neither a prerequisite nor equivalent to FREN C101 and can be taken concurrently with FREN C101/102. 72 hours lecture.

<table>
<thead>
<tr>
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<th>Units</th>
<th>Advisory or Requirements</th>
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</thead>
<tbody>
<tr>
<td>FREN C201</td>
<td>Intermediate French I</td>
<td>4.00</td>
<td>A/UC/CSU</td>
</tr>
</tbody>
</table>

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.

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<th>Advisory or Requirements</th>
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</thead>
<tbody>
<tr>
<td>FREN C202</td>
<td>Intermediate French II</td>
<td>4.00</td>
<td>A/UC/CSU</td>
</tr>
</tbody>
</table>

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: Reading Level 1, Writing Level 1

This course covers the study of the earth as an integrated system, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding human-land relationships promoting cultural awareness, and examining current world problems from a geographical perspective. 54 hours lecture.

GEOG C102 Physical Geography Laboratory
A/UC/CSU 1.00 Unit
Advisory: Reading Level 1, Writing Level 1

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

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

This course covers the study of the earth as an integrated system, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding human-land relationships, promoting cultural awareness, and examining current world problems from a geographical perspective. The laboratory portion of the course covers field techniques and provides practical examples that enhance and reinforce topics covered in the lecture. 54 hours lecture/54 hours laboratory.

GEOG C121 Cultural Geography
A/UC/CSU 3.00 Units
Advisory: Reading Level 1, Writing Level 2

Cultural geography, the interdisciplinary nature of geographic perspective and geographic literacy as it relates to population and settlement, agriculture, natural resource exploitation, manufacturing, commerce and their patterns of world distribution. Global environmental awareness and the geographical perspective. 54 hours lecture.

GEOG C131 World Regional Geography
A/UC/CSU 3.00 Units
Advisory: Reading Level 1, Writing Level 2

Aspects of physical and cultural geography such as land-forms, climate, vegetation, soils, natural resources, demography, political and economic organization, and urbanization are applied to various world regions. An emphasis is placed on understanding 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: Reading Level 1, Writing Level 2

Aspects of physical and cultural geography such as land-forms, climate, vegetation, soils, natural resources, demography, political and economic organization, and urbanization are applied to various world regions. An emphasis is placed on understanding 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: Reading Level 1, Writing Level 1

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: Reading Level 1, Writing Level 2

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

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

This course will study the relationship between human beings and their environment. The course will emphasize aspects of geology that can be applied toward improving the human endeavor; volcanic eruptions, earthquakes, landslides, floods and other geological hazards as well as the earth’s mineral and energy resources will be studied in detail. 54 hours lecture.

HEALTH CAREERS

HCRS C045 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.
HEALTH CAREERS

A medical front office as a receptionist. 54 hours lecture.

Upon completion of the course, the student will be able to seek employment in verbal techniques, such as scheduling, correspondence, record-keeping, and filing systems. The classroom instructor. 160 hours externship.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites/Co-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCRS C106</td>
<td>First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillator</td>
<td>0.50</td>
<td>A/CSU Co-requisite: HCRS C101, HCRS C141  Co-requisite: HCRS C102  Advisor: Reading Level 1, Writing Level 1  Advisory: Reading Level 1, Writing Level 2</td>
</tr>
<tr>
<td>HCRS C110</td>
<td>Medical Terminology for the Health Professional</td>
<td>3.00</td>
<td>A/CSU Co-requisite: HCRS C102, HCRS C112  Advisor: Reading Level 1, Writing Level 2  Advisor: Reading Level 1, Writing Level 2</td>
</tr>
<tr>
<td>HCRS C120</td>
<td>Vocational Nursing: Clinical Practice I</td>
<td>6.00</td>
<td>A/CSU Co-requisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1  Co-requisite: HCRS C102  Advisor: Reading Level 1, Writing Level 1</td>
</tr>
<tr>
<td>HCRS C121</td>
<td>Vocational Nursing: Clinical Practice II</td>
<td>6.00</td>
<td>A/CSU Co-requisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1  Prerequisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1</td>
</tr>
<tr>
<td>HCRS C122</td>
<td>Nutrition</td>
<td>3.00</td>
<td>A/CSU Co-requisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1  Prerequisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1</td>
</tr>
<tr>
<td>HCRS C123</td>
<td>Pharmacology for the Health Professional</td>
<td>3.00</td>
<td>A/CSU Co-requisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1  Prerequisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1</td>
</tr>
<tr>
<td>HCRS C140</td>
<td>Introduction to Health Care</td>
<td>3.00</td>
<td>A/CSU Co-requisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1  Advisor: Reading Level 1, Writing Level 2</td>
</tr>
<tr>
<td>HCRS C160</td>
<td>Vocational Nursing: Medical-Surgical Nursing 3</td>
<td>8.00</td>
<td>A/CSU Co-requisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1  Prerequisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1</td>
</tr>
<tr>
<td>HCRS C201</td>
<td>Vocational Nursing: Clinical Practice III</td>
<td>3.00</td>
<td>A/CSU Co-requisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1  Prerequisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1</td>
</tr>
<tr>
<td>HCRS C210</td>
<td>Vocational Nursing: Clinical Practice II</td>
<td>6.00</td>
<td>A/CSU Co-requisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1  Prerequisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1</td>
</tr>
<tr>
<td>HCRS C211</td>
<td>Vocational Nursing: Clinical Practice III</td>
<td>3.00</td>
<td>A/CSU Co-requisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1  Prerequisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1</td>
</tr>
<tr>
<td>HCRS C220</td>
<td>Vocational Nursing: Clinical Practice III</td>
<td>3.00</td>
<td>A/CSU Co-requisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1  Prerequisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1</td>
</tr>
<tr>
<td>HCRS C230</td>
<td>Pharmacology for the Health Professional</td>
<td>3.00</td>
<td>A/CSU Co-requisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1  Prerequisite: HCRS C101, HCRS C111  Advisor: Reading Level 1, Writing Level 1</td>
</tr>
</tbody>
</table>

Note: Th is course is cross listed with EMTC C106  and HSCI C105.  10 hours lecture.  Th is 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.  Th is course is designed for individuals interested in various allied health occupations in the field of rehabilitative careers.  Th e student will explore basic concepts involved in the study of basic rehabilitative career opportunities.  Th is 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.  Th e 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.  Th is course introduces Healthcare Programs to students who have an interest in pursuing a career in health care.  Th is 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.  Th is 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.
### Health Science

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>HCRS C240</td>
<td>Nutrition and Diet Therapy for Health Professionals</td>
<td>3.00</td>
<td>A/CSU</td>
<td>This course is designed to provide the student with an understanding of the fundamentals of nutrition related to the promotion and maintenance for optimal health. Practical applications and treatment of nutrition related pathologies are emphasized. Students will be introduced to basic scientific knowledge to enable them to evaluate nutritional issues discussed in the mass media. This course presents case studies with care plans and clinical analysis questions for the healthcare provider. It also incorporates, standardized nursing terminology of NANDA, NIC, and NOC. $4 hours lecture.</td>
</tr>
<tr>
<td>HCRS C241</td>
<td>Nursing Learning Laboratory</td>
<td>1.00</td>
<td>A/CSU</td>
<td>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. $4 hours laboratory.</td>
</tr>
<tr>
<td>HCRS C245</td>
<td>Complementary and Alternative Therapy</td>
<td>3.00</td>
<td>A/CSU</td>
<td>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. $4 hours lecture.</td>
</tr>
<tr>
<td>HCRS C250</td>
<td>Cultural Diversity and Health Care</td>
<td>3.00</td>
<td>A/CSU</td>
<td>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. $4 hours lecture.</td>
</tr>
<tr>
<td>HCRS C255</td>
<td>Basic Cardiac Rhythm Interpretation</td>
<td>3.00</td>
<td>A/CSU</td>
<td>This course is designed to enable students to interpret basic cardiac rhythms in health care related settings. Heart anatomy, physiology, dysrhythmias relating to atrial and ventricular dysfunction, basic electrical conduction disorders and treatment plans are presented. $4 hours lecture.</td>
</tr>
<tr>
<td>HCRS C260</td>
<td>Ethics for the Health Professional</td>
<td>3.00</td>
<td>A/CSU</td>
<td>This course is designed to explore the theories, models and principles that serve as guides for ethical behavior within the healthcare content. Ethics is an integral part of every aspect of health careers and this course is encouraged for any individual with a health career objective. The student will explore the complexities created by science and technological advances, the variety of health care settings, and the diversity of patients in their care, all while emphasizing the importance of principled behavior in personal and professional situations. Global issues such as health policy, economics, social, gender, transcultural and spiritual considerations will be addressed. $4 hours lecture.</td>
</tr>
<tr>
<td>HSCI C001</td>
<td>Senior Health Issues</td>
<td>0.00</td>
<td>X</td>
<td>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.</td>
</tr>
<tr>
<td>HSCI C081</td>
<td>Community CPR</td>
<td>0.50</td>
<td>A</td>
<td>American Red Cross course in Community CPR. Rescue breathing skills, choking procedures, and CPR for adult, child, infant. 10 hours lecture.</td>
</tr>
<tr>
<td>HSCI C101</td>
<td>Principles of Health Education</td>
<td>3.00</td>
<td>A/UC/CSU</td>
<td>This course provides a fundamental understanding of how the body functions. It involves the study of factors affecting the physical and mental well-being of individuals within the context of the individual, community, society and environment. There is also discussion of heart disease, cancer, smoking, nutrition and physical fitness, human sexuality (reproduction, child birth, and contraception), sexually transmitted diseases, communicable diseases, alcohol and drug abuse. $4 hours lecture.</td>
</tr>
<tr>
<td>HSCI C105</td>
<td>First Aid/Cardiopulmonary Resuscitation/Automated Defibrillator</td>
<td>0.50</td>
<td>A/CSU</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. Note: This course is cross listed with EMTC C106 and HCRS C106. 10 hours lecture.</td>
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</table>
## HISTORY

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<tr>
<th>Course Code</th>
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<th>Units</th>
<th>Advisory:</th>
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</thead>
<tbody>
<tr>
<td>HIST C103</td>
<td>Western Civilization I</td>
<td>3.00 Units</td>
<td>Reading Level 1, Writing Level 2</td>
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<td>This course covers the growth of European civilization. Social, political, and cultural developments are integrated with the introduction of ideas and institutions basic to the understanding of one's own heritage. This course also covers the development of Western Civilization from the earliest times to the close of the Middle Ages. 54 hours lecture.</td>
</tr>
<tr>
<td>HIST C103H</td>
<td>Western Civilization I-Honors</td>
<td>4.00 Units</td>
<td>Reading Level 1, Writing Level 2</td>
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<td></td>
<td>Growth of ancient and European civilizations in the west from a global perspective. Political, social, cultural and economic developments, ideas, and institutions from the development of civilization in the middle east to the end of the middle ages. Class will also focus on the development of key ideas that shaped western culture. Primary sources including selections from Plato to Dante will be included. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.</td>
</tr>
<tr>
<td>HIST C104</td>
<td>Western Civilization II</td>
<td>3.00 Units</td>
<td>Reading Level 1, Writing Level 2</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>This course covers the growth and development of European Civilization from the Renaissance to the present, integrating social, political, and cultural developments of European and the Western heritage. 54 hours lecture.</td>
</tr>
<tr>
<td>HIST C104H</td>
<td>Western Civilization II-Honors</td>
<td>4.00 Units</td>
<td>Reading Level 1, Writing Level 2</td>
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<td>This course covers the growth and development of European Civilization from the Renaissance to the present, integrating social, political, and cultural developments of European and the Western heritage. Honors students will meet one extra hour weekly to discuss and evaluate selected primary source materials. 72 hours lecture.</td>
</tr>
<tr>
<td>HIST C131</td>
<td>History of United States I</td>
<td>3.00 Units</td>
<td>Reading Level 1, Writing Level 2</td>
</tr>
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<td></td>
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<td></td>
<td>The course examines the social, political, economic and cultural history of the United States from colonial times to Reconstruction. The study of selected topics, such as American institutions and Constitutional development, is stressed in the course. 54 hours lecture.</td>
</tr>
<tr>
<td>HIST C131H</td>
<td>History of the United States I – Honors</td>
<td>4.00 Units</td>
<td>Reading Level 1, Writing Level 2</td>
</tr>
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<td></td>
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<td>The course examines the social, political, economic and cultural history of the United States from colonial times to Reconstruction. The study of selected topics, such as American institutions and Constitutional development, 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.</td>
</tr>
<tr>
<td>HIST C132</td>
<td>History of United States II</td>
<td>3.00 Units</td>
<td>Reading Level 1, Writing Level 1</td>
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<td></td>
<td>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. 54 hours lecture.</td>
</tr>
<tr>
<td>HIST C132H</td>
<td>History of the United States II – Honors</td>
<td>4.00 Units</td>
<td>Reading Level 1, Writing Level 1</td>
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<td>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.</td>
</tr>
<tr>
<td>HIST C209</td>
<td>History of Mexico</td>
<td>3.00 Units</td>
<td>Reading Level 1, Writing Level 2</td>
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<td>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.</td>
</tr>
<tr>
<td>HIST C216</td>
<td>History of the American West</td>
<td>3.00 Units</td>
<td>Reading Level 1, Writing Level 2</td>
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<td>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.</td>
</tr>
<tr>
<td>HIST C218</td>
<td>California History</td>
<td>3.00 Units</td>
<td>Reading Level 1, Writing Level 2</td>
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<td>The course covers the political, economic, social and cultural development of California from the earliest times to the present. 54 hours lecture.</td>
</tr>
<tr>
<td>HIST C224</td>
<td>War and Civilization</td>
<td>3.00 Units</td>
<td>Reading Level 1, Writing Level 2</td>
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<td>The course examines the characteristics and impact of war on social, political, cultural and psychological development. Different historical periods are studied to identify and understand the relationship between war and civilization. 54 hours lecture.</td>
</tr>
</tbody>
</table>

## HUMAN SERVICES

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

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

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

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

**HMSV C113**  Intervention Skills in Human Services  
A/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
The purpose of this course is to introduce the student to assessment and treatment skills used in the helping professions. Topics will include: the helping interview, assessment, goal setting, cognitive interventions, and behavior management techniques. 54 hours lecture.

**HMSV C116**  Case Management  
A/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
In this course students are introduced to different models of case management, in the Human Services Field, the core skills which make up case management, the decision making processes of the case management, and the role of the case manager as a human services worker and collaborator with other persons, human services agencies and organizations. 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 SAFETY**

**INSF C070**  Occupational Safety and Health  
A 1.00 Unit  
Advisory: Reading Level 1, Writing Level 1  
This course covers issues related to Occupational Health and Safety and includes required instruction to fulfill the training requirements for the Occupational Safety and Health Administration (OSHA) 10 Construction Outreach Training Program. Successful students will receive a course completion card at the end of the course. 18 hours lecture.

**INDUSTRIAL TECHNOLOGY**

**INDT 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. This course is cross listed with MATH C056. 72 hours lecture.

**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.

INDT C108  Reading Technical Drawings
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
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. This course is cross listed with DRFT C108. 54 hours lecture.

