



# 2022-2023 CATALOG





# 2022-2023 Catalog

## Cerro Coso Community College

3000 College Heights Blvd.  
Ridgecrest, CA 93555

760-384-6100

[www.cerrocoso.edu](http://www.cerrocoso.edu)

Cerro Coso Community College is a member  
of the Kern Community College District

If this material is needed in alternate format for people with  
disabilities, please contact Access Programs at 760-384-6250.

## Disclaimer

Cerro Coso Community College reserves the right to modify  
its programs, tuitions and fees, admission and graduation  
requirements, schedules, and other policies, procedures and  
regulations stated in this catalog without notice.

## Publication Staff

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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.*

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# President's Message

Welcome to Cerro Coso Community College - Home of the Coyotes.

Our mission here is to improve the life of every student we serve.

We do that by focusing on YOU, the student. Our greatest accomplishment is helping YOU achieve YOUR educational goals. Whether you're here to graduate with a degree or certificate, or transfer to a four-year college or university, we offer support each step of the way. We are known for our small class sizes, student-focused faculty, and high success rates.

Cerro Coso provides a foundation upon which you can build and advance YOURSELF academically, professionally, and personally.

There are countless reasons why Cerro Coso is the right choice for you.

- We offer a welcoming, supportive community, with a diverse population of students, and beautiful campuses with high-tech resources.
- A wide range of programs, degrees, and certificates to choose from.
- Courses offered through our Contract and Community Education program provide lifelong learning opportunities.
- A student life program that is active and exciting with a number of student clubs, activities, and sports in which to participate.
- Up to \$1,000 per semester for two years with the Cerro Coso Promise scholarship...that's enough to cover tuition, and have money left over for books and other expenses.
- Our robust Distance Education Program allows you to take classes to best meet your needs whenever, and wherever you are.
- Both an educational and cultural hub, we offer programs and events that provide our students and community an opportunity to engage with a diverse and vibrant world of ideas, music, art, and drama, as well as foster an appreciation of the rich cultural heritage of our region.

It is my honor to be a part of Cerro Coso's diverse, student-centered community with exceptional faculty and staff at its core.

Thank you for entrusting your hopes and dreams to Cerro Coso Community College.

Dr. Sean Hancock, President



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# About the College

## Guiding Principles

### Mission

The mission of Cerro Coso Community College is to improve the life of every student it serves. Through traditional and distance delivery, Cerro Coso Community College brings transfer preparation, workforce education, remedial instruction, and learning opportunities that develop ethical and effective citizenry to the rural communities and unincorporated areas of the Eastern Sierra. In doing so, we promise clarity of educational pathways, comprehensive and equitable support services, and a commitment to equity.

### Vision

Cerro Coso Community College will be the first choice in higher education for the Eastern Sierra region, a source of programs and services for tomorrow's workforce, a model for student learning, and a valued partner with education and business in its communities.

### Values

The values at Cerro Coso Community College provide the foundation for all academic, student support, and administrative services:

#### Educate

- We are committed to student learning and achievement
- We pledge to safeguard equal educational opportunities and promote student success for all students
- We provide students with a clear set of course-taking patterns and provide integrated and equitable support services to help students choose a path and stay on the path

#### Innovate

- We encourage individual and collective creativity in a rapidly changing world
- We implement best practices that facilitate and encourage innovation and success

#### Inspire

- We celebrate the diversity of each individual student, staff, and faculty
- We foster community partnerships and the relationships we build with them

#### Serve

- We model a culture of lifelong learning
- We support local economic and workforce development in our communities

## Strategic Goals

Strategic Goal #1: Maximize Student Success

Strategic Goal #2: Advance Student Equity Measures

Strategic Goal #3: Ensure Student Access

Strategic Goal #4: Enhance Community Connections

Strategic Goal #5: Strengthen Organizational Effectiveness

## **Institutional Learning Outcomes**

The four Institutional Learning Outcomes listed below describe the knowledge and skills students are able to satisfactorily demonstrate after completing any program at Cerro Coso Community College —certificate of achievement, associate degree, or associate degree for transfer.

Program and general education content is “mapped” (directly linked) to these Institutional Learning Outcomes. All programs address all of these skills so that a student completing any degree or certificate program is achieving instruction, reinforcement, and assessment in each of the outcomes. Cerro Coso Community College’s Institutional Learning Outcomes were approved by the Academic Senate in Fall 2016 and are assessed on a five-year cycle, the first being Spring 2021.

1. Critical Thinking – Students who are completing a program will be able to think critically and creatively and apply reasoning.
2. Communication – Students who are completing a program will be able to communicate ideas, perspectives, and values clearly and persuasively while listening to others openly.
3. Information Competency – Students who are completing a program will be able to access, evaluate, and effectively use information.
4. Citizenship – Students who are completing a program will be prepared to engage in responsible citizenship at various levels.

## **History**

Cerro Coso Community College was established in 1973 as a separate college within the Kern Community College District. Cerro Coso Community College has five instructional sites (Ridgecrest/Indian Wells Valley, Eastern Sierra Center campuses in Bishop and Mammoth Lakes, Kern River Valley campus at Lake Isabella, and East Kern campus in Tehachapi), which together form the largest geographical service area (18,000+ square miles) of any community college in California and which serve a population of approximately 110,000. A leader in online education, Cerro Coso Community College has been offering online courses since 1997 and offers more than a 45 degrees and certificates, including 11 associate degrees (AA/AS) and 11 associate degrees for transfer (AA-T/AS-T). The college’s most recent campus location, Tehachapi, was established in 2014. In addition, the college serves incarcerated students in two correctional facilities: California City Correctional Facility (CAC) and the California Correctional Institution (CCI) in Tehachapi. 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.

## **Notices**

### **Accreditation**

Cerro Coso Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, California, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. It meets all standards of the California State Department of Education. The college and its programs are also approved by the California Community College Board of Governors, the Board of Vocational Nursing and Psychiatric Technicians, the California Commission on Peace Officer Standards and Training, the Bureau of Security and Investigative Services, the Kern County Department of Public Health, Emergency Medical Services Division, and the California State Approving Agency for Veterans Education (CSAAVE). The University of California, the California State University System, and other universities and colleges give full credit for appropriate courses completed at Cerro Coso Community College.

### **Student Right-To-Know**

In compliance with the Student Right-To-Know (SRTK) 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. These rates are based on a limited cohort (or group) of students which are tracked for a three-year period. The cohort is limited because it includes only students who entered Cerro Coso Community College in the Fall term as first-time, full-time students seeking a degree, certificate or transfer. Students included in the SRTK Cohort were tracked for three years to determine their academic outcomes.

A student is included in the Completion Rate if they attained a certificate or degree or became “transfer prepared” within the three-year period. Transfer-prepared is defined as having completed 60 transferable units with a GPA of 2.0 or better.

A student is included in the Transfer Rate if, within the three-year tracking period, they transferred to another postsecondary institution prior to receiving a certificate or degree or becoming “transfer-prepared”.

The table below compares Cerro Coso Community College’s Completion and Transfer Rates to the statewide community college average.

2017 SRTK Cohort

	<b>Cerro Coso</b>	<b>State-Wide</b>
<b>Completion Rate</b>	28.92%	33.67%
<b>Transfer Rate</b>	9.31%	9.74%

These rates do not represent the completion and transfer 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. For more information on SRTK methodology, interpretation, and rates at other community colleges, you can visit the College Chancellor’s Office website at <http://srtk.cccco.edu/index.asp>.

### **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 their intellectual integrity in the performance of their teaching functions.

### **Equal Employment Opportunity Statement**

In accordance with the requirements of the Civil Rights Act, Cerro Coso Community College provides services and benefits to students regardless of race, color, ethnic group identification, ancestry, religion, national origin, sex (gender), sexual orientation, age, and/or physical or mental disability. The lack of English language skills will not be a barrier to administration and participation in vocational education programs. (Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 503 and 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990.)

All persons have the right to seek admission to and complete an educational program at Cerro Coso Community College. Interference with students’ access and successful completion of their education by any person through unlawful discriminatory conduct will not be tolerated. The college will initiate disciplinary action against persons found to have interfered with a student’s education through any means of illegal or immoral intimidation.

Kern Community College District will afford reasonable accommodations for applicants and employees to enable qualified individuals to perform essential job functions. Students with disabilities will be accommodated to ensure accessibility and full participation in educational programs. To request reasonable accommodations, applicants and employees should contact the Human Resources Manager at 760-384-6259. Students should contact the Access Programs Office at 760-384-6250.

## Unlawful Discrimination

All forms of discrimination and harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful discrimination, including that which is based on any of the following statuses: national origin, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics.

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:

Human Resources Manager  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555  
760-384-6259  
760-384-6110 (TDD Only)

A complaint of alleged unlawful discrimination may be filed within one year of the alleged discrimination.

Additional inquiries pertaining to federal, state, and local equal opportunity laws, and the governing board policies of Cerro Coso Community College or Kern Community College District (KCCD Board Policy Section 7D2) may be directed to the following office:

Vice-Chancellor, Human Resources  
Kern Community College District  
2100 Chester Avenue  
Bakersfield, CA 93301  
661-336-5141

## Declaración De Igualdad De Oportunidades de Empleo

De acuerdo con los requisitos de la Ley de Derechos Civiles, Cerro Coso Community College brinda servicios y beneficios para los estudiantes independientemente de su raza, color, identificación de grupo étnico, ascendencia, religión, origen nacional, sexo (género), orientación sexual, edad y / o discapacidad física o mental. La falta de habilidades del idioma inglés no será una barrera a la administración y participación en programas de formación profesional. (Título VI y VII de la Ley de Derechos Civiles de 1964, según enmendada; Título IX de las Enmiendas de Educación de 1972; y las secciones 503 y 504 de la Ley de Rehabilitación de 1973, según enmendada y la Ley de Estadounidenses con Discapacidades de 1990.)

Todas las personas tienen derecho a solicitar la admisión y completar un programa educativo en la comunidad de Cerro Coso Community College. Interferencia con el acceso de los estudiantes y la finalización exitosa de su educación por parte de cualquier persona a través de No se tolerarán conductas discriminatorias ilegales. El colegio iniciará acciones disciplinarias contra personas. Se descubrió que había interferido con la educación de un estudiante a través de cualquier medio de intimidación ilegal o inmoral.

Kern Community College District ofrecerá ajustes razonables para que los solicitantes y empleados puedan individuos calificados para realizar funciones esenciales de trabajo. Los estudiantes con discapacidades serán acomodados para asegurar accesibilidad y participación plena en programas educativos. Para solicitar acomodaciones razonables, los solicitantes y los empleados deben comunicarse con el Gerente de Recursos Humanos al 760-384-6229. Los alumnos deben contactar con el Acceso Oficina de Programas al 760-384-6250.