INTERDISCIPLINARY STUDIES

IC C075  Introduction to Library Research and Bibliography
A  1.00 Unit
Advisory: ENGL C070 or concurrent enrollment; CSCI C070, Reading Level 1, Writing Level 2
This course presents the fundamentals of the research process and documentation styles. The student is introduced to the organization of information in the library setting and access through the use of online catalogs. The use of the World Wide Web is covered with particular emphasis on evaluation of information contained in web pages. The course covers the use of printed and electronic reference materials and discusses legal and ethical issues of intellectual property including copyright, fair use, and plagiarism. 18 hours lecture.

INST C101  Honors Seminar and Practicum I
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
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: Reading Level 1, Writing Level 2
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 C155  Service Learning in Elementary Schools
A/CSU  3.00 Units
Advisory: INST C151
Advanced training and preparation for community elementary school mentoring and tutoring. 27 hours lecture/72 hours laboratory.

INST C201  Human Unity and Diversity
A/UC/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
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: Reading Level 1, Writing Level 2
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: Reading Level 1, Writing Level 1
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: Reading Level 1, Writing Level 1
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. Note: This course is cross listed with SOCI C210. 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>INST C220</td>
<td>Perspectives on Race, Class and Gender</td>
<td>3.00</td>
<td>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. Note: This course is cross listed with SOCI C220. 54 hours lecture.</td>
</tr>
<tr>
<td>INST C255</td>
<td>Service Learning In Middle Schools</td>
<td>3.00</td>
<td>Advanced training and preparation for community middle school mentoring and tutoring. 27 hours lecture/72 hours laboratory.</td>
</tr>
<tr>
<td>INST C256</td>
<td>Service Learning In High Schools</td>
<td>3.00</td>
<td>Advanced training and preparation for community high school mentoring and tutoring. 27 hours lecture/72 hours laboratory.</td>
</tr>
<tr>
<td>INST C259</td>
<td>Instructional Technology Readiness for Educators</td>
<td>3.00</td>
<td>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.</td>
</tr>
<tr>
<td>INST C261</td>
<td>Faculty Orientation to Online Learning</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>INST C262</td>
<td>Introduction to Online Teaching and Learning</td>
<td>1.50</td>
<td>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.</td>
</tr>
<tr>
<td>INST C263</td>
<td>Practical Guide to Online Management Strategies</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>INST C264</td>
<td>Introduction to Web-Based Course Content</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>INST C265</td>
<td>Developing and Managing An Online Course With Microsoft FrontPage</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>INST C266</td>
<td>Survey of Course Management Software</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>INST C267</td>
<td>Introduction to Multimedia for Online Teaching</td>
<td>1.50</td>
<td>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.</td>
</tr>
<tr>
<td>INST C268</td>
<td>Access for Web Course Development</td>
<td>1.00</td>
<td>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.</td>
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</tbody>
</table>
MACHINE TOOL TECHNOLOGY

LATIN

LATN C001  Latin for Lifelong Learners  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 prose 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: Reading Level 1, Writing Level 1
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
This course continues coverage of the basic structures and vocabulary for understanding reading, writing and speaking Latin. 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
This course conducts a detailed and intensive reading of books I, II, IV and VI of the Aeneid. A running review of basic grammar structures is also a part of the class. 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. 18 hours lecture/27 hours laboratory.

MCTL C082  Intermediate Knife Design  A  1.50 Units
Advisory: MCTL C081 or MCTL C111
Instruction in intermediate knife design. Material selection for various applications and knife requirements. The use of basic power tools to assist in the construction of a quality knife. 18 hours lecture/27 hours laboratory.

MCTL C083  Advanced Knife Design  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. 18 hours lecture/27 hours laboratory.

MCTL C107  Basic Hand Tools  A/CSU  2.00 Units
Advisory: Reading Level 1, Writing Level 1
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 C111  Beginning Machine Shop  A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 2
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.
MATH C020 Basic Arithmetic Skills
P 4.00 Units

Students will learn how to perform the basic operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. They will be introduced to the concepts of ratios and percents. 72 hours lecture.

MATH C040 Pre Algebra
P 4.00 Units
Prerequisite: MATH C020

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

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

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. This course is cross listed with INDT C056. 72 hours lecture.

MATH C057 Geometry
A 4.00 Units
Prerequisite: MATH C050

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

MATH C101 Survey of Mathematical Concepts
A/CSU 3.00 Units
Prerequisite: MATH C050 or one year of high school algebra with a grade of "C" or better.

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 C116 Survey of Mathematical Concepts
A/CSU 3.00 Units
Prerequisite: MATH C050 or one year of high school algebra with a grade of "C" or better.

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 C121 Elementary Probability and Statistics
A/UC/CSU 4.00 Units
Prerequisite: MATH C055

This course covers data analysis using descriptive and inferential statistics. Graphs and computations include measures of central tendency and dispersion, correlation and regression, and presentation of data on a histogram, scatter plot, box plot, and the normal curve. Probability concepts include those for discrete and continuous random variables. Sampling and hypothesis testing are covered for means and variances. 72 hours lecture.

MATH C121H Elementary Probability and Statistics – Honors
A/UC/CSU 5.00 Units
Prerequisite: MATH C055

Elements of descriptive statistics, measures of central tendency, dispersion and presentation of data. Concepts of probability, random variables and normally distributed random variables. Sampling error, sampling processes and the distribution of sample means. Hypothesis testing of means and proportions for one and two populations. Linear regression, the least squares criterion, descriptive and inferential methods using linear regression. One and two way analysis of variance. The honors section provides more content and requires greater intensity and depth of study than the non-honors class. Acceptance for the honors program or eligibility for this honors course as determined in consultation with the instructor. 90 hours lecture.

MATH C130 Finite Mathematics
A/UC/CSU 4.00 Units
Prerequisite: MATH C055

Finite Mathematics is designed for students majoring in Business/Economics, Computer Information Systems, and Social Sciences. Topics to be covered include: matrices, linear programming, mathematics of finance, sets and probability, descriptive statistics, Markov chains, and game theory. 72 hours lecture.

MATH C131 Business Calculus
A/CSU 4.00 Units
Prerequisite: 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
A/UC/CSU  4.00 Units
Prerequisite: MATH C055

This pre-calculus course is an intensive study of algebraic functions and relations and their graphical representations, exponential and logarithmic functions and their applications, theory of equations, matrices, sequences, series, mathematical induction, the binomial theorem, and an introduction to the theory of limits. 72 hours lecture.

MATH C142 Trigonometry
A/UC/CSU  4.00 Units
Prerequisite: 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 Analytical Geometry and Calculus I
A/UC/CSU  5.00 Units
Prerequisite: MATH C141 and MATH C142 or the equivalent

This course provides the student with a good foundation in differential and integral calculus with emphasis on both basic 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 Analytical Geometry and Calculus II
A/UC/CSU  5.00 Units
Prerequisite: MATH C151

This course is a continuation of Analytic Geometry and Calculus I, extending the skills of differentiation and integration by learning new techniques and working with the transcendental functions. Other major topics include sequences, series, polar coordinates and parameterization of plane curves. 90 hours lecture.

MATH C251 Analytical Geometry and Calculus III
A/UC/CSU  5.00 Units
Prerequisite: MATH C152 or the equivalent

This course is a continuation of Analytical 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
A/UC/CSU  4.00 Units
Prerequisite: MATH C251 or the equivalent

Advisory: A computer algebra system or graphing calculator and basic computer skills are strongly recommended.

This course provides students with a foundations of differential equations of change, motion, and growth within chemical, physical, biological, and business systems with problem solving and applications. Students are introduced to modeling using mathematical software used in industry to solve complex problems. First, second, and higher order differential equations including Euler's Method, Eigenvalues, Numerical Methods, Nonlinear Systems, and La Place Transforms are covered. 72 hours lecture.

MATH C257 Linear Algebra
A/UC/CSU  4.00 Units
Prerequisite: MATH C152

This course will cover the following topics: systems of linear equations; matrices; n-dimensional real vector spaces; general vector spaces; linear transformations; eigenvalues and eigenvectors; and applications of the above topics. 72 hours lecture.

MIDDLE EASTERN LANGUAGES

ARAB C101 Elementary Arabic I
A/UC/CSU  5.00 Units
Advisory: Reading Level 1, Writing Level 1

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/UC/CSU  5.00 Units
Advisory: Reading Level 1, Writing Level 1

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.
Music

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: Reading Level 1, Writing Level 2

This course is a music survey course emphasizing the development of the listener's perception to the basic elements of music. The course is devoted to the study of the development of Western music from approximately 450 AD to the present. Musical examples used in class are 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: Reading Level 1, Writing Level 2

This course is a music survey course emphasizing the development of the listener's perception to the basic elements of music. The course is devoted to the study of the development of Western music from approximately 450 AD to the present. Musical examples used in class are drawn from a variety of musical styles. Concert attendance and field trips are required. 72 hours lecture.

MUSC C105 Music Fundamentals
A/UC/CSU 3.00 Units
Advisory: Reading Level 1, Writing Level 2

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

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

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 covers 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
Advisory: Reading Level 1, Writing Level 2

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: Reading Level 1, Writing Level 2

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
Advisory: Reading Level 1, Writing Level 2

This course is an introduction to the basics of playing the guitar. Guitar techniques covered include both classical and popular styles. Students learn the basics of playing melody and chords using modern notation and tablature. Students must provide their own guitar. 36 hours lecture.

MUSC C127 Guitar II
A/UC/CSU 2.00 Units
Prerequisite: MUSC C126 and possession of a playable acoustic guitar

Guitar II will include further development of the skills introduced in Guitar I. The emphasis of the course will be on more advanced studies in reading, fingerboard harmony, chord strums, and technique. Guitar techniques will include a variety of popular playing styles. 36 hours lecture.

MUSC C131 Orchestra I
A/UC/CSU 2.00 Units
Advisory: Reading Level 1, Writing Level 2

This course includes the preparation and performance of basic orchestral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.

MUSC C132 Orchestra II
A/UC/CSU 2.00 Units
Advisory: Reading Level 1, Writing Level 2

This course includes the preparation and performance of basic to intermediate orchestral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.

MUSC C133 Orchestra Workshop I
A/CSU 1.00 Unit

This course is an orchestral workshop designed to prepare students for a performance of basic orchestral works. Students must be able to play an orchestral instrument. Participation in a public performance is required. 9 hours lecture/27 hours laboratory.

MUSC C134 Orchestra Workshop II
A/CSU 3.00 Units
Prerequisite: MUSC C133

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

MUSC C135 Chamber Music I
A/CSU 2.00 Units

This course covers preparation and performance of beginning chamber works. Students develop basic skills of small ensemble playing including cueing, sight reading, balancing, blending and ear training. 18 hours lecture/54 hours laboratory.

MUSC C136 Chamber Music II
A/CSU 2.00 Units

This course covers preparation and performance of beginning to intermediate chamber works. Students develop basic skills of small ensemble playing including cueing, sight reading, balancing, blending and ear training. 18 hours lecture/54 hours laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites/Advisory</th>
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</thead>
<tbody>
<tr>
<td>MUSC C141</td>
<td>Community Band I</td>
<td>2.00</td>
<td>A/UC/CSU, Reading Level 1, Writing Level 2</td>
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<tr>
<td></td>
<td>This course includes the preparation and performance of basic concert band and wind ensemble works. 18 hours lecture/54 hours laboratory.</td>
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<tr>
<td>MUSC C142</td>
<td>Community Band II</td>
<td>2.00</td>
<td>A/UC/CSU, Reading Level 1, Writing Level 2</td>
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<tr>
<td></td>
<td>This course includes the preparation and performance of basic to intermediate concert band and wind ensemble works. 18 hours lecture/54 hours laboratory.</td>
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<tr>
<td>MUSC C151</td>
<td>Choir I</td>
<td>2.00</td>
<td>A/UC/CSU, Reading Level 1, Writing Level 2</td>
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<td>This course includes 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>
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<tr>
<td>MUSC C152</td>
<td>Choir II</td>
<td>2.00</td>
<td>A/UC/CSU, Reading Level 1, Writing Level 2</td>
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<tr>
<td></td>
<td>This course includes 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>
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<tr>
<td>MUSC C161</td>
<td>Jazz Combo I</td>
<td>1.00</td>
<td>A/UC/CSU, Reading Level 1, Writing Level 2</td>
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<td>Ensemble work of basic jazz pieces in a variety of styles. Learn about improvisational scales, techniques and rhythms while playing in an ensemble setting. Students will improvise and accompany at the beginning level of jazz. Basic rhythms and feel will be incorporated in students performance. 18 hours lecture/18 hours laboratory.</td>
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<tr>
<td>MUSC C162</td>
<td>Jazz Combo II</td>
<td>1.00</td>
<td>A/UC/CSU, Reading Level 1, Writing Level 2</td>
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<td></td>
<td>Ensemble work of basic jazz pieces in a variety of styles. Learn about improvisational scales, techniques and rhythms while playing in an ensemble setting. A beginning intermediate level of improvisation and accompaniment. Students will have a slightly sharper sense of rhythmic feel and placement in music. 18 hours lecture/18 hours laboratory.</td>
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<tr>
<td>MUSC C173</td>
<td>Appreciation of Jazz</td>
<td>3.00</td>
<td>A/UC/CSU, Reading Level 1, Writing Level 2</td>
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<td>A survey of 20th Century jazz styles and performers with a historical background of the antecedents of jazz. This course covers and is focused on the history of jazz from its beginnings to the present day, and includes each of the primary jazz periods. Concert attendance required. 54 hours lecture.</td>
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<tr>
<td>MUSC C181</td>
<td>Music and Technology</td>
<td>3.00</td>
<td>A/CSU, Reading Level 1</td>
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<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, CD's and MP3's using computers and synthesizers. 36 hours lecture/54 hours laboratory.</td>
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<tr>
<td>MUSC C183</td>
<td>Fundamentals of Sound Design for Media</td>
<td>3.00</td>
<td>A/CSU, Reading Level 1</td>
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<td>This course is an introduction to the fundamentals of creating sound for various media. Students explore the relationship of sound and music to video, film, animation, and video games. Students learn how to produce effective audio tracks using live sound, MIDI synthesizers, digital effects and computer hard disk recording. 36 hours lecture/54 hours laboratory.</td>
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<tr>
<td>MUSC C221</td>
<td>Piano III</td>
<td>2.00</td>
<td>A/UC/CSU, Reading Level 1, Writing Level 2</td>
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<td></td>
<td>This course is a continuation of skill development consistent with two semesters of college piano study. This course includes progressive technical skills, and easy classics. Practice time outside of class is required. 36 hours lecture.</td>
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<tr>
<td>MUSC C222</td>
<td>Piano IV</td>
<td>2.00</td>
<td>A/UC/CSU, Reading Level 1, Writing Level 2</td>
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<td>This course is the study of moderately easy classics with attention to form and interpretation. This course focuses on more advanced technical work, and the ability to select and prepare pieces with little assistance on performance techniques. Practice time outside of class is required. 36 hours lecture.</td>
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<tr>
<td>MUSC C226</td>
<td>Guitar III</td>
<td>2.00</td>
<td>A/UC/CSU, Reading Level 1, Writing Level 2</td>
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<td>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.</td>
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<tr>
<td>MUSC C231</td>
<td>Orchestra III</td>
<td>2.00</td>
<td>A/UC/CSU, Reading Level 1, Writing Level 2</td>
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<td></td>
<td>This course includes the preparation and performance of intermediate orchestral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.</td>
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<td>Course Code</td>
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<td>MUSC C232</td>
<td>Orchestra IV</td>
<td>2.00</td>
<td>A/UC/CSU 2.00 Units</td>
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<td>Advisory: Reading Level 1, Writing Level 2</td>
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<tr>
<td>MUSC C233</td>
<td>Orchestra Workshop III</td>
<td>1.00</td>
<td>A/CSU 1.00 Unit</td>
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<td>Prerequisite: MUSC C134</td>
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<td>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.</td>
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<tr>
<td>MUSC C234</td>
<td>Orchestra Workshop IV</td>
<td>1.00</td>
<td>A/CSU 1.00 Unit</td>
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<tr>
<td>MUSC C235</td>
<td>Chamber Music III</td>
<td>2.00</td>
<td>A/CSU 2.00 Units</td>
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<td>This course covers preparation and performance of intermediate chamber works. Students develop complex skills of small ensemble playing including cueing, sight reading, balancing, blending and ear training. 18 hours lecture/54 hours laboratory.</td>
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<td>MUSC C236</td>
<td>Chamber Music IV</td>
<td>2.00</td>
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<td>MUSC C241</td>
<td>Community Band III</td>
<td>2.00</td>
<td>A/UC/CSU 2.00 Units</td>
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<td>Advisory: Reading Level 1, Writing Level 2</td>
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<td>This course includes the preparation and performance of intermediate concert band and wind ensemble works. 18 hours lecture/54 hours laboratory.</td>
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<tr>
<td>MUSC C242</td>
<td>Community Band IV</td>
<td>2.00</td>
<td>A/UC/CSU 2.00 Units</td>
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<tr>
<td>MUSC C251</td>
<td>Choir III</td>
<td>2.00</td>
<td>A/UC/CSU 2.00 Units</td>
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<td>Advisory: Reading Level 1, Writing Level 2</td>
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<td>This course includes 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.</td>
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<tr>
<td>MUSC C252</td>
<td>Choir IV</td>
<td>2.00</td>
<td>A/UC/CSU 2.00 Units</td>
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<tr>
<td>PARA C101</td>
<td>Introduction to Paralegal Studies</td>
<td>3.00</td>
<td>A/CSU 3.00 Units</td>
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<tr>
<td>PARA C105</td>
<td>Legal Ethics</td>
<td>3.00</td>
<td>A/CSU 3.00 Units</td>
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<td>Advisory: Reading Level 1, Writing Level 1</td>
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<td>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.</td>
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<tr>
<td>PARA C112</td>
<td>Legal Research and Writing</td>
<td>3.00</td>
<td>A/CSU 3.00 Units</td>
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<td>PARA C101</td>
<td>Introduction to Paralegal Studies</td>
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<td>This course in legal ethics prepares students to understand complex concepts of legal careers because all legal professionals are required to act with the same professional care as attorneys. Legal ethics provides a thorough and substantive analysis of the major principles that affect how the practice of law is regulated. 54 hours lecture.</td>
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<td>PARA C112</td>
<td>Legal Research and Writing</td>
<td>3.00</td>
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<tr>
<td>PARA C122</td>
<td>Legal Research and Writing II</td>
<td>3.00</td>
<td>A/CSU</td>
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<td>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.</td>
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<tr>
<td>PARA C130</td>
<td>Civil Litigation and Procedure I</td>
<td>3.00</td>
<td>A/CSU</td>
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<td>Prerequisite: PARA C112</td>
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<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>
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<tr>
<td>PARA C140</td>
<td>Civil Litigation and Procedure II</td>
<td>3.00</td>
<td>A/CSU</td>
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<td>Prerequisite: PARA C130</td>
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<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>
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<tr>
<td>PARA C150</td>
<td>Law Office Management</td>
<td>3.00</td>
<td>A/CSU</td>
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<td>Advisory: Reading Level 1, Writing Level 1</td>
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<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>
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<tr>
<td>PARA C220</td>
<td>Bankruptcy Law</td>
<td>3.00</td>
<td>A/CSU</td>
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<td>Prerequisite: PARA C112</td>
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<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>
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<tr>
<td>PARA C230</td>
<td>Probate Law</td>
<td>3.00</td>
<td>A/CSU</td>
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<td>Prerequisite: PARA C112</td>
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<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>
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<tr>
<td>PARA C240</td>
<td>Criminal Law and Procedure</td>
<td>3.00</td>
<td>A/CSU</td>
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<td>Prerequisite: PARA C112</td>
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<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>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>PARA C250</td>
<td>Family Law</td>
<td>3.00</td>
<td>A/CSU</td>
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<td>Prerequisite: PARA C112</td>
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<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>
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<tr>
<td>PARA C260</td>
<td>Personal Injury and Tort Litigation</td>
<td>3.00</td>
<td>A/CSU</td>
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<td>Prerequisite: PARA C112</td>
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<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>
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<tr>
<td>PARA C270</td>
<td>Real Property Law</td>
<td>2.00</td>
<td>A/CSU</td>
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<td>Prerequisite: PARA C112</td>
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<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>
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<tr>
<td>PARA C280</td>
<td>Worker’s Compensation Law</td>
<td>2.00</td>
<td>A/CSU</td>
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<td>Prerequisite: PARA C112</td>
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<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>
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<tr>
<td>PARA C290</td>
<td>Paralegal Studies Internship</td>
<td>2.00</td>
<td>A/CSU</td>
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<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>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>PDEV C001</td>
<td>Yoga for Older Adults</td>
<td>0.00</td>
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<td></td>
<td>This course is designed to introduce older adults to the practice of yoga. 54 hours activity.</td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Description</td>
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<tr>
<td>PDEV C005</td>
<td>Exam Preparation for the GED</td>
<td>0.00</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>
</tr>
<tr>
<td>PDEV C023</td>
<td>Learning Disability and Study Strategies Introduction</td>
<td>2.00</td>
<td>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.</td>
</tr>
<tr>
<td>PDEV C025</td>
<td>Study Strategies</td>
<td>2.00</td>
<td>This course is designed for students who have the potential to benefit from college courses but lack specific skills and learning strategies to succeed in those classes. The course focuses on developing planning strategies and using accommodations for long-term project based on the students' learning styles and/or functional limitations. 36 hours lecture.</td>
</tr>
<tr>
<td>PDEV C035</td>
<td>Basic Thinking Strategies</td>
<td>1.00</td>
<td>Designed for students who want to improve their skills in attention/concentration, memory, spatial processing, and problem solving through the use of computer software and class activities. 18 hours lecture/18 hours laboratory.</td>
</tr>
<tr>
<td>PDEV C051</td>
<td>Training in Assertiveness</td>
<td>1.00</td>
<td>Students will learn and practice methods to effectively communicate their needs desires, and limitations to other people at home, at work, and in other social situations. 18 hours lecture.</td>
</tr>
<tr>
<td>PDEV C052</td>
<td>Becoming a Successful Online Student</td>
<td>1.00</td>
<td>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.</td>
</tr>
<tr>
<td>PDEV C061</td>
<td>Yoga for Personal Development</td>
<td>1.00</td>
<td>This course is intended to introduce the student to the practice of awareness of the integrated operations of thought, breath, posture, and balance and to provide the student with opportunities to develop greater awareness, concentration, and perseverance. 54 hours activity.</td>
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<tr>
<td>PDEV C075</td>
<td>Career Alternatives</td>
<td>1.00</td>
<td>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.</td>
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<tr>
<td>PDEV C085</td>
<td>Creativity Through Visual Perception</td>
<td>1.00</td>
<td>This course is designed to teach non-artists how to access perceptual and creative skills they already possess through drawing. Students will learn the relationship of drawing to visual and perceptual brain processes and to develop methods of accessing and controlling these processes. 9 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>PDEV C090</td>
<td>Becoming A Student Ambassador</td>
<td>1.00</td>
<td>This course is available to all students interested in acquiring skills necessary to be a student ambassador on campus. The course will focus on developing the interpersonal skills necessary for effective verbal communication and appropriate behavior and dress for the work place. The course will provide the necessary information regarding college resources and facilities as well as an understanding of the world of academia to effectively represent the campus in a variety of settings. 18 hours lecture.</td>
</tr>
<tr>
<td>PDEV C101</td>
<td>Becoming a Master Student</td>
<td>3.00</td>
<td>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.</td>
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<tr>
<td>PDEV C102</td>
<td>Becoming a Lifelong Learner</td>
<td>3.00</td>
<td>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.</td>
</tr>
<tr>
<td>PDEV C106</td>
<td>Orientation to College</td>
<td>0.50</td>
<td>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.</td>
</tr>
<tr>
<td>PDEV C131</td>
<td>Making Transfer Easy</td>
<td>1.00</td>
<td>This course provides an introduction to the transfer research process designed for planning long term educational and career goals. Topics covered will include evaluating universities, transfer requirements, application process, degrees offered, housing, financial aid, scholarships, and supportive services. 18 hours lecture.</td>
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PHILOSOPHY

PHIL C101 Introduction to Philosophy
A/UC/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 2

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: Reading Level 1, Writing Level 2

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: Reading Level 1

Students will learn a variety of philosophical approaches to moral reasoning and decision making in different cultural and historical contents. Students will apply philosophical reasoning to contemporary issues in ethics through verbal and written synthesis of ideas related to ethical problems. 54 hours lecture.

PHIL C161 Introduction to Religious Studies
A/UC/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 2

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: Reading Level 1, Writing Level 2

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: Reading Level 1, Writing Level 2

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, morphogenetic 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: Reading Level 1, Writing Level 1

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

PHYSICAL EDUCATION

PHED C001 Fitness Thru Rhythmic Exercise
X  0.00 Units

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

PHED C002 Senior Strength and Stretch
X  0.00 Units

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

PHED C020 Baseball Camp I
P  0.50 Units
Advisory: Beginning level skills

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.
PHED C021  Baseball Camp II  
P  0.50 Units  
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.

PHED C022  Baseball Camp III  
P  0.50 Units  
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.

PHED C060  Special Topics in Physical Education  
A  1.00 Unit  
In this physical education course students will develop skills and techniques in selected areas of human performance. This course does not fulfill core or elective requirements for certificates or degrees in physical education. 27 hours activity.

PHED C061  Special Topics in Physical Education  
A  1.00 Unit  
In this physical education course students will develop skills and techniques in selected areas of human performance. This course does not apply to the physical education major. This course does not fulfill core or elective requirements for certificates or degree in physical education. 54 hours activity.

PHED C062  Special Topics in Physical Education  
A  1.00 Unit  
In this physical education course students will develop skills and techniques in selected areas of human performance. This course does not apply to the physical education major. This course does not fulfill core elective requirements for certificate or degree in physical education. 27 hours lecture.

PHED C101  Foundations of Physical Education  
A/UC/CSU  3.00 Units  
This class is an introduction to the professional field of physical education. Student will examine the significance of physical education within a comprehensive education program and study the historical backgrounds and philosophies in the field. They will also research the relations between physical education and the fields of recreation and health. 54 hours lecture.

PHED C102  Personal Lifelong Fitness  
A/UC/CSU  2.00 Units  
This course assists the student in creating a personal wellness and fitness program. The class includes a lifestyle survey, physical fitness assessments, creating a wellness profile, exercise prescription and goal setting techniques. Participation in the class exercise program is required. 18 hours lecture/54 hours activity.

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

PHED C104  Aerobic Dance II  
A/UC/CSU  1.00 Unit  
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.

PHED C105  Weight Training I  
A/UC/CSU  1.00 Unit  
This course is designed to acquaint students with the proper fundamentals and techniques in a beginning course in weight training. The course includes material specifically related to strength and muscle development. Emphasis is on individualized programs that contour, build, and firm up the human body in the most efficient manner. It also covers proper care and utilization of equipment involved, and the importance of safety. 54 hours activity.

PHED C106  Weight Training II  
A/UC/CSU  1.00 Unit  
This intermediate level course is designed to provide knowledge of muscle and strength development. Strong emphasis on weight training program development and adaptation to individual needs is emphasized. 54 hours activity.

PHED C107  General Conditioning I  
A/UC/CSU  1.00 Unit  
This is a beginning course in co-educational physical fitness designed to help improve general fitness through exercise. Topics include current scientific trends and methods in fitness and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness group fitness program. 54 hours activity.

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

PHED C109  Golf I  
A/UC/CSU  1.00 Unit  
This course provides golf instruction and practice in the fundamentals of grip, stance, alignment, backswing, and downswing. Topics also include stretching and principles of warm-up, golf club selection and use, player guidelines, scoring, game etiquette, and safety procedures. The course emphasizes the “one basic golf swing” theory and includes extensive practice and play at the local golf course. 54 hours activity.

PHED C110  Golf II  
A/UC/CSU  1.00 Unit  
The course addresses Intermediate golfers with swing habits that are counterproductive to effective ball striking. Corrective measures are explored; drills, training aids and practice plans prescribed. The intermediate level fundamentals of the golf swing and short game techniques of chipping, pitching, putting and bunker play will be addressed. The course emphasizes the "one basic golf swing" theory and includes extensive practice and play at the local golf course. 54 hours activity.

PHED C113  Tennis I  
A/UC/CSU  1.00 Unit  
This is a beginning course in the fundamentals of tennis. This class will emphasize the serve, forehand and backhand ground strokes, volley, rules of the game and court etiquette. 54 hours activity.

PHED C114  Tennis II  
A/UC/CSU  1.00 Unit  
Advisory: PHED C113  
This is an intermediate course in tennis. This class refines the basic strokes with special emphasis on the lob, smash (overhead), and intermediate singles and doubles play. 54 hours activity.
PHED C115  Volleyball I  
A/UC/CSU  1.00 Unit  
This is a beginning course designed to introduce the fundamental skills of beginning volleyball. Skills include serving, passing, setting, offensive and defensive strategies. 54 hours activity.

PHED C116  Volleyball II  
A/UC/CSU  1.00 Unit  
This is an intermediate course designed to refine the fundamental skills of beginning volleyball. Skills include serving, passing, setting, offensive and defensive strategies as well as an introduction to advanced game play. 54 hours activity.

PHED C117  Basketball I  
A/UC/CSU  1.00 Unit  
This is a beginning course designed to introduce the fundamentals of basketball skills. This class will emphasize the fundamentals of shooting, dribbling, passing, offensive/defensive strategy, and the rules of basketball. 54 hours activity.

PHED C118  Basketball II  
A/UC/CSU  1.00 Unit  
Advisory: PHED C117  
This is an intermediate course designed for continuation of basic skill development with special emphasis on team offensive and defensive strategies, as well as tactics and individualized moves by position. 54 hours activity.

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

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

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

PHED C126  Soccer II  
A/UC/CSU  1.00 Unit  
Advisory: PHED C125  
This is a course designed to equip the student with intermediate soccer skills. There will be a greater emphasis on advanced offensive and defensive strategies. 54 hours activity.

PHED C127  Racquetball I  
A/UC/CSU  1.00 Unit  
This is a beginning course in the fundamentals of racquetball. The class will cover rules, equipment, safety, etiquette, and basic skills of the forehand, backhand and serve. 54 hours activity.