## **Discriminación Ilegal**

Todas las formas de discriminación y acoso son contrarias a las normas básicas de conducta entre individuos y están prohibidos por las leyes estatales y federales, así como esta política, y no serán tolerados. El Distrito se compromete a proporcionando un ambiente académico y laboral que respete la dignidad de los individuos y grupos. El Distrito será libre de acoso sexual y toda forma de intimidación y explotación sexual. También deberá estar libre de otros ilegales discriminación, incluyendo la que se basa en cualquiera de los siguientes estados: origen nacional, edad, sexo (género), raza, color, condición médica, ascendencia, orientación sexual, estado civil, discapacidad física o mental, o porque él o se percibe que tiene una o más de las características anteriores.

Consultas sobre las políticas de igualdad de oportunidades, la presentación de quejas, ajustes razonables en empleo, ajustes académicos o ayudas y servicios auxiliares, o para solicitar una copia de los procedimientos de quejas cubriendo quejas de discriminación, puede ser dirigido a:

Gerente de Recursos Humanos  
Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555  
760-384-6259  
760-384-6110 (TDD Only)

Se puede presentar una queja de supuesta discriminación ilegal dentro de un año de la supuesta discriminación.

Consultas adicionales relacionadas con las leyes federales, estatales y locales de igualdad de oportunidades, y las políticas de la junta directiva de Cerro Coso Community College o Kern Community College District (Sección 7D2 de la Política de la Junta Directiva de KCCD) pueden ser dirigidos a la siguiente oficina:

Vicerrector de Servicios Humanos  
Kern Community College District  
2100 Chester Avenue  
Bakersfield, CA 93301  
661-336-5141

## **Students with Disabilities**

Cerro Coso Community 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 or auxiliary aids should contact the Access Programs Office at 760-384-6250. Participation by students with disabilities in Access Programs is voluntary. Any student choosing not to participate in the program may elect an alternate path for services through the Office of Student Learning. See the Vice President of Student Services for options or alternatives to services otherwise provided by Access Programs.

## **Confidentiality of Student Records**

Student records are protected by the Family Educational Rights and Privacy Act, state law, and Kern Community College District Board Policy from access by casual or unauthorized persons. Access to records is provided to the student, appropriate college staff members, persons having written consent of the student, or by court order or subpoena.

The Privacy Act affords Cerro Coso Community College the right to release such "Directory Information" as the student's name, address, e-mail address, photographs, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. If a student does not want this information released, the student must check the confidentiality requested box on the admission/update forms.



Present and former Cerro Coso Community College students are given the right to inspect, review, and challenge the contents of all educational records related to them. No information contained in their educational records may be released without their consent, except to those agencies or individuals authorized by the Act.

Students wishing to inspect, review, or challenge any of their educational records must contact Admissions and Records 760-384-6357.

### **Policy Concerning Sexual Harassment**

Cerro Coso Community College is fully committed to all federal, state, and local human rights and equal opportunity laws. Title VII of the Civil Rights Act of 1964, amended 1991, and Title IX of the Educational Amendments of 1972 are strictly enforced. This legislation specifically prohibits sexual discrimination in employment, and educational programs and services respectively.

Students have the right to gain access to and complete an educational program at Cerro Coso Community College. Interference with students' admission to and successful completion of their education by any person through unlawful sexual conduct will not be tolerated. The college will initiate disciplinary action against persons found to have interfered with a student's education through any means of sexual harassment or intimidation.

### **Outreach Programs and Services**

The Counseling Office and the Office of Outreach and Student Activities conduct and coordinate campus tours for prospective students, high school visitations, and contacts with community groups for recruiting purposes, and represent the college at various events and activities. For more information, please contact 760-384-6353.



# **Admissions and Registration**

## **Applying to College**

### **Academic Eligibility**

Graduates of accredited high schools, holders of a Certificate of Proficiency or GED certification, 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 send transcripts directly to Cerro Coso Community College's Admissions and Records Office.

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

Students who are enrolled in K-12 programs may be admitted by 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 Community 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 from the Cerro Coso Community College Counseling Office, have it appropriately filled out by their school principal or designee, secure a parent signature, and then meet with a college counselor for approval. For both dual and concurrent enrollment students the approval of more than one college course is dependent on several factors. These factors may include overall high school GPA, college GPA, rigor of high school courses and extracurricular activities, success in high school English courses, success in high school math (if applicable), etc. Decisions to allow a high school student to take more than one three-unit college class will be made by the Cerro Coso Counseling Department on a case-by-case basis, and only after a thorough review of the student's previous progress. Students are limited to a maximum of 11 units. Cerro Coso Community College enrollment fees of \$46/unit are waived for K-12 students. 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 or she will be responsible for communicating with their instructors, studying at least two hours for every hour of course (minimum), turning in college-level assignments complete and on time, and purchasing all textbooks within the first week of course(s). 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 or her, at this time. Please see the Dual/Concurrent Enrollment Handbook for additional information or contact the Counseling Department.

### **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 an F-1 visa application. The I-20 will then be sent to the student for submission to the student's embassy/consulate to obtain the student's F-1 visa. Once the F-1 visa is approved, the student then will follow the application and registration procedures listed for new students. Students admitted under an F-1 visa are required to pay non-resident tuition, the capital outlay fee, the enrollment fee, and all are required to purchase a health and accident insurance policy. International students must make their own accommodations and transportation arrangements prior to attending Cerro Coso Community College.

Contacts, processes, and forms for the above can be located at <https://www.cerrocoso.edu/student-services/admissions/international-students> or an International Student Packet can be sent upon request.

## Residency Determination

Generally, California residency status is established by one of the following conditions:

- If the applicant is under the age of 19, his/her parents must have resided within the state of California for 12 consecutive months **with the intent to stay** preceding the first day of the semester.
- If the applicant is 19 years or older, the applicant must have resided within the state of California for 12 consecutive months **with the intent to stay** preceding the first day of the semester and demonstrate financial independence from parents.

For complete and detailed information on special populations (for example, military/veterans), please go to <https://www.cerrocoso.edu/student-services/admissions/determining-your-residency-status>.

## Non-California Residents

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 will be required to pay out-of-state tuition fees.

Active duty military and their dependents stationed in California are treated as California residents for enrollment purposes.

## Change of Residence Status

To change residency status to California resident a student must show physical presence in California with intent to stay in California for one year and one day preceding the first day of the semester.

A residency determination form with supporting documentation must be submitted to the Admissions and Records office to begin review of residency status. The documents submitted must support:

1. Physical presence in California
  - Student/parent (as applicable) must have documentation of physical presence in California one year preceding the first day of the semester.
  - Student does not have conduct inconsistent with a claim of California residency (see below).

NOTE: Physical presence within California solely for educational purposes does not constitute establishing California residence regardless of the length of that presence.

2. Intent to stay in California

In addition to physical presence in California for one year preceding the semester, a student must show they intended to make California their home for other than temporary purposes for one year preceding the semester. Supporting documents will be required to review your request for residency. Examples of showing intention to stay are:

- Obtaining a California driver's license one year preceding semester
- Possessing California motor vehicle license plates
- Registering to vote in California one year preceding semester
- Paying California taxes as a California resident for the entire year
- Rental agreement/ house payment for one year preceding the semester

Conduct inconsistent with a claim of California residence includes:

- Keeping an out of state driver's license
- Attending an out-of-state institution as a resident of that other state
- Being the petitioner for a divorce in another state
- Declaring non-residence for state income tax purposes



- Living in other state between school semesters
- Registered to vote in another state
- Employment in another state using that state for income tax purposes

NOTE: Additional documentation may be requested upon review.

### **Admissions Application/CCC Apply**

An admissions application may be completed on the college webpage at <https://www.cerrocoso.edu/apply>. It must be submitted prior to registration. The application asks for the prospective student's Social Security number. The Social Security number will not appear on course roll sheets. For students who do not have a Social Security number, instructions are provided on an alternate process for completing the application.

### **Use of Student Identification Numbers**

All students are assigned an identification number when a completed admissions application is submitted through CCC Apply. Students will use the assigned number to access their academic records.

### **Personal Identification Number/Password**

When prospective students complete their admission application online, they will be asked to create a personal identification number (PIN). The number must meet the conditions below and should be a PIN that is confidential and nobody else will know. This will be the student's universal PIN for logging into all Cerro Coso Community College Student Accounts.

- Must be 8-20 characters long.
- Must contain letters (case-sensitive) and numbers.
- Must not contain special characters e.g. @, space, -, /, !
- Must not contain a character sequence e.g. 1234 or abcd.
- Must not contain a sequence of same characters e.g. 55555.

### **College Email Addresses and Official Communication**

Every student who has been admitted to the college of the Kern Community College District receives a college-specific email address (@[email.cerrocoso.edu](mailto:email.cerrocoso.edu) for Cerro Coso). This is the official email address the college uses to communicate with students—for example, information about financial aid, notifications to students who have been moved from wait list to registered status in a course, or welcome contacts by instructors prior to the beginning of the semester.

Students are advised to check their college-assigned email early and often.



## Student Success and Support Program (SSSP)

### Student Rights and Responsibilities

The SSSP process at Cerro Coso Community College is intended to assist students in establishing appropriate educational goals and provide support services to help them achieve these goals. Students needing core services will be provided an orientation, placement in math and English, counseling, and completion of an educational plan and follow-up services. All first-time college students should complete orientation, placement in math and English, counseling, and initiate educational planning prior to registering for courses and may NOT enroll during priority registration unless they have completed the core services.

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

Students have the responsibility to inform the college of their educational and career goals. If you are undecided in either or both areas, our staff can assist you in clarifying your goals. Listed below are the basic components of your partnership with Cerro Coso Community College.

You agree to:

- State a broad educational intent upon enrollment, e.g., AA/AS degrees or 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 courses regularly and complete assigned work.
- Successfully complete your courses and maintain progress toward an educational goal.

Cerro Coso Community College 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 assessment of your skills in conjunction with counseling/advisement.
- Provide placement in math and English.
- Provide evaluation of your educational progress, which is available through counseling and other support services.
- Provide a wide variety of course offerings.
- Provide advisement of all non-exempt 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 academic or progress 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 SSSP regulations/procedures. Students have the right to waive one or more of the following: placement in math and English, orientation, and/or counseling/advisement.
4. Right to be provided alternative services for the core services, if necessary, for ethnic and language minority students and students with disabilities.

If you have questions regarding your rights, see the Director of Counseling and SSSP in the Counseling Office.

### SSSP Status/Core Services

Students are required to complete placement in math and English, orientation, counseling, and a Student Education Plan (SEP) at Cerro Coso Community College in order to complete core services. Students with an Associate Degree or higher are only required to complete orientation.

All students are welcome to participate in orientation, placement in math and English, counseling, and completion of an SEP. The procedures designed under SSSP are not intended to exclude any student from available college services.