PHED C128  Racquetball II  
A/UC/CSU  1.00 Unit  
Advisory: PHED C127  
This is an intermediate level class in racquetball. There will be an emphasis on court coverage and reading the front wall. Intermediate level offensive and defensive shots are stressed. 54 hours activity.

PHED C129  Cardiovascular Fitness I  
A/UC/CSU  1.00 Unit  
Advisory: Participants must be symptom free of any cardiovascular disease or have a physician's statement to participate  
An intermediate course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, treadmills 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 C130  Cardiovascular Fitness II  
A/UC/CSU  1.00 Unit  
Advisory: PHED C129; participants must be symptom free of any cardiovascular disease or have a physician's statement to participate  
An intermediate course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, and stair steppers). This class is designed for the moderately fit person who wants to improve his/her cardiovascular fitness level. 54 hours activity.

PHED C131  Wellness Walking I  
A/UC/CSU  1.00 Unit  
This course is designed to give the student a practical understanding of cardiovascular fitness produced by walking. Experiences are provided to help the student understand the benefits, organization, implementation and evaluation of a balanced aerobic fitness program utilizing walking as the primary activity. 54 hours activity.

PHED C132  Wellness Walking II  
A/UC/CSU  1.00 Unit  
This course is designed to build cardio-respiratory stamina and endurance, attack excessive weight, relieve psychological tension, and enhance one's sense of well being, using a definitive and strenuous walking plan. This walking program consists of activity alternating from a slow to a vigorous pace. 54 hours activity.

PHED C133  Beginning Modern Dance  
A/UC/CSU  1.00 Unit  
This is a course designed to cover beginning techniques of modern dance. Participants practice exercises to develop strength, flexibility, and grace. Emphasis is on dance for fitness and personal expression. 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 C140  Day Hiking  
A/CSU  1.00 Unit  
Provide an introduction to basic day hiking techniques, first aid, and hike preparation. Topics include wilderness, hiking in the desert and Eastern Sierra environment, public land management agencies, basic first aid, information resources, special considerations, nutrition and hydration, rules and regulations, and trip planning. Students should expect to participate in group hikes of 3-5 miles. 54 hours activity.

PHED C147  Adaptive Physical Education I  
A/UC/CSU  1.00 Unit  
Prerequisite: Verified physical disability  
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 course 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, strategy and intercollegiate competition. 175 hours activity.

PHED C172  Intercollegiate Volleyball II  
A/UC/CSU  1.00 Unit  
Prerequisite: PHED C171. Must meet CCCA Athletic Code Eligibility Guidelines. Must be enrolled in 12 units during season of competition. Must have completed 24 units with 2.0 G.P.A.  
This is a course designed for the second semester of participation in high level competition and skill development. Emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. 175 hours activity.

PHED C173  Intercollegiate Baseball I  
A/UC/CSU  1.00 Unit  
This course involves participation in competition and skill development in intercollegiate baseball. There is an emphasis on advanced skill, theory, tactics and strategy in intercollegiate baseball. This course is taken during the first semester of athletic eligibility. All students must meet CCCAA Athletic Code Eligibility Guidelines. 175 hours activity.
PHED C174  Intercollegiate Baseball II  
A/UC/CSU  1.00 Unit  
This course involves participation in a high level of competition and skill development at the intercollegiate level in the sport of baseball. Emphasis will be placed on advanced skill, theory, tactics and strategy and intercollegiate competition. Students must meet COA Athletic Code Eligibility Guidelines. This course is to be taken during the second semester of intercollegiate athletic eligibility (spring only). 175 hours activity.

PHED C175  Competitive Baseball I  
A/UC/CSU  1.00 Unit  
Advisory: Baseball experience  
This is a basic course designed to prepare the athlete in the sport of baseball at the competitive level. Skills will be developed through high intensity practice sessions on a daily basis. 175 hours activity.

PHED C176  Competitive Baseball II  
A/UC/CSU  1.00 Unit  
Advisory: PHED C175, previous baseball experience  
This is an intermediate course designed to prepare the athlete in the sport of baseball at the competitive level. Skills will be developed through high intensity practice sessions on a daily basis. 175 hours activity.

PHED C177  Women's Intercollegiate Basketball I  
A/UC/CSU  1.00 Unit  
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines.  
This course is designed for student athletes that wish to play intercollegiate basketball. Students will develop skills in all areas of the game through daily practices that will include: individual and team drills, scrimmages (intra-team play), film sessions, game strategy sessions, and outside team competition. 90 hours activity.

PHED C178  Women's Intercollegiate Basketball II  
A/UC/CSU  1.00 Unit  
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines.  
This course is designed for the second semester of intercollegiate competition and is a continuation from the previous semester. Students will continue to develop basketball skills in all areas of the game and learn new basketball strategies. 85 hours activity.

PHED C181  Intercollegiate Softball I  
A/UC/CSU  1.00 Unit  
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines. Participants must be enrolled in a minimum of 12 units during the season of competition  
This course involves participation in a high level of competition and skill development in softball. There is an emphasis on advanced skill, theory, tactics and strategy in intercollegiate softball competition. This course is taken during the first semester of athletic eligibility. (Spring only) 175 hours activity.

PHED C183  Competitive Softball I  
A/UC/CSU  1.00 Unit  
This is a basic level course designed to introduce students to competitive softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. 175 hours activity.

PHED C184  Competitive Softball II  
A/UC/CSU  1.00 Unit  
Prerequisite: PHED C183  
This is an intermediate level course designed to expose students to competitive softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. 175 hours activity.

PHED C203  Aerobic Dance III  
A/UC/CSU  1.00 Unit  
Advisory: PHED C104  
This is an advanced course in fitness dance that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises at a higher fitness level. 54 hours activity.

PHED C205  Weight Training III  
A/UC/CSU  1.00 Unit  
This course is designed to provide knowledge of advanced weight training principles such as power clean, power snatch, and other explosive power training techniques. Concepts such as plyometrics, medicine ball training, and speed/agility development as a means to realize full physical potential are also emphasized. 54 hours activity.

PHED C207  General Conditioning III  
A/UC/CSU  1.00 Unit  
This is an advanced course in a co-educational, general conditioning class designed to help improve general fitness through exercise. This course includes refinement of intermediate skills previously gained and emphasizes the maintenance of an individually designed fitness program. 54 hours activity.

PHED C209  Golf III  
A/UC/CSU  1.00 Unit  
This course focuses entirely on advanced players of the game. Elements of success used by peak performers and routines employed by leading golf coaches and instructors are examined in depth. Course management and special conditions expertise are highlighted. Focal points are the rigors of competitive golf. 54 hours activity.

PHED C213  Tennis III  
A/UC/CSU  1.00 Unit  
Advisory: PHED C114  
This is an advanced course in tennis. There will be special emphasis on serve placement, spin serves, ground-strokes, volleys, drop shots, and strategies as they apply in a competitive game situation. 54 hours activity.

PHED C215  Volleyball III  
A/UC/CSU  1.00 Unit  
Advisory: PHED C116  
This is an advanced course designed to refine the fundamental skills of intermediate volleyball. A greater emphasis on competitive tournament play. 54 hours activity.

PHED C217  Basketball III  
A/UC/CSU  1.00 Unit  
Advisory: PHED C118  
This is an advanced course designed for the advanced basketball player. Emphasis will be on advanced offensive and defensive theories in specialized situations. 54 hours activity.
PHED C223  Softball III
A/UC/CSU  1.00 Unit
Advisory: PHED C124
This is an advanced course designed to refine basic softball skills with special emphasis on team offensive and defensive strategies and advanced skills in batting, bunting, pitching, and fielding. Students participate in practice drills as well as game setting situations. 54 hours activity.

PHED C225  Soccer III
A/UC/CSU  1.00 Unit
Advisory: PHED C126
This is an advanced course designed to equip the student with advanced soccer skills. There will be a greater emphasis on advanced offensive and defensive strategies. 54 hours activity.

PHED C227  Racquetball III
A/UC/CSU  1.00 Unit
Advisory: PHED C128
This is an advanced course in racquetball designed to improve skills for competitive play. Advanced offensive and defensive techniques are stressed. 54 hours activity.

PHED C229  Cardiovascular Fitness III
A/UC/CSU  1.00 Unit
Advisory: PHED C130. Participants must be symptom free of any cardiovascular disease or have a physician’s statement to participate
An advanced course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, treadmills and stair steppers). This class is designed for vigorously fit individuals who want to improve or maintain a high level of cardiovascular fitness. 54 hours activity.

PHED C235  Jazz Dance III
A/UC/CSU  1.00 Unit
Advisory: PHED C136
This is a course designed to cover advanced techniques of jazz dance. Participants practice advanced level exercises to develop strength and flexibility of the limbs and torso and learn advanced dance combinations. Performance and choreography skills are introduced in this course. 54 hours activity.

PHED C251  Conditioning for Competitive Athletes III
A/UC/CSU  1.00 Unit
Prerequisite: Participation in intercollegiate athletics
This is an intermediate course in co-educational physical fitness designed to help improve general fitness through exercise for competitive athletes. Includes current scientific trends and methods, general psychological and kinesiological and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. 27 hours lecture/54 hours activity.

PHED C252  Conditioning for Competitive Athletes IV
A/UC/CSU  1.00 Unit
Prerequisite: Participation in intercollegiate athletics
This is an advanced course in co-educational physical fitness designed to help improve general fitness through exercise for competitive athletes. Includes current scientific trends and methods in related general physiology and kinesiology and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. 27 hours lecture/54 hours activity.

PHED C261  Intercollegiate Basketball III
A/UC/CSU  1.00 Unit
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines. Must have completed 24 units with a 2.00 G.P.A.
Advisory: PHED C162
This course is designed to teach with emphasis on advanced skill, strategy and intercollegiate competition. This class is only for the third semester of eligibility. (Fall only) 175 hours activity.

PHED C262  Intercollegiate Basketball IV
A/UC/CSU  1.00 Unit
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines. Must be enrolled in a minimum of 12 units during the season of competition with a 2.00 G.P.A.
Advisory: PHED C261
This course is designed with emphasis on advanced skill, theory, tactics, strategy and intercollegiate competition. This is for the fourth semester of eligibility. (Spring only) 175 hours activity.

PHED C263  Competitive Basketball Techniques III
A/UC/CSU  1.00 Unit
Advisory: PHED C164
This is an advanced course designed for individuals with prior years of basketball playing experience. Course prepares individuals for competitive experience through cardiovascular, kinesiological endurance as well as through advanced basketball skills, strategy and competition. 54 hours activity.

PHED C275  Competitive Baseball III
A/UC/CSU  1.00 Unit
Advisory: PHED C176, baseball experience
This is an advanced course designed to prepare the athlete in the sport of baseball at the competitive level. Skills will be developed through high intensity practice sessions on a daily basis. 175 hours activity.

PHED C276  Advanced Baseball Skills
A/UC/CSU  1.00 Unit
Advisory: Previous experience as a competitive baseball athlete
Summer baseball class. A course for individuals with prior years of baseball playing experience. Improvement and refinement of advanced baseball skills in a competitive laboratory environment. In addition, students will increase knowledge and application of advanced baseball strategies. Field trips are designed to provide opportunities for student participants to apply advanced baseball skills. 54 hours activity.

PHED C277  Women’s Intercollegiate Basketball III
A/UC/CSU  1.00 Unit
Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines.
This course is designed for the second year and third semester student participant. Students will participate in higher level activity and skill development. The class will emphasize advanced strategies including various offenses and defense. 90 hours activity.
### PHYSICAL SCIENCE