**Note that students who have fully completed core services are given priority registration status.**

### **Assessment Policies for 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. For more information on the academic accommodations, auxiliary aids and other resources available to students with verified disabilities, contact Access Programs at 760-384-6250.

Participation by students with disabilities in Access Programs 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.

### **Exemptions**

Only students who have completed an Associate Degree or higher may be exempted from orientation, placement in math and English and counseling; however, an exempt student wishing to enroll in a course with a prerequisite must have transcripts reviewed by a counselor and/or complete the prerequisite challenge process.

A student may also decline to participate in the core services process, but relinquishes the right to participate in early registration and may not be able to enroll in courses that have prerequisite requirements. Information is available in the Counseling Office.

Students have the right to challenge or appeal any allegation of violation of SSSP regulations.

### **Student Educational Plans**

Students are encouraged to meet with a counselor to develop a Student Educational Plan early in their enrollment. After the first semester of attendance, students are required to complete a Student Educational Plan (SEP) to identify their educational goals and the courses, services, and programs that will be used to achieve them, in order to receive priority registration. These plans may be revised at any time.

For any questions or assistance, contact the Counseling Office at 760-384-6219.

## **Other Ways to Earn Credits**

### **Academic Exceptions Policy**

The Academic Exceptions Policy provides a process by which students may petition for exceptions to the stated requirements of a Cerro Coso Community College certificate or degree. The petitioning students bear the primary responsibility for initiating this process and ensuring that all necessary documentation and required signatures are provided.



NOTE: All students are advised that any exceptions allowed by Cerro Coso Community College are subject to review and re-evaluation (including denial) by any other college or university to which they may later transfer.

Exceptions may be requested under the following conditions:

1. A single course required for the certificate or degree has not been offered in a timely manner such that students cannot complete their degree when they have otherwise met all requirements for the certificate or degree.
2. A course taken at Cerro Coso Community College or elsewhere, which is not an equivalent course for credit toward the certificate or degree but is related and of equal rigor, may be substituted. Substitution is the recommended option.
3. Substantial revisions in program requirements have eliminated a course and the course is no longer being offered, but using the new program requirements would require additional courses and would not be the student's preferred catalog choice. (See Catalog Rights)

Students must have completed a minimum of 12 units at Cerro Coso Community College and have a cumulative GPA of 2.0 or better in order to submit an Academic Exceptions Petition.

Students may NOT petition for the waiver of any general education requirement.

Petitions may be obtained in the Counseling Office.

### **Credits Transferred from Other Institutions**

Cerro Coso Community College only accepts transfer credits from schools that are accredited by Regional Accrediting Commissions of Schools and Colleges. Transcripts from foreign institutions must be evaluated by an approved international academic credential evaluation service. Information is available at the Counseling Office.

Credit earned from other regionally accredited institutions may be transferred to Cerro Coso Community College upon admission. Students will provide official transcripts in a sealed envelope from the institution or electronically through e-transcripts California. Transcripts submitted become the property of Cerro Coso Community College and cannot be returned to the student nor be forwarded to another institution. Students planning to graduate or transfer with certification from Cerro Coso Community College must submit all official transcripts to Cerro Coso Community College. Transcripts should be sent to:

Cerro Coso Community College  
c/o Admissions and Records Office  
3000 College Heights Blvd.  
Ridgecrest, CA 93555  
760-384-6374

An evaluation of submitted transcripts can be requested at the counseling office of the student's local campus.

Evaluations made and credits allowed by Cerro Coso Community College are subject to review and evaluation by any college or university to which a student may transfer.

### **Credit for Prior Learning**

Credit for prior learning may be earned for eligible courses approved by the District for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, military service/training, the evaluation of industry recognized credentials, student created portfolios, and credit by examination. Details may be found at Administrative Procedure 4235. Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Evaluation of military service Joint Service Transcripts (JST)



- Achievement of an examination administered by other agencies approved by the District
- Evaluation of industry recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog

#### Determination of Eligibility for Credit for Prior Learning

- The student must be in good standing in the District
- The student must have previously earned credit or noncredit from the District or be currently registered in the District
- Current students must have an education plan on file
- The course is listed in the current College Catalog
- The student is not currently enrolled in the course to be challenged
- Credit by Examination: The student is registered in the District and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits
- Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

### **Advanced Placement Program**

Advanced Placement (AP) is a program of college-level courses and exams for high school students. Cerro Coso Community College grants credit toward its associate degrees for the successful completion of examinations of the Advanced Placement Program of the College Entrance Examination Board. Students who score a three, four, or five may be granted up to six semester units of college credit per examination in accordance with established college standards. AP credit is awarded as non-GPA applicable transfer units earned. Additional information may be obtained from the Counseling Office 760-384-6219.

### **International Baccalaureate Diploma Program**

The International Baccalaureate Organization's Diploma Program is a comprehensive and rigorous two-year curriculum for university-bound students between the ages of 16 and 19. After completing the courses at the participating high school, students take the related IB examination, and the information is printed on their high school transcripts. Cerro Coso Community College recognizes the high scholastic quality of the International Baccalaureate Diploma Program and awards credit or placement as approved. Students who plan to enroll at Cerro Coso Community College should submit a copy of their official IB transcript to the Counseling Office for evaluation.

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

The College Level Examination Program is a means through which academic credit may be given for non-traditional forms of educational experience. Those who may have reached a college level of education through home or correspondence study, on-the-job training, television courses, military service, or other means may take the CLEP examinations. Credit for the subject area examinations will be awarded upon approval of the appropriate faculty chair. Subject examinations are equated with specific courses listed in the current College Catalog.

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 in Arts or Associate in Science degree as follows:

Examination Title	GE Category	Sem. Units
English Composition ( <i>with essay</i> )	Language and Rationality	4
Humanities	Humanities	6
Natural Science	Natural Sciences	6
Social Science/History	Social Sciences	6
Mathematics	Language and Rationality	6

- **Subject Examinations:** By passing approved examinations, a student may earn college credit applicable to the Associate in Arts or Associate in Science degree. If a CLEP Subject Examination covers the materials in an existing Cerro Coso Community College 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.

**NOTE:** Current CLEP English/No Essay may NOT be used to meet ENGL C101 graduation requirement. CLEP may not be used to satisfy Intersegmental General Education Transfer Curriculum (IGETC) requirements.

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

### Military Credit

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, evaluation of appropriate records, and department recommendation, credit may be granted for military schools and experience in accordance with the recommendations of the American Council on Education.

### Servicemembers Opportunity Colleges (SOC)

Cerro Coso Community College participates as a Servicemember's Opportunity College (SOC). As an SOC, Cerro Coso has adopted policies and practices that are fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students. Cerro Coso agrees to transfer practices for servicemembers that minimizes the loss of credit and avoids duplication of course work, while maintaining the integrity of college programs.

### Credit by Examination

Credit may be granted to any student who satisfactorily passes an examination approved by discipline faculty and conducted by a designated authority of the College. Such credit may be granted only to a student who is registered at the College and is in good standing, and only for a course listed in the college catalog.

The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with procedures approved by the curriculum committee. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record.



A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in the individually identified courses for which examinations are conducted.

The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

Grading shall be according to the regular grading system approved by the Board of Trustees.

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve (12) semester hours of credit in residence required for an associate degree.

The district may charge the student a fee for administering the examination, but this fee shall not exceed the enrollment fee for the course for which credit by examination is to be awarded.

To apply for Credit by Examination a student obtains a Credit by Examination Application form in the Counseling Office on the Ridgecrest campus or from the college office at other sites.

## **Equitable Placement**

Assembly Bill (AB) 705 requires community college districts to maximize the probability that a student will enter and complete transfer-level coursework in math and English within a one-year timeframe by utilizing assessment and placement measures that include high school performance to achieve this goal. The goal of AB 705 is to ensure that students are not placed into remedial courses that may delay or deter their educational progress unless evidence suggests they are highly unlikely to succeed in the college-level course.

AB 705 (signed October 13, 2017) requires colleges to use one or more of the following when placing recent high school graduates into courses in mathematics and English:

- High School Coursework
- High School GPA
- High School Grades

No placement tests can be used for placement in mathematics or English. If the college is not able to obtain official transcript data, the college can use self-reported data or guided placement. If a student has been out of high school for more than ten years, the college will use self-reported data or guided self-placement.

AB 705 does not automatically bypass transfer-level or pre-transfer level prerequisites. A student may be required to take a prerequisite for a class that has a math or English prerequisite that does not fall under the AB 705 legislation. Cerro Coso Community College may require students to enroll in a credit or noncredit co-requisite course for math or English based on their GPA or other placement requirements.

Cerro Coso Community College has established procedures using the Default Placement Rules recommended through the AB 705 legislation. (These procedures are housed in the Counseling Department). Students will need to meet with a counselor or advisor to review their placement in math and English. Placement recommendations from counseling will incorporate the student's program of study and education goal. Additional information can be found on the college website at <https://www.cerrocoso.edu/student-services/counseling/college-placement> or by calling the Counseling Department.

## **Know Before Registering**

### **Course Admission Policy**

The policy of the college is that, unless specifically exempted by statute or regulation, every course, course section, or course reported for state aid, wherever offered and maintained by the college, shall be fully open to enrollment and participation by any person who has been admitted to the college and, when applicable, a relevant program, and who meets established prerequisites.

Only officially registered students may attend classes. No students or non-students are permitted to sit in on, audit, or otherwise attend classes for which they have not officially registered and paid.

## 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 (8 units for Summer Session). Only students with proven academic ability should enroll for a maximum study program. Permission to exceed the maximum study load must be obtained from the Vice President of Student Services or designee.

### Minimum Study Loads

Study Loads apply for full semester length courses only. For short-term courses, 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:

#### **Regular Semester**

Full-time - 12 units

Three-fourths time - 9-11.5 units

One-half time - 6-8.5 units

Less than half time\* - 5.5 units or less

#### **Summer Session**

Please see counselor

\*Less than one-half time and active duty is limited to tuition and fees only under Chapters 30, 33, 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 are required to meet eligibility for intercollegiate athletic participation.
4. Student government participation requires six (6) units.
5. Federal or College Work Study requires at least half time enrollment during the semester the student is working.

## Distance Education

Distance education is education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, synchronously and asynchronously.

At Cerro Coso, distance education consists of courses offered from a wide variety of disciplines using three non-traditional delivery methods: Interactive TV, Online, and Hybrid. Dependent upon semester scheduling, Distance Education provides additional educational options to anyone seeking a college education: students dealing with family and/or job commitments, time limitations or transportation difficulties, individuals willing to explore a less traditional presentation of course content, and students who choose to not come to campus for traditionally presented courses. Regardless of the mode of delivery, students receive the same course content described in the catalog.

With Interactive TV courses, instructors may teach from an origination site at any of the campuses, using real-time two-way video/two-way audio technology (TVs). Students benefit from interactivity with students enrolled at one or more remote locations.

Cerro Coso Community College offers a variety of online courses and programs, allowing students to self-select educational opportunities free from any geographical and time boundaries. It is vital that students have a foundational understanding of computer usage, dependable access to the internet, and working knowledge of sending and receiving email. It is also vital that students electing to take online classes understand that they are expected to engage in regular and substantive interaction with the instructor throughout the course and that some courses require proctored exams.

Hybrid courses use the internet as the predominant delivery method combined with traditional face-to-face (F2F) classroom sessions. Students must be able to come to the Cerro Coso Community College campus for an orientation and sessions during the semester as well as have access to the Internet.



Regardless of delivery method, Cerro Coso Community College complies with the federal and accreditation policies that institutions offering distance education courses or programs 1) have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit, and 2) require regular and effective contact between instructor and student.

Information is available by calling the Counseling Office at 760-384-6219.

### **Course Requisites: Prerequisites, Co-requisites, and Advisories**

Complete course prerequisites, co-requisites, and advisories are listed in the course descriptions and are intended to ensure students a reasonable chance of success. For more information please contact the Counseling Office.

A **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(s) that must be taken prior to enrollment in a given course or program. Prerequisite requirements must be met before enrollment is permitted.

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

A **co-requisite** is a course or courses students are required to take simultaneously in order to enroll in another course. Co-requisites represent skills or a body of knowledge that 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.

An **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 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 still likely to receive a satisfactory grade.

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 prerequisites 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 student 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 Director Counseling, prior to the student's enrollment in the challenged course.

Prerequisite challenge forms are available in the Counseling Office for students seeking to challenge a course prerequisite and online at <https://www.cerrocoso.edu/student-services/registration/prerequisites-and-co-requisites>.

### **Remedial Coursework Limitation**

Remedial coursework refers to pre-collegiate basic skills courses defined as courses in reading, writing, computation, learning skills, and English as a Second Language, which are designated as non-degree credit courses. No student shall receive more than thirty (30) semester units of credit for remedial coursework within the Kern Community College District, except for the following: 1) students currently enrolled in one or more courses of English as a Second Language, 2) students identified by the college as having a qualifying disability.

## **Registering for Courses**

### **Registering by Web**

All early and open registration takes place on Cerro Coso Community College's web registration system. Detailed instructions for the use of this system can be found in the Cerro Coso Community College website at <https://www.cerrocoso.edu>. Contact the Counseling Center with any questions 760-384-6219.

Students must be officially registered or on the official waitlist before attending courses. Students may look up their registration appointment date online by logging into their InsideCC account.

### **Priority Registration Appointments**

The California Community Colleges Board of Governors approved system-wide enrollment priorities that will provide priority to students who make progress toward their educational goals. Cerro Coso Community College as a part of this concerted effort to improve student success recognizes that students who complete all Student Success and Support Program Core Services of orientation, placement in math and English, counseling/advising and student education plans are more likely to obtain their academic goals.

The policy is designed to ensure classes are available for students seeking job training, degree attainment or transfer to a four-year college and to allow priority to students who are making progress toward their educational goals. These students will obtain special priority registration appointments in order to ensure they can successfully obtain their academic goals. Students who have attempted less than 100 units will be allowed to register earlier than those with over 100 units attempted (excluding units in Basic English and math).

Students who receive earlier appointments will have completed orientation, placement in math and English, counseling/advising, and an education plan. The order of appointment assignments is as follows:

- Foster Youth, Veterans, DSPS, EOPS, and CalWORKS
- President's List, Student Ambassadors, Honors Program Students, and Athletes
- Continuing students with less than 100 units attempted, followed by all other students with complete core services

- New students with completed core services not included in the list above

Students who have not completed all four Student Success and Support Program Core Service components or steps will be assigned appointments during the first few days of open registration based on the date of admission/update applications completed.

### Waitlist

The electronic waitlist allows students to be placed on a waitlist when registering if the course is full. It also moves waitlisted students into a course when seats become available. If seats become available and students are moved into the course, they are automatically registered for the course and sent an email notification to their college-assigned email address of their registration and informed that enrollment fees are due.

### Late Add Policy

All courses are closed for enrollment after the first week of class. Late adds are granted for extenuating circumstance only. Examples of verifiable extenuating circumstances may be: accidents, illness, death of an immediate family member, or other circumstances beyond the control of the student. A late add petition must be signed by the student, instructor, and the Vice President of Academic Affairs. Documentation of extenuating circumstance will be required.

### Repeating a Course

Certain Cerro Coso Community College courses are identified in the course description sections of the catalog as repeatable or not repeatable.

A student may re-enroll in a non-repeatable course once for credit if a grade lower than “C” or its equivalent has been earned. If the student earns a letter grade (“A”, “B”, “C”, “D”, or “F”), the previous grade will be disregarded in the GPA calculation.



If a student earns any combination of “D,” “F,” “NP” or “W” on two attempts in a course, that student can only register for a third time with the approval of the Vice President of Student Services. If a course is not passed on the third attempt, it may not be retaken within the Kern Community College District.

In Compliance with Title 5 California Code of Regulations, Section 56029, the college may allow a student to re-enroll in a course designated as non-repeatable under certain specific exceptions. A student may re-enroll in a course if the course is legally mandated, such as required by statute or regulation as a condition of paid or volunteer employment, or if there has been a significant change in industry or licensure standards. Students with disabilities may be allowed to re-enroll in a course following DSPS policies and procedures.

Also, a student may re-enroll in a course if the previous grade is at least in part a result of extenuating circumstances such as a verified case of illness, accident, or other circumstances beyond the control of the student or if a significant lapse of time (five years) has occurred since the course was



taken. Approval to re-enroll under any of these circumstances must be obtained through the college Vice President of Student Services. In these circumstances, the previous grade will not be disregarded in the calculation of the GPA.

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

### **Independent Study**

The purpose of Independent Study is to fulfill a student's immediate need due to circumstances beyond their control to meet a specific requirement for their degree, certificate, or transfer.

Independent Study permits students to cover course material independently, but under the supervision and direction of a qualified faculty in accordance with the course outline of record. An application for Independent Study must be on the appropriate college form and approved by the Vice President, Academic Affairs.

Students enrolled in Independent Study will be evaluated, and their progress recorded in the same manner as students enrolled in other courses. Academic standards shall be the same as those applied to other credit and non-credit courses.

### **Auditing a Course**

The audit option is designed to help students achieve educational goals related to the college's core missions of transfer, workforce preparation, and basic skills remediation. It is not designed as a work around to repeatability limitations. 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.

### **Changing Name, Address, Telephone, Email**

Students may change their name or SSN by bringing photo identification/SSN card to the Office of Admissions and Records. They may change their address, telephone number, or e-mail address on the web by logging into InsideCC.

Once logged in, they must select "MyBanWeb", then select item to update under "Personal Information."

## **Holds That Prevent Registration**

### **Financial Holds**

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 or receive certificates or diplomas. When the student has cleared the obligation with the college the hold will be removed.

### **Academic Standing**

Students who are not in good academic standing will have a hold placed on their record until they complete a Probation/Disqualification workshop and meet with a counselor to develop a long-term education plan. These holds will prevent registration. Additional requirements may be imposed based on the student's specific probation status (e.g. student contract, meetings with counselors).

### **Probation**

Academic Probation—a student who has attempted at least 12 cumulative semester units and has earned a cumulative semester grade point average below 2.0 shall be placed on academic probation.

Progress Probation—a student who has attempted at least 12 cumulative semester units shall be placed on progress probation when the percentage of all units for which entries of “W”, “I”, “NC” and “NP” reaches or exceeds 50 percent.

Students transferring from other collegiate institutions will be placed on probation according to these same standards.

Students on probation may be limited to specific courses and to the number of units for which they may register.

The academic status of each student is printed on the student transcript, which is updated at the conclusion of each academic term.

### **Removal from Probation**

A student on academic probation for a grade point deficiency shall be removed from probation when the student’s cumulative grade point average is 2.0 or higher.

A student on progress probation shall be removed from probation when the percentage of “W”, “I”, “NC” and “NP” units falls below 50 percent.

### **Disqualification**

Any student who is placed on academic probation for three semesters of enrollment shall be disqualified for admission to courses the following semester unless, during the last semester of enrollment, the student earned a grade point average of 2.0 or higher, in which case the student shall be placed on continued probation.

Any student who is placed on progress probation for three semesters of enrollment shall be disqualified for admission to courses the following semester, unless during the last semester of enrollment, the percentage of units with entries of “W”, “I”, “and “NP” was less than 50 percent, in which case the student shall be placed on continued probation.

### **Readmission**

A student who is disqualified is ineligible to attend Cerro Coso Community College. Readmission may be considered after the disqualified student completes a Petition for Readmission and a long-term education plan with a counselor and the Petition for Readmission is approved by the Vice President of Student Services or designee. A readmitted student will be restricted to specific courses or programs and a limitation will be placed on the number of units attempted. Contact the Counseling Office for more information.

## **College Tuition, Fees, and Fee Refunds**

Note: All fees and tuition charges are current as of May 2020 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 \$46 a unit with no cap on the fee; e.g., 10 units = \$460.00, 12 units = \$552.00, etc.

### **Non-Resident Tuition**

All non-resident students will be charged out-of-state tuition at the rate of \$271 per unit. This is in addition to the required enrollment fee. Non-resident tuition will be assessed immediately up to and including a maximum of 15 units.

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.

## **Enrollment Fee Deadline**

Enrollment fees are due at the time of registration. Unpaid tuition may cause disenrollment. Any unpaid fees will be evaluated, and students with unpaid fees will be dropped from courses by the Monday of the week prior to the beginning of class. See Drop for Non-Payment below.

## **Student Representation Fee**

A student representation fee of \$2.00 will be assessed of all students each semester or session. This fee is used for any purpose related to representing the views of students with governmental bodies (local, state, or federal). This fee can also be used to provide leadership training opportunities to students at Cerro Coso Community College.

## **Refund of Student Representation Fee**

Students may request a waiver of the Student Representation Fee by completing the Student Representation Waiver Application, or by obtaining and submitting the application at the Business Office at each campus.

## **Instructional/Special Materials Fees**

Students obtain required supplemental course materials from the instructor or purchase supplies from any outside source of their choosing (in lieu of paying the designated materials fee).

## **Refunds**

Tuition and course enrollment fees are refundable if a student drops a course within:

- Two instructional weeks after the starting date of the semester for full-term course; or
- A date calculated to be 10% from the starting date of a course other than semester length. For example, if a course is 10 days in length, a student must withdraw before the second meeting to be credited a refund.