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>PHED C278</td>
<td>Women's Intercollegiate Basketball IV</td>
<td>1.00</td>
<td>Prerequisite: Must meet CCCA Athletic Code Eligibility Guidelines.</td>
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<td>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.</td>
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<tr>
<td>PHED C281</td>
<td>Intercollegiate Softball II</td>
<td>1.00</td>
<td>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.</td>
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<td>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.</td>
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<tr>
<td>PHED C283</td>
<td>Competitive Softball III</td>
<td>1.00</td>
<td>Prerequisite: PHED C184</td>
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<td>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.</td>
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<tr>
<td>PHSC C101</td>
<td>General Earth Sciences</td>
<td>3.00</td>
<td>Advisory: Reading Level 1, Writing Level 1</td>
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<td>This course covers the study of the earth as an integrated system, including earth surface processes, tectonics and mountain building, surface water and groundwater, earth-sun relationships and motions, weather, climatic types and regions soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding geologic issues important to society. 54 hours lecture.</td>
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<tr>
<td>PHSC C102</td>
<td>General Earth Sciences Laboratory</td>
<td>1.00</td>
<td>Prerequisite: PHSC C101 or concurrent enrollment</td>
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<td>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.</td>
</tr>
<tr>
<td>PHSC C103</td>
<td>Field Studies in the Physical Science</td>
<td>1.00</td>
<td>Advisory: Reading Level 1, Writing Level 2</td>
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<td>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.</td>
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<tr>
<td>PHSC C111</td>
<td>Concepts of Physical Science</td>
<td>3.00</td>
<td>Advisory: Reading Level 1, Writing Level 2</td>
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<td>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.</td>
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<tr>
<td>PHSC C112</td>
<td>Concepts of Physical Science Laboratory</td>
<td>1.00</td>
<td>Advisory: PHSC C111 or concurrent enrollment</td>
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<td>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.</td>
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<tr>
<td>PHSC C113</td>
<td>Elementary Astronomy</td>
<td>3.00</td>
<td>Advisory: Reading Level 1, Writing Level 2, Math Level 2</td>
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<td>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 well as special topics of current interest. 54 hours lecture.</td>
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<tr>
<td>PHSC C114</td>
<td>Elementary Astronomy Laboratory</td>
<td>1.00</td>
<td>Prerequisite: PHSC C121 or concurrent enrollment</td>
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<td>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 lecture.</td>
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<tr>
<td>PHSC C115</td>
<td>Astronomy</td>
<td>4.00</td>
<td>Advisory: Reading Level 1, Writing Level 2, Math Level 2</td>
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<td>This course is a general survey of the physical universe; the nature and evolution of the universe, galaxies, stars, and planets. The methods and tools by which the current understanding has been achieved will be emphasized as well as special topics of current interest. The laboratory portion of the class will cover optical principles, the use of several types of telescope and binoculars, the use of star charts and the night sky and the observation of celestial phenomena. 54 hours lecture/54 hours laboratory.</td>
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</tbody>
</table>
**PHYSICS**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>PHSC C131</td>
<td>Introduction to Meteorology</td>
<td>3.00</td>
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<tr>
<td>A/UC/CSU</td>
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<td>Advisory:</td>
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<td>This introductory course in meteorology</td>
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<td>emphasizes its interdisciplinary physical</td>
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<td>science basis and methods. Concepts</td>
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<td>covered include atmospheric composition</td>
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<td>and structure, solar-terrestrial</td>
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<td>relations, radiation, heat and</td>
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<td>temperature, air pressure, humidity,</td>
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<td>atmospheric stability, clouds and</td>
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<td></td>
<td>cloud systems, precipitation, wind</td>
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<td>and circulation, thunderstorms,</td>
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<td>tornadoes and hurricanes, weather</td>
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<td>analysis and forecasting, and climate.</td>
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<td>Special topics of current interest are</td>
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<td>also discussed such as El Nino, air</td>
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<td>pollution, global warming, ozone</td>
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<td>depletion, weather modification, and</td>
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<td>acid rain. 54 hours lecture.</td>
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<td>PHSC C132</td>
<td>Introduction to Meteorology Laboratory</td>
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<td>A/UC/CSU</td>
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<td>Co-requisite:</td>
<td>PHSC C131</td>
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<td>This course provides laboratory</td>
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<td>experience that will make the topics</td>
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<td>covered in the Introductory Meteorology</td>
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<td>lecture more meaningful and realistic to</td>
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<td>the student. Interdisciplinary Physical</td>
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<td>Science concepts and methods are used</td>
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<td>to explain weather phenomena. Included</td>
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<td>in the course are measurement of basic</td>
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<td>weather parameters (such as temperature,</td>
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<td>pressure, wind, and humidity), weather</td>
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<td>map interpretation, data plotting and</td>
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<td>interpretation, instrument usage, and</td>
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<td>weather analysis and forecasting. Field</td>
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<td>activities emphasize the interaction</td>
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<td>between weather phenomena and human</td>
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<td>activity. Designed for the non-science</td>
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<td>major. 54 hours laboratory.</td>
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<tr>
<td>PHSC C141</td>
<td>Introduction to Oceanography</td>
<td>3.00</td>
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<td>A/UC/CSU</td>
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<td>Advisory:</td>
<td>Reading Level 1, Writing Level 2</td>
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<tr>
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<td>An introduction to the basic concepts of</td>
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<td>ocean science, covering all aspects:</td>
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<td>physical, chemical, geological, and</td>
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<td>biological, with emphasis on the</td>
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<td>coastal environment. 54 hours lecture.</td>
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<tr>
<td>PHSC C142</td>
<td>Introductory Oceanography Lab</td>
<td>1.00</td>
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<td>A/UC/CSU</td>
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<tr>
<td>Advisory:</td>
<td>PHSC C141 or concurrent enrollment</td>
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<td></td>
<td>This course emphasizes laboratory and</td>
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<td>field experience. The laboratory</td>
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<td></td>
<td>experiences include exercises on</td>
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<td>ocean currents, tides, and sea floor</td>
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<td>bathymetry and sediments, seawater</td>
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<td>characteristics, and marine organisms.</td>
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<td>There will be a half-day cruise on an</td>
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<td>oceanographic research vessel to</td>
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<td>collect and study marine organisms and</td>
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<td>to measure seawater properties at</td>
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<td>selected depths. The field studies will</td>
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<td>also include a weekend field trip along</td>
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<td>the California coast to study the</td>
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<td>geology and biology of both the</td>
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<td>sandy beach and rocky intertidal</td>
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<td>environments. 18 hours lecture/18 hours</td>
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<td>laboratory.</td>
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<td>PHSC C143</td>
<td>Field Studies in Oceanography</td>
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<td>An introduction to the marine</td>
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<td>environment through field study of</td>
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<td>selected sites along the California</td>
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<td>coast. 18 hours lecture/18 hours</td>
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<tr>
<td></td>
<td>laboratory.</td>
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<tr>
<td>PHSC C145</td>
<td>Oceanography</td>
<td>4.00</td>
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<td>A/UC/CSU</td>
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<tr>
<td>Advisory:</td>
<td>Reading Level 1, Writing Level 2</td>
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<tr>
<td></td>
<td>Oceanography is an introduction to the</td>
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<tr>
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<td>basic concepts of ocean science,</td>
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<td></td>
<td>covering all aspects: physical,</td>
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<td></td>
<td>chemical, geological, and biological,</td>
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<td></td>
<td>and emphasizing the coastal environment.</td>
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<td></td>
<td>The course includes both laboratory and</td>
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<tr>
<td></td>
<td>field experiences. The laboratory</td>
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<tr>
<td></td>
<td>experiences include exercises on ocean</td>
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<tr>
<td></td>
<td>currents, tides, sea floor bathymetry</td>
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<td>and sediments, seawater characteristics</td>
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<tr>
<td></td>
<td>and marine organisms. Field studies may</td>
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<tr>
<td></td>
<td>include trips to lakes and selected</td>
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<tr>
<td></td>
<td>sites along the California coast to</td>
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<tr>
<td></td>
<td>study sandy beaches and rocky intertidal</td>
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<td></td>
<td>environments. 54 hours lecture/54 hours</td>
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<tr>
<td></td>
<td>laboratory.</td>
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**POLITICAL SCIENCE**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>UNITS</th>
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<tr>
<td>POLS C090</td>
<td>Introduction to Parliamentary Procedure</td>
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<td>A</td>
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<td>Designed to assist leaders, managers,</td>
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<td>and others involved with</td>
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<td>organizations to conduct meetings</td>
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<td>effectively, this course covers the</td>
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<td>fundamental principles of parliamentary</td>
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<td>law and the presentation of motions</td>
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<td>including the classification,</td>
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<td>precedence, and rules governing</td>
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<td></td>
<td>motions. Notices of meetings and</td>
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<td>proposals, quorum, order of business,</td>
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<td>debate, votes required, and methods of</td>
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<td>voting are also covered. 18 hours</td>
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<td>lecture.</td>
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<td>POLS C101</td>
<td>American Government</td>
<td>3.00</td>
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<td>American government with an emphasis on</td>
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<td>national, state, and local government.</td>
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<td>In addition, students will undertake a</td>
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<td>comprehensive analysis of government</td>
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<td>structure, functions, principles and</td>
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<td>problems. 54 hours lecture.</td>
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<tr>
<td>POLS C101H</td>
<td>American Government – Honors</td>
<td>4.00</td>
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<td>structure, functions, principles, and</td>
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<td>problems. The honors course provides</td>
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<td>intensity and depth of study than the</td>
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<td>non-honors class. 72 hours lecture.</td>
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<td>Course Code</td>
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<td>POLS C102</td>
<td>Comparative Government</td>
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<td>This course introduces students to the comparative analysis of government and politics. A number of key political concepts are discussed, which include statehood, democracy and democratization, governmental institutions and political systems, and the development of parties and interest groups. Course concepts are applied to a variety of modern nations to illustrate different political systems. 54 hours lecture.</td>
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<tr>
<td>POLS C204</td>
<td>United States Foreign Policy</td>
<td>3.00</td>
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<td>This course examines U.S. foreign policy from an historical perspective and through an analysis of the policy making process. Students will study how specific policies are products of both internal and external factors. Several methods for evaluating U.S. policies will be identified and applied to current policies. 54 hours lecture.</td>
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<tr>
<td>PSYC C101</td>
<td>General Psychology</td>
<td>3.00</td>
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<td>This course offers the student an introduction to the scientific study of behavior; Perceptions, thinking, motivation, emotion, intelligence and learning; general psychological principles. 54 hours lecture.</td>
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<tr>
<td>PSYC C101H</td>
<td>General Psychology – Honors</td>
<td>4.00</td>
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<td></td>
<td>This course offers the student an introduction to the scientific study of behavior; perceptions, thinking, motivation, emotion, intelligence, and learning; general psychological principles. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.</td>
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<tr>
<td>PSYC C102</td>
<td>Physiological Psychology</td>
<td>3.00</td>
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<td></td>
<td>The physiological principles which facilitate effective behavior; the study of the structure and function of the nervous system, specialized sense organs and responding structures, and how they influence human behavior. 54 hours lecture.</td>
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<tr>
<td>PSYC C112</td>
<td>Introduction to Substance Abuse Issues</td>
<td>3.00</td>
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<td>The purpose of this course is to provide an overview of the history and theories related to substance abuse, including alcoholism, drug abuse, and chemical dependency. The course will address cultural, religious, and political influences, as well as public policy issues, prevention, and treatment, including recovery, relapse and self-help models. 54 hours lecture.</td>
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<tr>
<td>PSYC C211</td>
<td>Lifespan Development</td>
<td>3.00</td>
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<td>This course is a survey of developmental research and theory from the prenatal period through old age. It examines findings in physiological, perceptual, cognitive, social, vocational, and personality development. The course addresses issues in research methodology and applications. 54 hours lecture.</td>
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<tr>
<td>PSYC C221</td>
<td>Elementary Statistics for the Behavioral Sciences</td>
<td>3.00</td>
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<td>Statistics as applied to the behavioral sciences; the organization of data, measures of central tendency and variability, the normal curve and probability, sampling theory, correlation and regression, hypothesis testing, simple analysis of variance, use of statistics in tests and measurements and use of statistics in planning experiments. 54 hours lecture.</td>
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<tr>
<td>PSYC C231</td>
<td>Health Psychology</td>
<td>3.00</td>
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<td>Students will be introduced to the theory and research which describes mind-body-behavior connections in health and wellbeing. Concepts covered include stress and coping, personality and disease, psychoneuroimmunology, and the influence of social stratification, social support, altruism humor and personal meaning on health outcomes, and the development of behaviorally healthy lifestyles. 54 hours lecture.</td>
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<tr>
<td>PSYC C241</td>
<td>Abnormal Psychology</td>
<td>3.00</td>
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<td>This course is an introduction to major theories, concepts, of psychopathology, including methods of classification, systems of diagnosis, and treatment methods. 54 hours lecture.</td>
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<tr>
<td>PSYC C251</td>
<td>Human Sexuality</td>
<td>3.00</td>
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<td>This course covers the complex and diverse physiological, psychological, and socio-cultural aspects of human sexuality. Discussions include evaluation of prominent theories, examination of academic research and exploration of current issues pertaining to human sexuality. 54 hours lecture.</td>
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<tr>
<td>PSYC C261</td>
<td>Psychology of Effective Behavior</td>
<td>3.00</td>
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<td>This course covers the psychosocial principles that facilitate effective behavior through the perspective of positive psychology, the humanistic approach, social learning theory and the socio-cultural premise. The course includes both lecture and experiential activities that allow the student to apply principles learned, to themselves. 54 hours lecture.</td>
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</table>
RENEWABLE ENERGY TECHNOLOGY

RET C101 Introduction to Wind Turbine Technology  
A/CSU 1.00 Unit  
Advisory: MATH C050, Reading Level 1, Writing Level 1  
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 underlying the engineering of wind towers and electrical generators. 18 hours lecture.

RET C102 Wind Turbine Technician I  
A/CSU 4.00 Units  
Advisory: CSCI C070, Reading Level 1, Writing Level 2  
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.

RET C103 Wind Turbine Technician II  
A/N/CSU 4.00 Units  
Prerequisite: RET C102  
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.

RET C104 Introduction to Solar Power Technology  
A/CSU 1.00 Unit  
Advisory: Reading Level 1, Writing Level 2  
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.

RET C105 Solar Energy I - Photovoltaic Technology and Applications  
A/N/CSU 3.00 Units  
Prerequisite: RET C104 or concurrent enrollment  
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.

RET C111 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. Note: This course is cross listed with ET C101. 72 hours lecture.

RET C112 Electrical Circuit Analysis II  
A/CSU 4.00 Units  
Prerequisite: ET C101 or RET C111  
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. Note: This course is cross listed with ET C105. 72 hours lecture.
RET C120  Introductory Hydraulics  
A/CSU  4.00 Units  
Prerequisite: RET C101  
Advisory: MATH C050  
Students will learn the fundamental concepts of hydraulics, lubrication, and bearing technology with a focus on entering a profession in the wind power industry. Lab work includes learning and applying hydraulic concepts using an MB 400 Hydraulic System. 72 hours lecture.

RUSSIAN

RUSS C101  Elementary Russian I  
A/UC/CSU  4.00 Units  
Advisory: Reading Level 1, Writing Level 1  
In this introductory course 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 Russian-speaking world. 72 hours lecture.

RUSS C102  Elementary Russian II  
A/UC/CSU  4.00 Units  
Advisory: RUSS C101 or two years of high school Russian or equivalent  
This is the second semester course where students learn more advanced basic grammar and vocabulary for speaking, reading, understanding and writing at the advanced beginning level. There is also further study about the culture and civilization of the Russian-speaking world. 72 hours lecture.

RUSS C201  Intermediate Russian I  
A/N/CSU  4.00 Units  
Prerequisite: RUSS C102 or three years of high school Russian or equivalent  
This is the third semester course where students learn intermediate grammar and vocabulary for speaking, reading, understanding and writing at an intermediate level. There is also further study about the culture and civilization of the Russian-speaking world. 72 hours lecture.

RUSS C202  Intermediate Russian II  
A/N/CSU  4.00 Units  
Prerequisite: RUSS C201 or four years of high school Russian or equivalent  
This is the fourth semester course where students learn intermediate advanced grammar and vocabulary for speaking, reading, understanding and writing at an intermediate level. There is also further study about the culture and civilization of the Russian-speaking world. 72 hours lecture.

SOCIAL SCIENCE

SOC C074  Society in Crisis  
A  3.00 Units  
Social issues such as urban problems, race and poverty, crime and delinquency, technological change, social stratification, mass media and war. Deals with American History and American Government and satisfies California high school graduation requirements in these areas. 54 hours lecture.

SOCIOLOGY

SOCI C101  Introduction to Sociology  
A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
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: Reading Level 1, Writing Level 1  
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

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>SPAN C100</td>
<td>Basic Conversational Spanish</td>
<td>3.00</td>
<td>This course is designed to start students speaking Spanish confidently at a basic level. Emphasis is made on oral practice, pronunciation and vocabulary building. The class develops 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.</td>
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<tr>
<td>SPAN C101</td>
<td>Elementary Spanish I</td>
<td>5.00</td>
<td>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 learn about the culture and civilization of the Spanish-speaking world. 90 hours lecture.</td>
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<tr>
<td>SPAN C102</td>
<td>Elementary Spanish II</td>
<td>5.00</td>
<td>This course is a continuation of the introduction to the Spanish language presented in SPAN C101. Students continue to focus on the grammar and vocabulary necessary for speaking, reading, understanding and writing at the high-beginner level as well as learn about the culture and civilization of the Spanish-speaking world. 90 hours lecture.</td>
</tr>
<tr>
<td>SPAN C110</td>
<td>Review of Elementary Spanish</td>
<td>5.00</td>
<td>This is a refresher course for students with previous training in Spanish but without the proficiency required for a second year course. This is a comprehensive review of most of the major grammatical components of SPAN C101 and 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.</td>
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<tr>
<td>SPAN C120</td>
<td>Beginning-Intensive Spanish Grammar, Conversation and Culture</td>
<td>2.00</td>
<td>This course is designed for students with little or no knowledge of Spanish and introduces them to basic communication skills through the fundamentals of Spanish grammar and the presentation of various cultural aspects of Spanish-speaking countries. Students will acquire the vocabulary for basic conversation as it relates to everyday situations. Students will also apply and practice their vocabulary and spoken Spanish skills during the study of cultural and current events and participating in everyday activities. 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.</td>
</tr>
<tr>
<td>SPAN C121</td>
<td>Beginning-Intermediate Intensive Spanish Grammar, Conversation and Culture</td>
<td>2.00</td>
<td>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 also apply and practice their vocabulary and spoken Spanish skills during the study of cultural and current events and participating in everyday activities. 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.</td>
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<tr>
<td>SPAN C150</td>
<td>Intensive Spanish Beginner</td>
<td>1.50</td>
<td>This course is designed for students with little or no knowledge of Spanish and introduces them to basic communication skills through the fundamentals of Spanish grammar and the presentation of various cultural aspects of Spanish-speaking countries. Students will acquire the vocabulary for basic conversation as it relates to everyday situations. 27 hours lecture.</td>
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<th>Course Code</th>
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<tr>
<td>SOCI C210</td>
<td>Diversity and Film</td>
<td>3.00</td>
<td>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. Note: This course is cross listed with INST C210. 54 hours lecture.</td>
</tr>
<tr>
<td>SOCI C220</td>
<td>Perspectives on Race, Class and Gender</td>
<td>3.00</td>
<td>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 interconnectedness of concepts such as race, class and gender and the roots and future of our “melting pot” society. Note: This course is cross listed with INST C220. 54 hours lecture.</td>
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### A/UC/CSU

5.00 Units

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### A/N/CSU

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### A/CSU

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### A/N/CSU

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<td>Course Title</td>
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<tr>
<td>SPAN C154</td>
<td>Intensive Spanish Beginner-Intermediate</td>
<td>1.50</td>
<td>SPAN C150</td>
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<tr>
<td>SPAN C171</td>
<td>Intermediate Conversation</td>
<td>3.00</td>
<td>SPAN C102</td>
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<td>SPAN C180</td>
<td>Spanish for Native Speakers</td>
<td>3.00</td>
<td>Reading Level 2, Writing Level 2</td>
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<tr>
<td>SPAN C201</td>
<td>Intermediate Spanish I</td>
<td>5.00</td>
<td>SPAN C102</td>
</tr>
<tr>
<td>SPAN C202</td>
<td>Intermediate Spanish II</td>
<td>5.00</td>
<td>SPAN C201</td>
</tr>
<tr>
<td>SPAN C211</td>
<td>Hispanic Culture Through Film</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
</tr>
<tr>
<td>SPAN C220</td>
<td>Intermediate Intensive Spanish Grammar,</td>
<td>2.00</td>
<td>SPAN C121</td>
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<td></td>
<td>Conversation and Culture</td>
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<tr>
<td>SPAN C221</td>
<td>Intermediate-Advanced Intensive Spanish</td>
<td>2.00</td>
<td>SPAN C220</td>
</tr>
<tr>
<td></td>
<td>Grammar, Conversation and Culture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPAN C250</td>
<td>Intensive Spanish Intermediate</td>
<td>1.50</td>
<td>SPAN C154</td>
</tr>
<tr>
<td>SPAN C252</td>
<td>Special Topics in Spanish</td>
<td>0.50</td>
<td>SPAN C250</td>
</tr>
<tr>
<td>SPAN C254</td>
<td>Intensive Spanish Advanced</td>
<td>1.50</td>
<td>SPAN C250</td>
</tr>
</tbody>
</table>

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 a continuation 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.

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.

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.

This 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.

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.

This course is an in-depth review and continued study of 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.

This course is a continuation of an in-depth grammar review of the Spanish language 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 vocabulary skills with the individual cultural interests. 35 hours lecture/5 hours activity.

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 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.

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.

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.

This is the last course of this series and will continue with an advanced study of the Spanish grammatical structures, while providing a finishing review of what was learned in previous levels. At the end of this level, students will be able to confidently interact in Spanish by expressing themselves using expanded vocabulary, idioms and grammar. 27 hours lecture.
### SPEECH

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>SPCH C101</td>
<td>Elements of Speech</td>
<td>3.00</td>
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<tr>
<td></td>
<td>A/UC/CSU</td>
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<tr>
<td></td>
<td>Advisory: Reading Level 1, Writing Level 1</td>
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</table>

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.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>SPCH C105</td>
<td>Interpersonal Communication</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>A/UC/CSU</td>
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<td></td>
<td>Advisory: Reading Level 1, Writing Level 1</td>
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</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEA C010</td>
<td>Theatre Open Lab</td>
<td>0.00</td>
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</table>

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.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEA C055</td>
<td>Theatre Workshop</td>
<td>0.50</td>
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</table>

This course provides an introduction to college-level theatre courses. During the two-day workshop, students will receive instruction in improvisation, acting, and technical theatre. The workshop will culminate in a final public performance. 5 hours lecture/12 hours laboratory.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>THEA C066</td>
<td>Special Topics in Theatre</td>
<td>2.00</td>
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</table>

This course provides students the opportunity to continue the development of their performance skills and techniques. 27 hours lecture/27 hours laboratory.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>THEA C067</td>
<td>Special Topics in Theatre</td>
<td>2.00</td>
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</table>

This course provides students the opportunity to continue the development of their performance skills and techniques. 18 hours lecture/54 hours laboratory.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>THEA C070</td>
<td>Special Topics in Theatre</td>
<td>3.00</td>
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</table>

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.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEA C071</td>
<td>Special Topics in Performance</td>
<td>3.00</td>
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</tbody>
</table>

This course provides student the opportunity to continue the development of their performance skills and techniques. 18 hours lecture/108 hours laboratory.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEA C101</td>
<td>Introduction to Theatre</td>
<td>3.00</td>
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<tr>
<td></td>
<td>A/UC/CSU</td>
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<tr>
<td></td>
<td>Advisory: Reading Level 1, Writing Level 2</td>
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</table>

Designed for the liberal arts student, this course explores many aspects of the theatre. Students will learn about the key players in the theatre, including the playwright, the director, the actor, and the designer. The goals is to heighten the student's appreciation and understanding of the art of theatre. The course will cover theatre history and dramatic literature from Ancient Greece to present-day theatre. 54 hours lecture.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>THEA C103</td>
<td>Introduction to Play Reading</td>
<td>3.00</td>
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<td>A/UC/CSU</td>
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<tr>
<td></td>
<td>Advisory: Reading Level 1, Writing Level 2</td>
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</table>

This course provides an introduction to play reading and prepares students for further study in theatre. Students will read and discuss a variety of play, considering each play from the practical perspective of the actor, director, designer, and technician. The course will also cover the fundamental dramatic elements, styles and genres. This course is ideal for actors and other theatre enthusiasts who would like to become familiar with a wide range of plays. 54 hours lecture.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEA C105</td>
<td>Performance Studies</td>
<td>2.00</td>
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<tr>
<td></td>
<td>A/CSU</td>
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<tr>
<td></td>
<td>Advisory: Reading Level 1, Writing Level 2</td>
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</table>

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.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEA C111</td>
<td>Fundamentals of Acting</td>
<td>2.00</td>
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<td></td>
<td>A/UC/CSU</td>
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<tr>
<td></td>
<td>Advisory: Reading Level 2, Writing Level 2</td>
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</tbody>
</table>

This course provides students with an introduction to acting. Students will learn the fundamentals of stage terminology and technique through theatre exercises, improvisations, cold readings and monologues. Students will be exposed to strategies for improving self-presentation and for overcoming stage fright. 18 hours lecture/54 hours laboratory.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>THEA C112</td>
<td>Beginning Acting</td>
<td>2.00</td>
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<td>A/UC/CSU</td>
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<td></td>
<td>Prerequisite: THEA C111</td>
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</tbody>
</table>

This course introduces students to the Stanislavski system. Class work focuses on the enhancement of vocal and physical creativity and the development of character-to-character relationships. Students will practice their skills in the performance of theatre exercises, improvisations, cold readings, monologues, and scenes. 18 hours lecture/54 hours laboratory.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>THEA C118</td>
<td>Improvisation</td>
<td>2.00</td>
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<td>A/UC/CSU</td>
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</tbody>
</table>

This course introduces students to improvisational performance. Class work focuses on the enhancement of spontaneity, creativity, and group collaboration in performance. Students will practice comedic timing, scene building, and improvisation techniques in in-class exercises and public performances. 18 hours lecture/54 hours laboratory.
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: Reading Level 1, Writing Level 2  
This course offers an introduction to movement for the actor. Students will learn to enhance physical clarity, expressiveness, and creativity in performance. The course will guide student work on physical characterization for both modern and period-style plays. 27 hours lecture/27 hours laboratory.

THEA C145  Voice for the Actor  
A/CSU  2.00 Units  
Advisory: Reading Level 1, Writing Level 2  
This course offers an introduction to vocal performance for the actor. Students will learn relaxation, breathing, and vocal production techniques to enhance vocal clarity and expressiveness for performance. The course will guide student work on vocal characterization and the use of dialects in performance. 27 hours lecture/27 hours laboratory.

THEA C211  Intermediate Acting  
A/UC/CSU  2.00 Units  
Prerequisite: THEA C112  
This course focuses on the interpretation and performance of comedic scripts. Students will work with partners to develop comedic timing and the “inner dialogue” of the character. Students will build on their knowledge of the Stanislavski System as they practice their skills in the performance of theatre exercises, improvisations, cold readings, comedic monologues, and comedic scenes. 18 hours lecture/54 hours laboratory.

THEA C212  Advanced Acting  
A/UC/CSU  2.00 Units  
Prerequisite: THEA C211  
This course focuses on the interpretation and performance of classical scripts. Students will work on advanced vocal and physical exercises to develop skills in characterization. This course will introduce students to an array of acting methods beyond the Stanislavski System. Students will practice their skills in the performance of theatre exercises, improvisations, cold readings, classical monologues, and classical scenes. 18 hours lecture/54 hours laboratory.

THEA C230  Directing  
A/UC/CSU  2.00 Units  
Advisory: Reading Level 1, Writing Level 2  
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: Reading Level 1, Writing Level 2  
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 C101  Oxyacetylene Welding  
A/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
This course provides practical experience in welding, brazing, soldering, and cutting of steel using oxyacetylene. Topics include safety, metals and their physical properties, setup and use of oxyacetylene equipment, and welding and cutting techniques. 36 hours lecture/$4 hours laboratory.

WELD C102  Shielded Metal Arc Welding  
A/CSU  2.00 Units  
Prerequisite: WELD C101  
This course provides practical, hands-on experience in Shielded Metal Arc Welding (SMAW) as well as lecture on safety, different types of SMAW machines, identification of metals, electrode selection and electrical theory. 18 hours lecture/$4 hours laboratory.

WELD C200  Gas Metal Arc Welding (GMAW)  
A/CSU  2.00 Units  
Advisory: Reading Level 1, Writing Level 2  
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/$4 hours laboratory.
WELD C201  Welding Fabrication  
A/CSU  3.00 Units  

Prerequisite: WELD C203  
This course is designed to enable the student to construct welded projects using the processes learned in previous courses. The student learns how to read technical drawings and interpret welding symbols, produce shop drawings, and use trade related math in the layout and assembly process. 36 hours lecture/54 hours laboratory.

WELD C203  Gas Tungsten Arc Welding (GTAW)  
A/CSU  2.00 Units  

Prerequisite: WELD C102  
This course provides practical experience in Gas Tungsten Arc Welding (GTAW) (TIG) as well as lectures on safety, welding and identification of exotic metals, types of filler metals and shielding gases. This course may be taken three times. 18 hours lecture/54 hours laboratory.

WELD C204  Pipe and Tube Welding  
A/CSU  3.00 Units  

Prerequisite: WELD C203  
This course is designed to help the student develop skills required to be proficient at the welding of pipe and tubing using the SMAW and GTAW processes. Welding position, preparation, and fit-up are covered as well as techniques and special conditions associated with the welding of pipe. 36 hours lecture/54 hours laboratory.

WEXP C101  Introduction to Work Experience  
A/CSU  1.00 Unit  

Seminar devoted to career orientation, job search skills, initiative, goal setting, motivation, job attitudes, practical psychology, applied human and industrial relations, and current issues related to individual experiences and problems of students enrolled in the work experience program. 18 hours lecture.

WEXP C102  Occupation and Career Work Experience I  
A/CSU  1.00-2.00-3.00 Units  

Co-requisite: Concurrent enrollment in WEXP C101 and acceptance in the Work Experience program.  
Occupational/Career Work Experience is an extension of occupational learning opportunities and career awareness for students through employment in occupational fields to which their college programs or majors are related. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain up to four units per semester or a maximum of 16 units total toward their Associate Degree. 75-150-225 hours work experience.

WEXP C112  Occupation and Career Work Experience II  
A/CSU  1.00-2.00-3.00 Units  

Co-requisite: Concurrent enrollment in WEXP C111 and acceptance 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.

WEXP C113  Human Relations in Work Experience I  
A/CSU  1.00 Unit  

Seminar on topics related to the job environment including job advancement, motivation, and interpersonal relationships. 18 hours lecture.

WEXP C114  Occupation and Career Work Experience III  
A/CSU  1.00-2.00-3.00 Units  

Co-requisite: Concurrent enrollment in WEXP C113 and acceptance 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.

WEXP C115  General Work Experience Seminar I  
A/CSU  1.00 Unit  

One hour seminar per week devoted to job search skills, initiative, goal setting, motivation, job attitudes, practical psychology, applied human and industrial relations and current issues related to individual experiences and problems of students enrolled in work experience program. 18 hours lecture.
WEXP C152    General Work Experience I
A/CSU 1.00-2.00 Units
Co-requisite: Concurrent enrollment in WEXP C151 and acceptance into Work Experience program

General Work Experience is supervised employment of students with the intent of assisting them to acquire desirable work habits, attitudes and career awareness in jobs. Jobs held by students in General Work Experience need not be related to their occupational goals or college programs. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain three units per semester for two semesters or a maximum of six units total. Note: These units are counted as elective units toward the associate degree. 75-150 hours work experience.

WEXP C153    General Work Experience Seminar II
A/CSU 1.00 Unit

One hour seminar per week devoted to job search skills, initiative, goal setting, motivation, job attitudes, practical psychology, applied human and industrial relations current issues related to individual experiences and problems of students enrolled in work experience program. 18 hours lecture.

WEXP C154    General Work Experience II
A/CSU 1.00-2.00 Units
Co-requisite: Concurrent enrollment in WEXP C153 and acceptance into Work Experience program

General Work Experience is supervised employment of students with the intent of assisting them to acquire desirable work habits, attitudes and career awareness in jobs. Jobs held by students in General Work Experience need not be related to their occupational goals or college programs. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain three units per semester for two semesters or a maximum of six units total. Note: These units are counted as elective units toward the associate degree. 75-150 hours work experience.
ACADEMIC POLICIES and GRADING CRITERIA

Code of Student Rights and Responsibilities

The principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that the college student is mature and self-respecting and can be relied upon to act as a responsible and ethical member of society. Each student is obligated to observe the College Code of Student Rights and Responsibilities, both on campus and at college-sponsored events away from campus.

The California Education Code (Section 66300) requires that each public institution of higher education adopt specific rules and regulations governing student behavior. Such a document has been prepared and is made available to all students at the time of registration, in the Student Handbook, or may be obtained from the Counseling Center. Included in this document are the standards of student conduct, applicable penalties for violations and the guarantees of due process in any disciplinary proceedings. All matters pertaining to student conduct should be referred to the Vice President of Student Services.