Once a student has attended the class, it is the student's responsibility to withdraw prior to the refund date.

A student must apply for the refund before the end of the third academic year, or sixth semester (summer is not considered a semester), and must use the appropriate campus refund form.

All applications for refunds must be submitted to the Business Office before a refund can be processed.

## **Parking Fees**

Parking on the Indian Wells Valley (Ridgecrest) campus is restricted to parking permit holders during the academic year, including Summer session. A semester parking permit is \$20 and a summer permit is \$10.

Parking permits are not required on weekends. Visitor parking and handicapped parking is enforced at all times. Semester parking permits are purchased online. Day parking permits are purchased at the kiosk in each parking lot.

## **Drop for Non-Payment**

Prior to the first day of the term, students will be dropped for non-payment of enrollment fees of two hundred dollars (\$200.00) or more on the Monday of the week prior to the start of the particular semester. Students whose unpaid enrollment fees total less than two hundred dollars (\$200.00) will not be dropped for non-payment, but will have holds placed on their grades and diplomas until their enrollment fees are paid.

Non-attendance or non-payment does not release students from their responsibility and may result in failing grades being awarded and fees owed.

Beginning with the first day of the term, students will not be dropped for non-payment of enrollment fees; however, they will have holds placed on their grades, diplomas, and registration privileges until their enrollment fees are paid.

Students will receive an email to their college assigned email address to notify them if they have been dropped for non-payment of fees.

Any account balance older than 120 days may be subject to the collections process.

### **Textbooks**

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

It is estimated that the cost of books and supplies will be \$550 to \$650 per semester for a 15-unit schedule. Books may be purchased or rented at Barnes & Noble college bookstore 760-384-6352 which is open year-round except during college holidays.

## **Staying in Class**

### **First Day Drop**

Onsite students must attend the first day of the course if they are registered for the course or if they are on the waitlist. Students who do not attend the first course meeting will be dropped from the course or the waitlist. Students who attend the first session may be moved from the waitlist to the course based on the enrollments available and the position on the waitlist. Students dropped for non-attendance will be able to re-enroll according to normal registration procedures and deadlines, including being placed at the end of the waitlist (if any).

Online students who are registered for an online course may log in to their course starting the Friday before the semester begins and must login by 8:00 pm on the first day of an online course or they will be dropped from the course.

It is the student's responsibility to attend the first day or to notify the instructor in advance.



## **Active Participation and Attendance Practices**

Regular active participation is expected of all students enrolled in the college. Students not actively participating in a course may be dropped from the course. The active participation practice for each course is established by the instructor and communicated in the course syllabus. Instructors are responsible for maintaining accurate records of active participation.

### **Last Day to Withdraw Without a W on the Permanent Record (20% date)**

A student whose pattern of participation shows him or her to be inactive shall be dropped by the instructor prior to the Last Day to Withdraw without a W on the Permanent Record.

### **Last Day to Withdraw With a W on the Permanent Record (60% date)**

A student also shall be dropped by the instructor anytime up to the 60% date when he or she has been absent from or not actively participating in class for a total of two consecutive weeks.

Students MAY be dropped when non-consecutive absences amount to no less than two weeks of the course, or the equivalent time for a short-term class, recorded from the first day of instruction. Any drop practice of this kind for non-consecutive absences is established by the instructor and communicated on the course syllabus.

While it is the responsibility of instructors to communicate attendance and participation practices and to apply them uniformly to all students, it is the responsibility of the student to be aware of his or her current attendance/participation status.

Students who know they will be absent or not actively participating in a course should notify the instructor of the reason. Notification in no way requires the faculty member to excuse the absence and in no way relieves the student of responsibility for completing and submitting missed work.

Faculty members are asked to give consideration to students who participate in excused, college-sponsored activities to make up course work or work of equal value for the day(s) the event is scheduled and/or to take a scheduled exam at an alternate time. Faculty members shall determine reasonable and appropriate due dates for missed course work. Examples of college-sponsored activities are athletic competitions (but not practices), student academic competitions and conferences, musical and drama performances, and class field trips. Students involved in such activities are expected to communicate with faculty members, preferably by written notice, about anticipated absences prior to the absences.

## **Withdrawing from Courses**

Students may officially withdraw from any course or courses in which they no longer wish to be enrolled. After registration has been completed, and within the withdrawal date guidelines, students may drop from a course or courses through the web registration system. Non-attendance or non-payment does not release the student from this responsibility and may result in a failing grade being awarded and fees owed.

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 third week or first 20% of the term will not be included as part of the student's permanent record. For courses dropped from the third 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 progress probation and disqualification.

- A student who drops a course prior to the 10% date may apply for a refund.
- A student who drops a course prior to the 20% date will avoid notation of the course on the student's permanent record.
- A student who withdraws from a course prior to the 60% date will receive a "W" in the course.



Drop dates for short-term and Summer courses vary. Check with the instructor for specific dates.

Official withdrawal from a course is accomplished through logging on to the web registration system and dropping the course. Simply ceasing to attend a course does not constitute withdrawal.

### **Withdrawal after Deadline**

A student may contact the Vice President of Student Services regarding the procedure to drop or withdraw after the final withdrawal date deadline if there are verifiable extenuating circumstances. Examples of verifiable extenuating circumstances may be: accidents, illness, death of an immediate family member, or other circumstances beyond the control of the student. A withdrawal petition must be signed by the student, instructor, and the Vice President of Student Services. Documentation of extenuating circumstance will be required. This request must be submitted within one term of the end of the semester of the petition.

In the case of students who are members of an active or reserve military service, and who received orders compelling a withdrawal from courses, the college shall permit withdrawal at any time during the term with no adverse impact on a student's academic record or enrollment status.

Students in any other situations will be required to keep their grade, meet the contract of their incomplete grades if appropriate, and pay their fees.

### **Final Examinations**

A 2-hour final examination or evaluation meeting in the last week is required in all full-term classes. Classes will convene at the scheduled final exam day and time as posted on the college website. Note that the scheduled final exam time may differ from the class's normal start and end time.



# Student Services

## Counseling and Advising

The mission of the Counseling department at Cerro Coso Community College is to support student success and completion through providing equitable, student-centered, and data-driven services in the areas of academic advising, counseling, career planning, and transfer preparation to students regardless of location or mode of delivery. The college counseling staff provides assistance to each student in planning an academic program of study for a certificate, an associate degree, or for transfer. 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. Meeting with a counselor or advisor to develop a Student Education Plan should be done within your first semester at Cerro Coso.

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

Counselors and advisors are available for assistance before and during each semester on a drop-in or appointment basis, and can meet with students in-person, by phone, and online via Zoom.

Call your local Counseling Center to arrange to meet with a counselor or educational advisor. More information on services can be found at <https://www.cerrocoso.edu/studentservices/counseling>.

Ridgecrest 760-384-6219  
 Bishop 760-872-1565  
 Edwards AFB 760-384-6282  
 Lake Isabella 760-384-6395  
 Mammoth Lakes 760-934-2875  
 Tehachapi 661-823-4986  
 CC Online 760-384-6219

## Navigate

Navigate is a software designed specifically for Cerro Coso Community College. Once students have applied to Cerro Coso, they will receive a welcome email with instructions on how to access Navigate. Navigate has been designed to help students get ready for college, access campus resources quickly and easily, and build a tailored academic plan and schedule. Navigate will also help students stay updated on important deadlines and events. Navigate has a mobile application available for download on Google Play or the Apple Store.

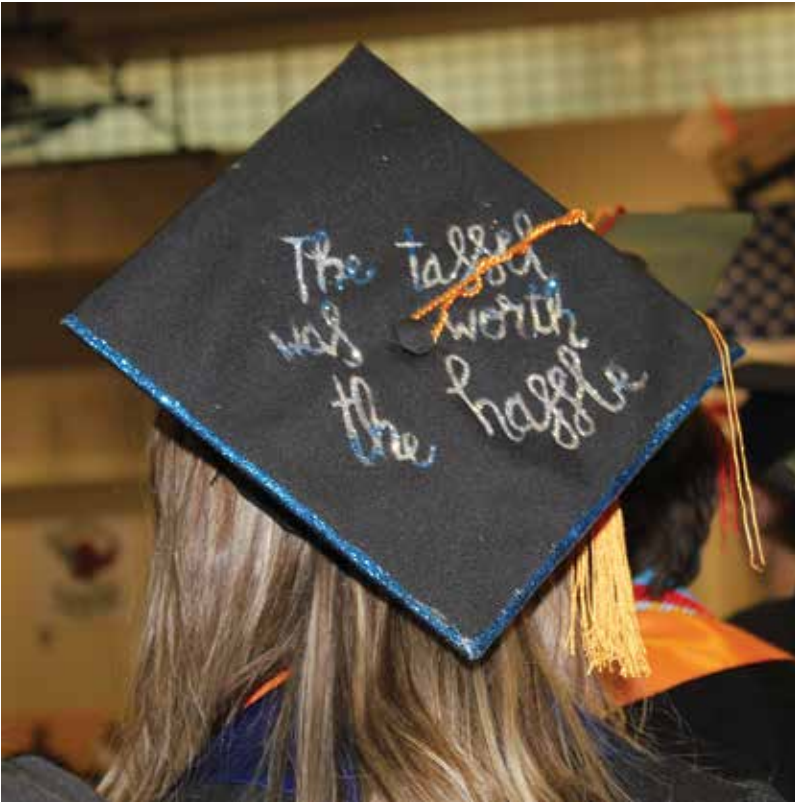
After logging into Navigate, students are encouraged to take the Major Explorer quiz to explore careers and majors. Cerro Coso counselors and advisors can use the results to help students identify their best education path. Students need only their Cerro Coso email and password to log into Navigate. Information on Navigate can be found at <https://www.cerrocoso.edu/navigate> or by contacting the Counseling Department at 760-384-6219. For questions or assistance using Navigate, email [navigate@cerrocoso.edu](mailto:navigate@cerrocoso.edu).

## Financial Aid

### Financial Assistance

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. State and federal grants and student jobs are available to students. Through the generous contributions of various individuals and groups in the community, other grants and scholarships are available.

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 each academic year. (<http://www.fafsa.ed.gov/>) A Student Aid Report from the U. S. Department of Education will be sent to you and each school you list on your FAFSA. The Cerro Coso Community College Title IV school code (010111) must be listed on your FAFSA.

**For AB540 students:** complete the confidential California Dream Act Application instead of the FAFSA. Additional information is available at: [http://www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp). You will have a separate PIN process. **Do not apply for a Department of Education PIN.**

**Step 2 - Student Report.** Students will receive an email notification when the college receives the Student Aid Report (SAR). Students should check their InsideCC account for updates on their financial aid process.