Plagiarism and Cheating

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

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

Academic Freedom

The district, the colleges, and unit members will adhere to the following in regard to academic freedom:

1. Education in a democracy depends upon earnest and unceasing pursuit of truth.

2. Faculty members shall be free to exercise academic freedom, including freedom of investigation, freedom of discussion in the classroom, freedom to select texts and other instructional materials, freedom of assignment of instructional exercises, and freedom of evaluation of student efforts.

3. Faculty members acknowledge that in the exercise of academic freedom they have a responsibility to be accurate and comprehensive in making reports, to be fair-minded in making interpretations and judgments, to respect the freedoms of other persons, to exclude irrelevant matters from classroom discussions and instructional exercises, and to make appropriate distinctions between statements of fact made as faculty subject matter specialists and opinions made as private citizens.

4. The college recognizes the fundamental right of the faculty member to be free from any censorship or restraint which might interfere with the faculty member’s obligation to pursue truth and maintain his/her intellectual integrity in the performance of his/her teaching functions.

Student Complaint Procedures

This document is a summary of the student complaint procedures approved for the colleges of the Kern Community College District by the District Board of Trustees. For a complete copy of these procedures, please contact the Office of the Vice President of Student Services at the Indian Wells Valley campus (760) 384-6249.
The Student Complaint Procedures are established so that students can resolve difficulties or problems encountered in College-related activities. Student complaints are taken seriously. Therefore, they must be of a 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 complaint process and such filings will be referred to the College President.

The Student Complaint Procedures detailed below apply to:

- Course Content
- Access to classes
- Verbal or physical abuse by faculty, staff, or students
- Faculty Member’s refusal to confer with student(s)
- Harassment, other than sexual harassment

These procedures do NOT apply to student complaints involving:

- Student code of conduct issues
- Assignment of grades
- Discrimination
- Sexual Harassment

This policy does NOT apply to allegations of discrimination based on race, color, national origin, gender 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 gender), 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). For complaints of this nature, please refer to the Notice of Non-Discrimination.

For complaints regarding assignment of grades students are to contact the Vice President of Academic Affairs. For all other issues use the following process.

Informal Complaint Process

Prior to filing a written complaint, and within ten (10) instructional days of the incident leading to the complaint, student(s) should attempt to resolve the issue by contacting the staff or faculty member involved. If the student(s) are hesitant to communicate directly with the staff or faculty member, they can enlist the assistance of the faculty chair** to facilitate and mediate the process. If the attempt is not feasible or does not resolve the problem, the student(s) may initiate Level I action. Complaints may not be filed after ninety (90) instructional days from the date of the incident leading to the complaint.

Level I

Student(s) choosing to file a formal complaint may do so by obtaining a Level I “Initial Student Complaint Form” from the Office of the Vice President of Student Services or the immediate supervisor.*** The form must be completed and submitted to both the immediate supervisor AND to the Office of the Vice President of Student Services. Within ten (10) instructional days of notice of the occurrence of the alleged incident, the immediate supervisor will make an appointment to meet with the student(s) to attempt to resolve the issue in a satisfactory manner. Subsequent to the meeting, the immediate supervisor shall meet and confer with the staff or faculty member(s) involved in an effort to resolve the complaint.
After meeting with the student(s) and staff member(s), the immediate supervisor shall notify the parties involved of the suggestion for resolution by documenting it on the Level I "Information /Disposition Form" and submitting copies to the complainant(s), the staff or faculty member, AND to the Office of the Vice President of Student Services, to be maintained on file. If the complaint is not resolved to the complainant’s satisfaction, the complainant may, within ten (10) instructional days of the decision, file with the Office of the Vice President of Student Services a request to move the complaint to Level II.

◆ If the complainant fails to appear for the scheduled appointment, the Level I complaint process shall be terminated and the complainant shall have no further recourse.

◆ At the written request of the student(s), action on the complaint may be delayed until the term of the class is completed. In this event, the Vice President of Student Services may delay any further action on the complaint until the following semester.

◆ In the event of a group complaint, at most two (2) students shall be chosen to carry the complaint forward.

**Level II**

Under certain circumstances, and in the interest of fairness to all parties, the immediate supervisor may refer the complaint to Level II immediately. All parties shall be notified when the referral has been made.

If the complainant(s) choose(s) to move the complaint to Level II, a “Request to Appeal the Level I Recommendation” form* must be used. Within ten (10) instructional days of receiving the written request from either the immediate supervisor or the student(s), the appropriate administrator shall investigate the allegations and convene a conference of the student(s), the staff or faculty member(s), and the staff member(s) immediate supervisor.

The student(s) bringing the complaint and the staff or faculty member(s) against whom the complaint was made must be present at this conference. Under compelling circumstances, this meeting may employ teleconferencing. At this meeting, an attempt will be made to resolve the issue(s) and agree upon the remedy.

Following the Level II conference, the appropriate administrator shall, within five (5) instructional days, provide a written decision and the basis for the decision. Copies of the decision shall be sent to the student(s), the staff or faculty member(s), the immediate supervisor, and filed in the Office of the Vice President of Student Services. The student(s) bringing the complaint and/or the staff or faculty member(s) against whom the complaint was made may challenge the Level II decision by proceeding to Level III.

All Level II conferences shall be electronically recorded by the appropriate administrator. These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.

If a complaint is filed within the last thirty (30) instructional days of the semester or the last ten (10) instructional days of summer school, the Vice President of Student Services may delay any further action until the next academic term.

If the complainant fails to appear at this conference, except for good cause, the Level II complaint shall be terminated, and the complainant shall have no further recourse.

**Level III**

If the student(s) and/or the staff or faculty member(s) challenge(s) the Level II decision, a written appeal must be filed on the “Request to Appeal the Level II Recommendation” form* within ten (10) instructional days of notification of the Level II decision. This Level III appeal shall be filed in the Office of the Vice President of Student Services.

The purpose of the Level III is to make one final attempt to resolve the issues to the satisfaction of the parties involved. To that end, the Vice President of Student Services shall, within ten (10) instructional days of receiving the
referral assemble the complainant(s), the staff or faculty member(s), and the appropriate administrator from Level II, and the immediate supervisor.

If the Vice President is able to resolve the difference(s)/complaint(s), such resolution shall be written down and signed by all parties involved. This resolution shall become part of the file and copies shall be made available to all parties. If, however, the Vice President is unable to resolve the difference(s)/complaint(s) a Hearing Panel shall be assembled within ten (10) instructional days for that determination. The Hearing Panel shall be provided with procedural guidelines and answers to frequently asked questions. The Hearing Panel shall make its recommendations(s) based on the “preponderance of evidence” available at the time of the hearing and relevant to the allegations filed at Levels I and II. The recommendation(s) shall be forwarded to the College President who shall render a decision. The decision shall be communicated in writing to all parties. The decision of the College President is final.

This hearing shall be electronically recorded by the Vice President. These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.

**COMPOSITION OF THE LEVEL III HEARING PANEL (The Standing Committee)**

A Level III Standing Committee shall be composed of eight (8) members. Members shall be appointed each August as follows:

- Two (2) administrators—appointed by the college President
- Two (2) faculty members—appointed by the Academic Senate President
- Two (2) students appointed by the Associated Student Body President
- Two (2) classified staff members appointed by the CSEA or Classified Senate President.
- The non-voting Chair of the Hearing Panel, (not a Standing Committee member) shall be appointed by the College President.

Individual Level III Hearing Panels will be composed of selected members of the Standing Committee and an ad-hoc member as follows:

If the complaint is against a faculty member, the Hearing Panel shall be:

- Two (2) faculty members,
- One (1) student, one (1) administrator, and
- One (1) ad-hoc voting member appointed by the Academic Senate President.

If the complaint is against an administrator, the Hearing Panel shall be:

- Two (2) administrators
- One (1) student
- One (1) classified staff member
- One (1) ad-hoc voting member appointed by the College President

If the complaint is against a classified staff member, the Hearing Panel shall be:

- Two (2) classified staff member,
- One (1) administrator,
- One (1) student, and
- One (1) ad-hoc voting member appointed by the CSEA or Classified Senate President.

The Vice President of Student Services shall be responsible for the administration of the Student Complaint Policy.

(KCCD 4F10)

* All forms can be obtained through the Office of the Vice President of Student Services unless otherwise noted.
**A list of faculty chairs can be provided through the Office of the Vice President of Academic Affairs.

***In the case of faculty complaints students contact the department’s faculty chair for the Level I complaint. In the case of complaints against staff or administrators students contact the staff member’s direct supervisor.

**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**

Study Loads apply for full semester length classes only. For short-term classes, please consult with a counselor. The college does not specify a minimum load except when the student desires to meet certain requirements such as:

1. **Financial Aid Unit Requirements/Veterans or Dependents of Veterans:**

<table>
<thead>
<tr>
<th>Regular Semester</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 units</td>
</tr>
<tr>
<td>Three-fourths</td>
<td>9-11 1/2 units</td>
</tr>
<tr>
<td>One-half time</td>
<td>6-8 1/2 units</td>
</tr>
<tr>
<td>*Less than half time</td>
<td>5 1/2 units or less</td>
</tr>
</tbody>
</table>

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

2. **"F-1" Visa** - 12 units per semester is the full-time load to maintain visa status.

3. **Intercollegiate Athletics** - 12 units or more per semester is required to meet eligibility for intercollegiate athletic participation.

4. **Occupation/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. **Student government participation** requires six (6) units.

6. **Federal or College Work Study** requires six (6) units for eligibility to participate.
Veteran Student Information

Cerro Coso Community College maintains a full-time program of Veterans’ services to assist veteran students and their dependents. The staff of the Admissions and Records Office at the IWV campus and the counselors/educational advisors at the Centers work with the Veterans Administration to assist veterans and their dependents in claiming and receiving the educational benefits to which they are entitled.

**WHAT YOU NEED TO KNOW:**

<table>
<thead>
<tr>
<th>CHAPTER 30 - Montgomery GI Bill</th>
<th>CHAPTER 33 - Post 9/11 GI Bill</th>
<th>CHAPTER 35 - Dependents of Veterans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must be enrolled in a minimum of 6 units to receive benefits beyond tuition reimbursement</td>
<td>Students meeting eligibility requirements qualify for housing stipend, book stipend and tuition reimbursement</td>
<td>Veteran parent of dependent student must be either deceased or 100% disabled for student to qualify</td>
</tr>
<tr>
<td>No restriction on location of class</td>
<td>Must be enrolled in a minimum of 7 units to receive housing allowance</td>
<td>Must be enrolled in a minimum of 6 units to receive benefits beyond tuition reimbursement</td>
</tr>
<tr>
<td><em>All units can be taken online</em></td>
<td><em>still eligible for tuition reimbursement and book stipend if less than 7 units</em></td>
<td><em>No restriction on location of classes</em></td>
</tr>
<tr>
<td><em>At least one class must be taken ON-CAMPUS</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CHAPTER 30 - Montgomery GI Bill

- Must be enrolled in a minimum of 6 units to receive benefits beyond tuition reimbursement
- No restriction on location of class
- *All units can be taken online*

### CHAPTER 33 - Post 9/11 GI Bill

- Students meeting eligibility requirements qualify for housing stipend, book stipend and tuition reimbursement
- Must be enrolled in a minimum of 7 units to receive housing allowance
- *Still eligible for tuition reimbursement and book stipend if less than 7 units*
- At least one class must be taken ON-CAMPUS

### CHAPTER 35 - Dependents of Veterans

- Veteran parent of dependent student must be either deceased or 100% disabled for student to qualify
- Must be enrolled in a minimum of 6 units to receive benefits beyond tuition reimbursement
- *No restriction on location of classes*
- *All units can be taken online*

#### California Department of Veterans Affairs fee waiver

- Parent of dependent student is a Veteran and has some level of disability
- No restrictions on type of class or length of class

### WHAT YOU NEED TO DO:

- Meet or speak with Dave Cornell, our campus VA Representative, to discuss the best option for you
  - *Bring Certificate of Eligibility*
- Meet with a counselor to discuss your career/educational goals and the best way to achieve those goals
  - *Bring a copy of any transcripts you have (both military and those from other colleges); required by the second meeting with a counselor/ed advisor*
  - *Meet with a counselor/ed advisor EVERY SEMESTER to complete a VA Program Approval*
  - **Notify Dave Cornell of ANY changes to schedule-VA must be notified of changes in schedule EVERY semester or student may owe money back**

**This information is specifically designed to assist students in registration and is not in any way meant to advise students of which chapter is best for them.**

### Important Contact Information:

<table>
<thead>
<tr>
<th>Dave Cornell</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCCC VA Representative</td>
</tr>
<tr>
<td>760-384-6291</td>
</tr>
<tr>
<td>dcornell@cerrocoso</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>US Department of Veterans Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website: <a href="http://www.gibill.va.gov">www.gibill.va.gov</a></td>
</tr>
<tr>
<td>- GI Bill Application</td>
</tr>
<tr>
<td>- Change of information forms</td>
</tr>
</tbody>
</table>

**Muskogee**

888-442-4551

*Dial 1 then 0 to speak with a representative

- Request Certificate of Eligibility
- Determine processing standing/status of payment

<table>
<thead>
<tr>
<th>Cerro Coso Counseling</th>
</tr>
</thead>
<tbody>
<tr>
<td>760-384-6219</td>
</tr>
<tr>
<td>counsel@cerrocoso</td>
</tr>
</tbody>
</table>

**6-8 units (half-time)**

**9-11 units (3/4 time)**

**12+ units (full-time)**

**NOTE:** Short-term classes will impact funding—see a counselor/educational advisor for more information

**VETERAN STUDENTS ARE ELIGIBLE FOR PRIORITY REGISTRATION FOR TWO WEEKS PRIOR TO OPEN REGISTRATION**

*It is very important that you meet with a counselor/ed advisor EARLY in the semester/after you register for your program approval.*
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>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. This contract needs to be signed by the instructor and the student. 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,” 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,” 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 "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.

**Continued Probation or Disqualification**

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 "NP" grades) previously recorded may be alleviated and disregarded for the purpose of determining a satisfactory grade point average. This may be accomplished under the following conditions:

1. Five years must have elapsed since the substandard course work to be disregarded was completed.

2. The student must have successfully completed with a grade point average of 2.0 or higher at least 12 units of work at any regionally accredited institution subsequent to the last substandard grade received.

3. The student must complete a petition for Academic Renewal with the assistance of a Cerro Coso Community College counselor for submittal to the Academic Review Committee. The petition must certify in writing all of the following:
   a. That the past course work he/she wishes to have disregarded is substandard and not representative of present scholastic ability and level of performance.
   b. That the level of performance represented by the substandard course work was due to extenuating circumstances.

If the substandard course work has been taken at another college, the student should make every effort to determine whether that college has an academic renewal ("forgiveness") policy covering substandard course work.
The student’s academic record will clearly indicate that some course work and a specified number of credits have been disregarded (“forgiven”) for purposes of the degree program. However, students should be aware that all course work is subject to reevaluation by each subsequent college attended.