**Step 3 - The Verification Process.** The Federal Processing Center selects applications for

a process called verification. Please understand that during the verification process, you may be asked to provide additional documents or clarification of your original FAFSA information. If the additional information requested and received by the financial aid office does not match what is on the Student Aid Report (SAR), a correction will need to be made to your SAR, usually by the financial aid office. Please note that changes made on your FAFSA can take an additional two weeks to process; therefore, IT IS VERY IMPORTANT TO PROVIDE ACCURATE INFORMATION WHEN COMPLETING YOUR FAFSA TO HELP EXPEDITE ANY VERIFICATION REQUESTED.

**Step 4 - Satisfactory Progress.** Students that apply for financial aid will be reviewed to determine if they are maintaining Satisfactory Academic Progress (SAP). To meet SAP, students must achieve a cumulative Grade Point Average (GPA) of 2.0 or better and complete 67% of attempted courses within the maximum time frame for the student's specific program. In addition, students must follow their Student Educational Plan (SEP) approved by a Cerro Coso Community College Counselor.

**Step 5 - Award Notification.** Award notification can be viewed on the student's InsideCC account. Award amounts are based on full-time enrollment and will be adjusted according to enrollment.

**Step 6 - Financial Aid Disbursements.** Disbursements are scheduled three times each semester. Students should keep their personal information up to date.

BankMobile Disbursements is Cerro Coso Community College's partner in processing your disbursement. They handle all refunds on behalf of the college regardless of the disbursement method chosen by the student. Every student can have:

- A clear, neutral and transparent online process for selecting how they want their refunds.
- Fast, reliable and secure access to their funds.

A choice in how they receive their refund. Choices include deposit into their personal checking or savings account, electronic deposit to a BankMobile Vibe account, or issuance of a traditional paper check mailed to the address provided by the student.



## Financial Aid Programs

The Financial Aid Office has multiple programs available to students. Below is a brief description of the various sources of financial aid available:

**Part-time Student Employment**—an opportunity for students to obtain entrance-level job skills and experience. All student employees are paid at current minimum wage rates.

**Federal Work Study (FWS)**—is federally funded part-time student employment for students eligible and who have financial need.

All forms of student employment are subject to the following eligibility requirements:

- Enrollment of at least 1/2 time (6 units in Fall or Spring, 3 units in Summer)
- Maintenance of a minimum 2.0 GPA
- Completion of less than maximum units for the student's program

**The Federal Pell Grant**—is a federal program designed to provide financial assistance to U.S. citizens or permanent residents currently enrolled in a post-secondary educational institution.

**Supplemental Educational Opportunity Grant (SEOG)**—a grant available to a limited number of students who have the lowest Expected Family Contribution (EFC) and the highest unmet need. SEOG awards are awarded throughout the academic year to provide equal opportunity for qualifying students.

**California College Promise Grant**—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.

Once you've qualified for the California College Promise Grant, it is important to ensure that you are meeting the academic and progress standards in order to avoid losing the fee waiver.

- **Academic** – Sustain a GPA of 2.0 or higher.  
If your cumulative GPA falls below 2.0 for two (2) consecutive primary terms (Fall and Spring semesters are primary terms at CC) you may lose your fee waiver eligibility
- **Progress** – Complete more than 50% of your coursework.  
If the cumulative number of courses you successfully complete falls below 50% in two (2) consecutive primary terms (Fall and Spring semesters are primary terms at CC) you may lose your fee waiver eligibility.
- **Combination** of Academic and Progress Standards.  
Any combination of two consecutive terms of cumulative GPA below 2.0 and/or cumulative course completion less than 50% may result in loss of fee waiver eligibility.

You will be notified within 30 days of the end of each term if you are being placed on either Academic (GPA) and/or Progress (Course Completion) probation. Your notification will include the information that a second term of probation will result in loss of fee waiver eligibility. After the second consecutive term of probation, you may lose eligibility for the fee waiver at your next registration opportunity.

To file an appeal, contact the Financial Aid Office.

**Bureau of Indian Affairs Grant (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 Aleut. Those who believe that they qualify should contact the appropriate BIA area or agency office maintaining tribal records.

**CAL Grants**—the State of California sponsors the following awards under the Cal Grant Program:

- **Cal Grant A** is intended for students attending a 4-year institution. Cal Grant A recipients attending a California community college will have their awards reserved until 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 must take at least six units of course work.

- **Cal Grant C** is to help students from low- and middle-income families 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.
- Cal Grant students who have dependent children may be eligible for an access award of up to \$6,000. The Students with Dependent Children (SWD) Grant increases the Cal Grant award by up to \$6,000 for qualifying Cal Grant A and B recipients and up to \$4,000 for qualifying Cal Grant C recipients. To qualify, the student must have dependent children that are under 18 years of age for whom they provide more than half of their financial support during the academic year.

**Student Success Completion Grant**—The Student Success Completion Grant (SSCG) provides supplemental grant to students who are Cal Grant B or C recipients and enrolled full time (12 or more units). Student enrolled in 15 or more units can receive up to \$4000 per academic year, less than 15 but at least 12 units can receive \$1298 per academic year.

**Cerro Coso Promise Grant**—the Cerro Coso Promise is a scholarship intended for hard-working, dedicated students that deserve an education, regardless of financial or personal status. By meeting basic criteria, students may qualify for up to \$1,000 per semester for 2 years to help with tuition, books, and fees. Award amounts may vary depending on funding availability and financial aid parameters. Please visit the Cerro Coso Community College Financial Aid website link and click on the Cerro Coso Promise for full information on applying.

**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 Student Government of Cerro Coso Community College and various community clubs and organizations. Students must meet SAP and have financial aid expected to cover this loan.

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



## Satisfactory Academic Progress Policy (SAP) For Financial Aid Programs

Federal regulations require that all students who receive federal financial aid make Satisfactory Academic Progress (also referred to as SAP throughout this policy and the Office of Financial Aid website) toward achieving a certificate or a degree. For financial aid purposes, progress is measured by the student's cumulative grade point average, percentage of units earned in relation to those attempted, and the length of the academic program.

SAP will be checked for all students after every semester, regardless of whether financial aid was received. Progress is evaluated based on all courses taken at Porterville College, Bakersfield College, and Cerro Coso College plus transfer units from prior colleges/universities.

In order to assure that students make progress toward earning a certificate or degree both in terms of number of units completed and cumulative GPA, our school employs the following financial aid satisfactory progress policy:

1. **Academic Requirements.** Students meeting all of the following requirements are considered to be acceptable for SAP and can be considered for financial aid or reinstatement of financial aid:
  - a. Qualitative Measure-Maintain a minimum cumulative Grade Point Average (GPA) of 2.0. A, B, C, D, and F grades are used to calculate a student's GPA.
  - b. Quantitative Measure (Pace of Progression)-Receive credit for at least 67% of the total units attempted. Withdrawals (W), Incompletes (I or IP), No Pass (NP), Report Delay (RD) and Failing (F) grades are considered units attempted. Transferable units accepted by the institution from prior colleges or universities will be included when determining a student's pace of progression.
  - c. Maximum Timeframe-Have attempted less than 150% of the maximum cumulative units required for completion of their program, for example: Most certificate programs require 30 units to graduate; the maximum timeframe to complete the program would be 45 units. Most degree or transfer programs require 60 units or more to graduate; the maximum timeframe to complete the program would be 90 attempted units.
    - i. Up to 30 units of remedial coursework may be excluded from the student's cumulative units attempted. Students may only receive financial aid for 30 units of remedial coursework.
    - ii. Repeated coursework and courses disregarded under Academic Renewal/Grade Forgiveness will NOT be excluded from units attempted. Students may only receive federal financial aid funding for one repeat of a previously taken course.
    - iii. All transferred units accepted by the institution from prior colleges or universities will be included when determining a student's maximum timeframe.
    - iv. If, at any point in time, it is determined that the student cannot complete their course of study within the maximum timeframe, the student will be immediately disqualified from future financial aid for the remainder of his or her program, even if he or she is meeting the current SAP standards outlined above.
2. **Financial Aid Warning.** If a student does not meet all cumulative academic requirements outlined in Section 1 at the end of a graded semester, the student will be placed on WARNING status. Students who are placed on WARNING status may continue to receive financial aid for one semester, after which the student must meet the requirements outlined in Section 1. Students who complete a semester on WARNING must have their academic progress reviewed before their financial aid eligibility for the following semester is determined. Due to the short time period between semesters, there will be at least a three week delay in the notification of eligibility. If eligible, any disbursement of student aid will also be delayed.
3. **Financial Aid Suspension.** If a student does not meet all cumulative academic requirements outlined in Section 1 at the end of the FINANCIAL AID WARNING semester, or it is determined that the student will not be able to graduate within the 150% maximum time frame limit, the student will be placed on financial aid SUSPENSION. Generally, a student who is suspended from financial aid may reestablish financial aid eligibility by meeting all cumulative SAP criteria outlined in Section 1.  
Students placed on SUSPENSION status are not eligible to receive financial aid except for a California College Promise Grant, if eligible. Students who complete a semester on SUSPENSION must have their academic progress reviewed before their financial aid eligibility is determined for the following semester. Due to the short time period between semesters, there will be at least a three week delay in the notification of eligibility. If eligible, any disbursements of student aid will also be delayed.
4. **Appealing Financial Aid/ Reinstatement of Financial Aid.** Under certain conditions, students placed on SUSPENSION may file an appeal for consideration of reinstatement of financial aid eligibility. The following are examples of reasons a student may file an appeal:

- Unable to complete their course of study within the maximum timeframe because of a change of academic major
- Documented serious injury, illness, or medical condition requiring doctor's care
- Death of an immediate family member (copy of death certificate required)
- Documented extenuating circumstances that were beyond the student's control

To file an appeal, the student must submit a Petition for Reinstatement of Financial Aid with a statement indicating the circumstance(s) that prevented the student from making SAP, what has changed to allow the student to make SAP during or by the next evaluation period, and an approved educational plan. Supporting documentation must be submitted for any semesters where there was a lack of progress.

The Financial Aid Office reserves the right to limit the number of academic appeals a student may file to one appeal per semester. Once denied, the student may not be allowed to submit another appeal until the next semester. All decisions made by the Financial Aid Committee or Director are final and there is no higher appeal process.

### **Satisfactory Academic Progress Appeal Process (2.0 and 67%)**

Financial aid eligibility may be reinstated when a student raises their cumulative GPA to a 2.0 and achieves a cumulative completion rate of 67% of all units attempted. Reinstatement of financial aid eligibility may also occur upon approval of a Satisfactory Academic Progress Appeal.

Financial Aid Probation status is only granted upon the approval of a Financial Aid Satisfactory Academic Progress (SAP) Appeal. Students may receive financial aid for one term. Students on PROBATION must meet the following requirements each semester to maintain financial aid eligibility: meet SAP standards by the end of that semester to remain eligible for subsequent financial aid, be enrolled in and attending an eligible program for the purpose of completing a certificate program, an AA/AS degree, or transfer requirements, and follow an approved educational plan.