**Remedial Course Work Limitation**

Beginning fall semester 1990, no student shall receive more than thirty (30) semester units of credit for remedial course work within the Kern Community College District. Remedial coursework refers to pre-collegiate basic skills courses in reading, writing, computation, learning skills, and English as a Second Language, which are designated as non-degree credit courses. 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 (with essay)</td>
<td>Language and Rationality</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Natural Science</td>
<td>Natural Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Social Science-History</td>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Language and Rationality</td>
<td>6</td>
</tr>
</tbody>
</table>

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

Additional information on the college’s CLEP policy is available in the Counseling Center and the Learning Assistance Center.
## 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><strong>Art History</strong></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><strong>Art (Studio)</strong></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><strong>Biology</strong></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><strong>Calculus AB</strong></td>
<td>Score of 3 – MATH C142 GE Language and Rationality 5 semester units</td>
<td>Area B4 3 semester units</td>
<td>3 semester units*</td>
<td>Area 2A 3 semester units</td>
<td>4 quarter/2.7 semester units**</td>
</tr>
<tr>
<td><strong>Calculus BC</strong></td>
<td>Score of 3 – MATH C151 GE Language and Rationality 5 semester units</td>
<td>Area B4 3 semester units</td>
<td>6 semester units*</td>
<td>Area 2A 3 semester units</td>
<td>8 quarter/5.3 semester units**</td>
</tr>
<tr>
<td><strong>AP CALCULUS EXAM LIMITATIONS:</strong></td>
<td>*Only one exam may be used toward transfer</td>
<td><strong>Maximum credit 8 quarter/5.3 semester units for both</strong></td>
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<td></td>
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</tr>
<tr>
<td><strong>Chemistry</strong></td>
<td>CHEM C101; GE Natural Sciences 4 semester units</td>
<td>Area 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><strong>Chinese Language &amp; Culture</strong></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><strong>Computer Science A</strong></td>
<td>Score of 3 – CSCI C101 3 semester units Score of 4 or 5 – CSCI C101 and C267 6 semester*</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><strong>Computer Science AB</strong></td>
<td>Score of 3 – CSCI C101 and C267 6 semester units* Score of 4 or 5 – CSCI C267 3 semester</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><strong>AP CS EXAM LIMITATIONS:</strong></td>
<td>*maximum 6 semester units for both</td>
<td><strong>Maximum one exam toward transfer</strong></td>
<td>*<strong>Maximum 4 quarter/2.7 semester units for both</strong></td>
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<tr>
<td><strong>Economics - Macroeconomics</strong></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><strong>Economics - Microeconomics</strong></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><strong>English - Language &amp; Composition</strong></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><strong>English - Literature &amp; Composition</strong></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 units/5.3 semester units*</td>
</tr>
<tr>
<td><strong>AP ENGLISH EXAM LIMITATIONS:</strong></td>
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<td></td>
<td></td>
<td><em>8 quarter/5.3 semester units maximum for both</em>*</td>
</tr>
<tr>
<td>EXAM</td>
<td>Course Equivalency/GE Area for Cerro Coso SEP</td>
<td>CSU GE</td>
<td>CSU - UNITS EARNED TOWARD TRANSFER</td>
<td>IGETC</td>
<td>UC - UNITS EARNED TOWARD TRANSFER</td>
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<tr>
<td>Environmental Science</td>
<td>No Course equivalency; GE Natural Sciences</td>
<td>Area B2 and B3 (if taken prior to Fall 2009) Or Area B1 and B3 (regardless of when taken). 4 semester units</td>
<td>4 semester units</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
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<td></td>
<td>3 semester units</td>
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<tr>
<td>French Language</td>
<td>FREN C201; GE Humanities</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<td></td>
<td>5 semester units</td>
<td>3 semester units</td>
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<tr>
<td>French Literature</td>
<td>No Course equivalency; GE Humanities</td>
<td>Area C2 (if taken prior to Fall 2009) 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>
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<td></td>
<td>3 semester units</td>
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<tr>
<td>German Language</td>
<td>No Course equivalency; GE Humanities</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<td>5 semester units</td>
<td>3 semester units</td>
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<tr>
<td>Government &amp; Politics - Comparative</td>
<td>POLS C102; GE Social and Behavioral Sciences</td>
<td>Area D8</td>
<td>3 semester units</td>
<td>Area 4H 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
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<td></td>
<td>3 semester units</td>
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<tr>
<td>Government and Politics - U.S.</td>
<td>POLS C101; GE Social and Behavioral Sciences</td>
<td>Area D8 and US 2* 3 semester units</td>
<td>3 semester units</td>
<td>Area 4H 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
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<td>3 semester units</td>
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<tr>
<td>History - European</td>
<td>HIST C103 or C104 GE Social and Behavioral Sciences</td>
<td>Area C2 or D6 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B or 4F 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<td>3 semester units</td>
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<tr>
<td>History - U.S.</td>
<td>HIST C131 or HIST C132 GE Social and Behavioral Sciences</td>
<td>Area C2 or D6 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B or 4F 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<td>3 semester units</td>
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<tr>
<td>History - World</td>
<td>No Course equivalency; GE Social and Behavioral Sciences</td>
<td>Area C2 or D6 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B or 4F 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<td></td>
<td>3 semester units</td>
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<tr>
<td>Human Geography</td>
<td>No Course equivalency; GE Natural Sciences</td>
<td>Area D5</td>
<td>3 semester units</td>
<td>Area 4E 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
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<td></td>
<td>3 semester units</td>
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<tr>
<td>Italian Language &amp; Culture</td>
<td>No Course equivalency; GE Humanities</td>
<td>Area C2 (if taken prior to Fall 2010) 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>
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<td></td>
<td>5 semester units</td>
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<tr>
<td>Japanese Language &amp; Culture</td>
<td>No Course equivalency; GE Humanities</td>
<td>Area C2</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter/5.3 semester units</td>
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<td>5 semester units</td>
<td>3 semester units</td>
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<tr>
<td>Latin - Vergil</td>
<td>No Course equivalency; GE Humanities</td>
<td>Area C2</td>
<td>3 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
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<td></td>
<td>5 semester units</td>
<td>3 semester units</td>
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<tr>
<td>Latin - Literature</td>
<td>No Course equivalency; GE Humanities</td>
<td>Area C2 (if taken prior to Fall 2009) 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
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<td></td>
<td>3 semester units</td>
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<tr>
<td>Music Theory</td>
<td>MUSC C105; GE Humanities</td>
<td>Area C1 (if taken prior to Fall 2009) 3 semester units</td>
<td>6 semester units</td>
<td>N/A</td>
<td>8 quarter/5.3 semester units</td>
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<td></td>
<td>3 semester units</td>
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</tr>
<tr>
<td>EXAM</td>
<td>Course Equivalency/GE Area for Cerro Coso SEP</td>
<td>CSU GE</td>
<td>CSU - UNITS EARNED TOWARD TRANSFER</td>
<td>IGETC</td>
<td>UC - UNITS EARNED TOWARD TRANSFER</td>
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<tr>
<td>Physics B</td>
<td>No Course equivalency; GE Natural Sciences</td>
<td>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>Physics C - Mechanics</td>
<td>No Course equivalency; GE Natural Sciences</td>
<td>Area B1 and B3 4 semester units*</td>
<td>4 semester units*</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter/2.7 semester units**</td>
</tr>
<tr>
<td>Physics C - Magnetism</td>
<td>No Course equivalency; GE Natural Sciences</td>
<td>Area B1 and B3 4 semester units*</td>
<td>4 semester units*</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter/2.7 semester units**</td>
</tr>
<tr>
<td>AP PHYSICS EXAM LIMITATIONS:</td>
<td>*Maximum 4 semester units toward GE and 6 semester units toward transfer</td>
<td>**Maximum 8 quarter/5.3 semester units for both</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYC C101; GE Social and Behavioral Sciences</td>
<td>Area D9 3 semester units</td>
<td>3 semester units</td>
<td>Area 41 3 semester units</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPAN C201; GE Humanities 5 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>Spanish Literature</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>Statistics</td>
<td>MATH C121; GE Language and Rationality 4 semester units</td>
<td>Area B4 3 semester units</td>
<td>3 semester units</td>
<td>Area 2 3 semester units</td>
<td>4 quarter/2.7 semester units</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-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth 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-Breadth requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.
GENERAL INFORMATION

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

Mission

Our mission is to educate, innovate, inspire and serve. We demonstrate our commitment to student learning and accomplish our mission as we:

* **Educate** students who seek transfer for baccalaureate degrees, career and technical education, workforce training, college preparation, and lifelong learning;

* **Innovate** through our instructional processes, delivery systems, and business operations;

* **Inspire** our students to strive for excellence in achieving their aspirations, our employees to deliver quality instruction and learning support, and our communities by supporting economic development and responding to their needs in a timely and professional manner; and

* **Serve** our clients and our communities with relevance, timeliness and excellence.

Vision

Cerro Coso Community College will be recognized as a leader in higher education, a source of programs and services for tomorrow’s workforce, a model for student learning, and a partner with its diverse clientele and communities.

Values

At Cerro Coso Community College, we value:

* **Student learning** and student success in all areas of endeavor;

* **Creativity** and the implementation of best practices in a rapidly changing world;

* **Accountability** to our students for their learning experience, our communities for good stewardship of public funds, and to each other through the participatory governance process;

* **Diversity** in our students, our communities, our environment and our programs and services;

* **Our Communities** and the partnerships and relationships we build with them; and

* **Our Faculty and Staff** who turn the wheels of learning.

Strategic Long Range Goals, 2010-2012

The Cerro Coso Community College Strategic Plan for 2010 – 2012 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, 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 the Kern River Valley from its campus at the Kern Valley Plaza in Lake Isabella. Students in Lake Isabella, Wofford Heights, Kernville, Mt. Mesa, South Lake, and Onyx can find easy access to the campus via public and private transportation. The campus offers both day and evening classes to provide educational alternatives including two-year programs leading to transfer to the university level, two-year AA and AS degrees, short-term vocational programs, single-course options which may lead to immediate employment, 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:

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

Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
(760) 384-6249
(760) 384-6110 (TDD Only)
Inquiries regarding federal laws and regulations concerning the above may also be directed to the following address:

Office For Civil Rights  
U.S. Department of Education  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102

**Aviso De No Discriminación**

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

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

Vice Presidente de los Servicios del Estudiante  
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

**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 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.

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**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 represents a set of skills or a body of knowledge students must acquire through concurrent and continued enrollment in another course or courses in order to receive a grade of “C” or better in the course requiring the 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;

4. The student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or co-requisite;

5. The students will be subject to undue delay in attaining the goal stated in the student’s educational plan because the prerequisite or co-requisite course has not been made reasonably available.

The determination of whether a student meets a prerequisite or co-requisite shall be made prior to the student’s enrollment in the course.
The student is responsible and bears the burden for showing that grounds exist for the challenge. The challenge must be made in writing to the Matriculation Coordinator, prior to the student's enrollment in the challenged course.

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

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

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

Credit From Other Accredited Post-Secondary Institutions

Credit earned from other accredited institutions may be transferred to Cerro Coso upon admission. Students will provide official transcripts in a sealed envelope from the institution. Transcripts submitted become the property of Cerro Coso Community College and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at CCCC, transcripts from other institutions will be purged from the student’s record. Students planning to graduate or transfer with certification from CCCC, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to CCCC. Transcripts from all previously attended colleges are to be mailed in a sealed envelope directly to Cerro Coso Community College, attention Office of Admissions and Records. Transcripts submitted become the property of Cerro Coso Community College and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at Cerro Coso 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 2005, 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.

Completion rate: 17.30%
Transfer rate: 21.11%

For 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.
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<tr>
<td>CHRISTINE L. ABBOTT</td>
<td>Professor</td>
<td>English</td>
<td>BA, MA</td>
<td>California State University, Fresno</td>
</tr>
<tr>
<td>RICHARD E. ADAMS</td>
<td>Professor</td>
<td>Physical Education</td>
<td>AA, BA, MA</td>
<td>Moorpark College, California State University, Northridge, San Jose State University</td>
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<tr>
<td>SUZANNE AMA</td>
<td>Professor</td>
<td>Digital Media Arts</td>
<td>BFA, MS</td>
<td>American Intercontinental University, California State University, East Bay</td>
</tr>
<tr>
<td>RICHARD L. BENSON</td>
<td>Professor</td>
<td>Art</td>
<td>BA, MFA</td>
<td>Humboldt State University, University of California, Irvine</td>
</tr>
<tr>
<td>ANNE C. BENVENUTI</td>
<td>Professor</td>
<td>Psychology/Philosophy</td>
<td>BA, MA, PhD</td>
<td>University of San Francisco, Los Angeles, Los Angeles</td>
</tr>
<tr>
<td>DEAN BERNSTEN</td>
<td>Professor</td>
<td>Mathematics</td>
<td>BS, MS</td>
<td>California State University, Chico, Oregon State University</td>
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<tr>
<td>SHANNON BLISS</td>
<td>Associate Professor</td>
<td>Biology</td>
<td>BA, MS</td>
<td>University of California, Santa Barbara, San Diego State University</td>
</tr>
<tr>
<td>LARRY A. BOARD</td>
<td>Professor</td>
<td>Automotive Technology</td>
<td>AA</td>
<td>Cerro Coso Community College</td>
</tr>
<tr>
<td>STEVEN BUSBY</td>
<td>Professor</td>
<td>Admin of Justice</td>
<td>AA</td>
<td>College of the Desert</td>
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<tr>
<td>SCOTT CAMERON</td>
<td>Associate Professor</td>
<td>Physical Science</td>
<td>BS, MS, PhD</td>
<td>University of Michigan, Michigan, Michigan</td>
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<tr>
<td>YIHFEN CHEN</td>
<td>Professor</td>
<td>Mathematics</td>
<td>BA</td>
<td>National Taiwan University</td>
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<tr>
<td>JULIE CORNET</td>
<td>Assistant Professor</td>
<td>Information Competency/Librarian</td>
<td>BA, MA</td>
<td>University of California, Santa Cruz, San Jose State University</td>
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<tr>
<td>MATTHEW CROW</td>
<td>Assistant Professor</td>
<td>English</td>
<td>BA, MA</td>
<td>California State University, Fresno</td>
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<tr>
<td>LISA DARTY</td>
<td>Assistant Professor</td>
<td>Digital Media Arts</td>
<td>AA, BS</td>
<td>Cerro Coso Community College, University of California, Santa Cruz</td>
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<tr>
<td>GARY ENNS</td>
<td>Assistant Professor</td>
<td>English</td>
<td>BA, MA</td>
<td>California State University, Fresno, University of Texas, Austin, Los Angeles</td>
</tr>
<tr>
<td>THOMAS D. FOGGIA</td>
<td>Professor</td>
<td>Music</td>
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<td>Sacramento City College, California State University, Sacramento, Arizona State University, State University of New York at Stony Brook</td>
</tr>
<tr>
<td>ELIZABETH I. FULLER</td>
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<td>BS, MS</td>
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</tr>
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<td>CHERYL GATES</td>
<td>Director, Vocational Nursing/Health Careers</td>
<td></td>
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</tr>
<tr>
<td>PAMELA GODFREY</td>
<td>Assistant Professor</td>
<td>Counseling</td>
<td>BS, MA</td>
<td>Mary College, Azusa Pacific University</td>
</tr>
</tbody>
</table>
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Spanish  
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M Ed Simon Fraser University  

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MA California State Polytechnic University, Pomona

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RACHEL WINSTON  
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MS Pepperdine University  
MA California State University, Fullerton
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