Appeals may result in any one of the following actions:

- Reinstatement on Probation - student MUST follow "Student Success Plan" each semester to remain on reinstatement of probation.
- Denial of Reinstatement - Student must meet the SAP standards to be reinstated for financial aid.

### **Return to Title IV**

Return to Title IV funds is a federal law regarding a student's responsibility in paying money back if the student leaves school. If a student receives a grant and then withdraws from all of his/ her classes, that student may owe money back to the Federal Program. According to the date of withdrawal, the Financial Aid Office will calculate the part of the grant the student earned and what is owed. Note: if the withdrawal was after earning 60% of the grant, the student will not owe any repayment

### **Maximum Time Frame Extension Appeal Process**

Students have the right to request an extension of their financial aid eligibility if they exceed or expect to exceed the maximum units allowed for their degree or certificate. Students will need to complete an appeal form and include an educational plan. Submission of an appeal does not guarantee approval.

If an appeal is approved, coursework will be limited to courses required for the completion of the certificate or degree. In addition, a student must have a minimum cumulative GPA of 2.0 and successfully complete all courses listed on their





educational plan. Failure to meet the requirements of the approved maximum time frame appeal will result in financial aid being TERMINATED.

If a Maximum Time Frame Appeal is denied the student financial aid is TERMINATED. The decision made by the Financial Aid Committee or Director is final and there is no higher appeal process. No additional appeals will be accepted.

### **Lifetime Eligibility for Pell Grant**

Federal regulations limit the receipt of a Pell Grant to a lifetime limit of up to 6 full-time years (600%). This includes community colleges, vocational schools, and four year public and private universities. This limit will be tracked by the U.S. Department of Education.

Regardless of the Pell Grant award amount, if you receive the full year amount then you have received 100%. For example, your Pell Grant for the year is \$4,000 and you receive \$2,000 in Fall, \$1,000 in Spring and the remaining \$1,000 in Summer. You have received the entire \$4000 or 100% for the year.

Once you have earned a Bachelor's Degree, you are no longer eligible for a Pell Grant even if you haven't received the entire 600% eligibility.

## **Access Programs**

### **Disabled Student Programs and Services (DSPS)**

The Disabled Student Program and Services provides assistance for students with verified disabilities such as visual and hearing impairments, physical and brain injuries, learning disabilities, mental health disabilities as well as persons referred for training by rehabilitation agencies. Assistance includes the provision of an alternate media specialist, assistive technology support and training, academic and test accommodations, bus and parking passes. Deaf and hard-of-hearing students have the assistance of a Video Remote Interpreting, UbiDuo, and campus liaison. Visually impaired students have the services of an alternate media specialist to assist with ordering materials in special media and a campus liaison.

### **Extended Opportunity Programs and Services (EOPS)**

EOPS is a state funded program whose purpose is to support enrollment, retention, and transfer of students disadvantaged by language, social, economic, and educational circumstances that may hinder their academic progress.

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 parent, 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.

### **NextUp**

NextUp is a supplemental program of EOPS designed to support the educational goals and well-being of current and former foster youth. It provides eligible students with additional support "over and above" that which EOPS provides.

### **California Work Opportunities and Responsibility to Kids (CalWORKs)**

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 referrals, and career counseling in coordination with local Social Service agencies. Students who are enrolled at Cerro Coso Community College, receive TANF benefits, are at least 18 years old, and in good academic standing are eligible to participate in the program.



For further information on any aspect of Access Programs, contact the Counseling Center at the Ridgecrest campus or the college office at other sites.

Ridgecrest	760-384-6250
Bishop	760-872-1565
Edwards AFB	661-258-8644
Lake Isabella	760-384-6395
Mammoth Lakes	760-934-2875
Tehachapi	661-823-4986
CC Online	760-384-6250

## Veterans' Services

Cerro Coso Community College maintains a full-time program of Veterans' Services to assist veteran students and their dependents.

Eligibility for educational benefits is determined through an application process by the Veterans Administration (VA). Students are responsible for applying for their benefits and reporting the correct benefit to the college.

Benefits payable through the VA are determined by your term of service in the military. The Montgomery GI Bill (MGIB), [Chapter 30] and the Post 9/11 GI Bill [Post 9/11] are currently offered for veterans. Veteran Readiness & Employment [Chap 31 VR&E] is available to disabled veterans and requires a referral from a qualified vocational rehabilitation counselor. Dependents of veterans who are deceased or are 100% disabled, as determined by the VA, may be eligible for educational benefits under the Dependents Education Act [DEA Chapter 35]. Students in reserve status [Chapter 1606/1607] may qualify for reimbursement for a portion of their educational costs.

All veteran students and student dependents of veterans who wish to receive educational benefits through the Veteran's Administration must complete these steps:

1. Fill out the application for federal VA benefits at <http://www.gibill.va.gov/>. The VA may require first-time applicants to send a copy of their DD214 form to Muskogee, OK (VA Regional Office, PO Box 8888, Muskogee, OK 74402-8888) before their application can be processed.
2. Contact a college counselor or educational advisor to establish an appropriate educational objective and initiate a Student Educational Plan (SEP). The VA requires a Program Approval and the SEP update to be completed with an educational advisor or counselor for every semester that the student receives benefits. Contact the Counseling Office at 760-384-6219.
3. Order official transcripts from any previously attended regionally accredited institution, including military transcripts. Admission with previously earned credits will be granted upon official transcripts showing satisfactory scholarship and honorable dismissal from the institution previously attended. The counseling staff



evaluates and applies appropriate credit to your Student Educational Plan. The inclusion of accepted, accredited units from submitted official transcripts, including military transcripts, is required on the SEP update by the second semester of attendance. Please have official transcripts mailed to:

Cerro Coso Community College  
c/o Office of Admissions and Records  
3000 College Heights Blvd.  
Ridgecrest, CA 93555  
760-384-6374

NOTE: These steps are in addition to the steps necessary to become a student at Cerro Coso Community College. See “Core Services” on page 10.

### **Additional Policies and Practices**

Cerro Coso Community College is approved under Title 38 of the United States Code and admissions, registration, and course offering are consistent with Title 38 U.S.C. §3679(e) as follows:

For purposes of this section, a covered individual is:

- a. A veteran who was discharged or released from a period of not fewer than 90 days of service in the active military, naval, or air service less than three years before the date of enrollment in the course concerned.
- b. An individual who is entitled to assistance under-
  - i. Section 3311(b)(9) of this title; or
  - ii. Section 3319 of this title by virtue of the individual’s relationship to-
4. a veteran described in subparagraph (a); or
5. a member of the uniformed services described in section 3319(b) of this title who is serving on active duty.
  - a. An individual who is entitled to rehabilitation under section 3102(a) of this title.
  - b. Any individual who is entitled to educational assistance under chapter 31 or 33 of this title.

Beginning on August 1, 2019, Cerro Coso Community College has policies that:

- c. Permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title and ending on the earlier of the following dates:
  - i. The date on which the Secretary provides payment for such course of education to such institution.
  - ii. The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.
- d. Ensure that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

Cerro Coso Community College also requests that a covered individual completes the following:

Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual’s entitlement to educational assistance.

- e. Submit a written request to use such entitlement.
- f. Provide additional information necessary to the proper certification of enrollment by the educational institution.

## Documenting Your Education

### Academic Credit

Coursework is measured in terms of semester units. Generally, a unit equals 18 hours of lecture or 54 hours of lab work or activity per semester. Lecture courses require outside-of-class work that is equal to 2 hours per each hour of lecture. For example, a 3-unit lecture course meets 3 hours per week for a full-term class. This same class would require about 6 additional hours of outside-of-classroom work such as reading, homework, paper writing, research, etc., for a total number of hours per week of 9. The result is that no matter what kind of class a student takes, he or she is expected to put in about 3 hours per week per unit of credit. This is a widely accepted higher education standard.

### 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 their permanent transcript of record by one of the following: (Title V, Sections 51301, 51302, 51306)

Grade	Interpretation	Grade Points
A	Excellent	4 per unit
B	Good	3 per unit
C	Satisfactory	2 per unit
D	Passing, less than satisfactory	1 per unit
F	Failing	0 per unit
P	Pass ( <i>"C" level work or above issued beginning Spring 2009</i> )	Not computed in GPA
NP	No Pass ( <i>less than satisfactory or failing</i> ) issued beginning Spring 2009	Not computed in GPA
W	Withdrawal ( <i>Excessive "W's" shall be used as factors in academic probation and disqualification</i> )	Not computed in GPA
I	Incomplete ( <i>See below</i> )	Not computed in GPA
IP	In Progress ( <i>See below</i> )	Not computed in GPA
MW	Military Withdrawal ( <i>See below</i> )	Not computed in GPA
EW	Excused Withdrawal ( <i>See below</i> )	Not computed in GPA

I - A grade of "I" indicates the student has not completed the requirements of the course. Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in-lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed.

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.

MW – The "Military Withdrawal" designation occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses.

EW – An "Excused Withdrawal" occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before



the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances as described in California Code of Regulations, making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer.

### **Pass/No Pass Grading**

Pass/No Pass (P/NP) is a grading system which allows students to take courses 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 55022):

1. 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.
2. 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 end of the fourth (4th) week or the first 30% of the term.
3. 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 a student 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.

### **Grades**

Grades are available to students via InsideCC online. Students needing an unofficial hard copy of their grades for employers, etc., may print a copy from their InsideCC account under Student Records, Academic Transcripts.

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.

All grade records are maintained in the Admissions and Records office at the Ridgecrest campus.

### **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 error, 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 Vice President, Instruction after consultation with the student, the instructor, and the Department Chair. All parties noted above shall be notified in writing of any changes. Reasons for any grade change shall be documented.



## Academic Renewal

A maximum of 20 units of substandard grades (“D” and “F”) previously recorded, which are not reflective of a student’s present demonstrated ability, may be disregarded for the purpose of determining the grade point average (GPA). This may be accomplished under the following conditions:

1. At least two years have elapsed since the course work to be disregarded was completed.
2. Following the most recent grade to be disregarded a student must have:
  - a. completed a minimum of 18 units at a regionally accredited institution with a minimum of a 2.5 GPA.
  - b. and where more than 12 units have been completed the student’s cumulative GPA (not including the grades to be disregarded) must be a minimum of a 2.0 GPA.
3. The student must complete a petition for Academic Renewal with the assistance of a Cerro Coso Community College educational advisor or counselor for submittal to the Academic Petitions Committee. The petition must certify in writing all of the following:
  - a. that the past course work they wish 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 approved, the substandard coursework will be disregarded in the computation of the grade point average and an annotation made on the permanent record. The permanent academic record shall remain a true and complete academic history and the coursework disregarded under this policy will remain on the permanent record. Students should be aware that all course work is subject to reevaluation by each subsequent college attended.

Academic renewal may not be used to raise the GPA in order to qualify for graduation with honors. Academic renewal may not be applied to courses which have previously been used to meet certificate, degree, and/or transfer certification requirements.

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.

## 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. Rush 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. Students have the right to notify the college that their date of birth (DOB) not be included in their transcripts. However, DOB is a very useful identifier, and students are encouraged to have it displayed on transcripts. Under no circumstances can Cerro Coso Community College release or mail a transcript originally issued by another educational institution. Electronic transcript requests are submitted online or requests may be submitted on the appropriate form at Admissions and Records.



## **Academic Honesty**

The administration, faculty, and staff at Cerro Coso Community College believe that students are entitled to the finest education that the college can make available to them. At the same time, however, a student's achievement and proficiency in subject matter must include the realization that there are standards of academic honesty which should prevail in all one's endeavors.

Accordingly, this realization further requires that each student exert every effort to maintain these standards.

### **Plagiarism and Cheating**

Source: Regulations at California State University, Long Beach, General Catalog, 1990-1991, page 56.

#### **Definition of Plagiarism**

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgment of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, whether in part or in whole, completed by another, failure to give credit for ideas, statements, facts, or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

#### **Definition of Cheating**

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, cheat sheets, or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included are plagiarism, as defined, and altering or interfering with the grading procedures.

It is often appropriate for students to study together or to work in teams on projects. However, such students should be careful to avoid the use of unauthorized assistance, and to avoid any implication of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course.

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 responsibility for reporting the misconduct. The student may face a range of sanctions 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 or plagiarism 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 Help**

### **Learning Resource Center (LRC)**

The LRC comprises the Library, the Learning Assistance Center (LAC), instructional classrooms, and a virtual branch of the Kern County Law Library. Unless otherwise posted, the LRC is open Monday through Friday.

### **Learning Assistance Center (LAC)**

The LAC, located within the Learning Resource Center at each Cerro Coso campus, provides a variety of instructional support services for students enrolled in academic and vocational courses: peer-to-peer learning assistance for many courses offered through the college, online tutoring, math and writing labs for drop-in assistance, make-up testing (if permitted by the course instructor) for students unable to take exams during course time, and computerized instruction for students needing assistance with English and math.

Free, self-paced, individualized GED preparation is available to students who enroll in EDUC C005, Prep for the GED Exam. Visit <https://www.cerrocoso.edu/lac/ged-information> for more information or contact the Counseling Office.

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

## **Library**

The Library assists students and faculty with print, non-print, and online resources in support of instructional and educational goals. The library provides access to information in a variety of ways and formats. In addition to over 53,000 books and e-books in the collection, the library subscribes to over two dozen online full-text periodical and multi-media databases. The library is fully automated, with access to the catalog and databases not only on campus but off-campus as well and via the Internet at <https://www.cerrocoso.edu/library>. Reference librarians are available during library hours to assist library users with research needs.

Services available to all library users include:

- Library research workshops
- Research pod computers
- Study rooms for group work (rooms are available on a first-come basis)
- Photocopying and computer printing (fee for use)
- Internet and computer access via computers in research pod, on-loan laptop computers, and via wifi available throughout the LRC
- Telephone reference service 760-384-6131
- Ask a Librarian 24/chat at <https://www.cerrocoso.edu/library>

Students and staff have circulation privileges. Community members may also have circulation privileges after completing a form and showing current California picture identification.



## Academic Excellence

### President's List

Special recognition is accorded students who maintain a 3.75 grade point average during a semester in which they complete at least 40 grade points earned from enrollment in Cerro Coso Community College courses. Students whose academic achievement is at this level are placed on the President's List by the Office of Academic Affairs and Student Services and are given general recognition on campus and in the community.

### Honors Program

The Cerro Coso Honors Program is designed to serve highly motivated students who are interested in a challenging and rewarding academic experience, preparing them for transfer to a four-year college. Honors Program students benefit from priority registration at Cerro Coso, scholarship opportunities, priority admissions at many universities, and other advantages through the Honors Program's transfer agreements with many UC, CSU, and private universities.

To be eligible, students must have a minimum 3.25 GPA, including at least 12 units of UC-transferable courses from three or more disciplines, be eligible for ENGL C101, and submit a completed application. To be certified as an Honors Program graduate, students must complete at least 16 honors units, either through honors classes or contracts, maintain a minimum 3.25 GPA, and meet the Cerro Coso graduation requirements or the transfer requirements to a four-year college.

Applications, a list of upcoming classes, forms, and information are available at <https://www.cerrocoso.edu/academics/honors-program>.

Contact: Guck Ooi or 760-384-6323, [honors@cerrocoso.edu](mailto:honors@cerrocoso.edu)

### Phi Theta Kappa Honor Society

Cerro Coso Community College 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: Guck Ooi or 760-384-6323, [honors@cerrocoso.edu](mailto:honors@cerrocoso.edu)

### Campus Life 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 Student Government of Cerro Coso (SGCC) is the official student organization, with membership open to all students. The SGCC, 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 resolutions and programs and prepare the student body's annual budget. Students have the opportunity to serve as a club representative or student Senator, to hold office, and to join other college student organizations.

### **Student Government Sticker**

Students are invited to purchase a Student Government sticker for \$8.00 per semester. Those funds, in turn, support the Student Activities Program which benefits the college and contributes to the welfare of all students. Members are also entitled to reduced or free admission to various on-campus and off-campus events sponsored by the SGCC and discounts at various local businesses.

The Student Government sticker can be purchased at the Admission and Records Office, Business Office, or by selecting it online and adding it to your total balance. To receive the sticker, go to the Student Activities Office or Administrative Office at your campus.

### **Student Clubs and Organizations**

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

### **Cerro Coso Community College ID**

Please check the Campus Life > Coyote Card page of the Cerro Coso Community College website for instructions. If you have any questions, please call the Student Activities office at 760-384-6353.

### **Online Student Requesting a Student ID Card or a Student Government Sticker**

If you are an online student and would like a Student ID Card or a Student Government sticker for your card please email the Student Activities Office at [idcards@cerrocoso.edu](mailto:idcards@cerrocoso.edu) or call the Student Activities Office at 760-384-6353.

### **Child Development Center**

Cerro Coso Community College offers Child Development Centers/Lab Schools in Ridgecrest and in California City. The Child Development Centers/Lab Schools provide care and developmentally appropriate experiences for 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 Cerro Coso students majoring in Child Development can work directly with infants, toddlers, and/or preschool-age children to apply the theory learned in Child Development courses 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 background checks, and provide access to the results by the district (and the center, as necessary).

### **Student Housing**

The 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.com/> 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.

### **Student Complaint**

The Student Complaint Procedures are established so that students can resolve difficulties/problems they encounter in college-related activities. Student complaints are taken seriously; therefore, the complaint must be 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 conduct and/or complaint process. Such repeated filings will be referred to the College President for a decision.

These procedures apply to student complaints such as:

- Course content
- Access to classes
- Verbal or physical abuse by faculty, staff, or students
- Faculty member refusal to confer with student(s)
- Harassment

These procedures do not apply to student complaints which involve:

- Unlawful Discrimination (See Policy 7D4)
- Sexual Harassment (See Policy 7D2A)

For the complete Student Complaint Policy see Board Policy 4F9 and Procedure 4F9(a and b).

### **California Community College Chancellor's Office Student Complaint Process**

Most complaints, grievances, or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC).

You are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented:

To the Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process> if your complaint is associated with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.

To the CCC Chancellor's Office by completing the web form, available at <http://www.californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx#complaintForm>, if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.

### **Student Conduct**

The Board of Trustees of the Kern Community College District, in support of public education and the exercise of general supervision of the campuses of the district, believes that student conduct must reflect the standards of good behavior expected by society. Since public education is furnished by the people of the district, it becomes a privilege for students to have this opportunity to further their education.

Students shall respect constituted authority. This shall include conformance to state laws, board regulations, college regulations, and applicable provisions of civil law.

Students are expected to observe high personal standards of decency, morality, honesty, and social relationships. Student conduct should reflect consideration for the rights of others, and students are expected to cooperate with all members of the Cerro Coso Community College community. (KCCD Board Policy 4F8B)

Failure to respect the standards as set forth by Cerro Coso Community College may be cause for disciplinary action.



Copies of the Cerro Coso Community College Student Conduct Policy may be found in the Cerro Coso Community College Student Handbook and on the college website.

### **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. Services include computerized career information and search programs, a career information library, occupational interest inventories, individual counseling, and courses in career planning. The Cerro Coso Community College 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 Ridgecrest campus or by calling 760-384-6276 or by going to <https://www.cerrocoso.edu/student-services/career-center>.

### **Career Center**

The Career Center provides information on career planning and job development skills. The center is available to all prospective, current, and alumni Cerro Coso Community College students.

Career Services include:

- Self-assessment surveys to determine career interests
- Resume writing
- Job interview skills
- Mock interviews
- Career planning
- Job search
- Full-time, part-time, temporary, or summer employment opportunities (on and off campus)
- Internships

### **Transfer Center**

The Transfer Center is available to assist students in making their transition to a four-year college/university. 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/universities. At each site this information can be acquired from the counselor or advisor.

Transfer Services include:

- CSU and UC application assistance
- Transfer research materials
- UC Transfer Admissions Guarantee Program (TAG)
- Transfer Alliance Program (TAP) with UCLA
- Workshops
- Virtual campus tours
- College and university representative visits
- Counselor assistance



# General Education & Graduation

## Completing a Program of Study

### Types of Programs

Students have many different goals in mind when they enroll at Cerro Coso Community College. Some plan to earn a certificate to enhance their job skills, while others want to earn a two-year degree, and some plan to transfer to a four-year university. Cerro Coso Community College offers the following certificate and degree programs:

- Associate in Arts degrees (AA) and Associate in Science degrees (AS) can be used to obtain necessary skills for a range of possible careers or they may be used to transfer to a four-year institution.
- Associate in Arts Degrees for Transfer (AA-T) and Associate in Science Degrees for Transfer (AS-T) are designed to provide a clear pathway to a CSU major and baccalaureate degree.
- Certificates of Achievement are awarded to students who complete formal instructional programs that are designed to prepare them for a specific field of endeavor, typically a career field with prospects of employment. These programs most often consist of at least 18 units but some are as low as 8.
- Job Skills Certificates are awarded upon the satisfactory completion of coursework less than 8 units in a specific area of study.

Each degree requires students to meet all graduation and general education requirements. Students who plan to seek immediate employment rather than to transfer usually choose to meet the Cerro Coso Community College General Education Requirements on page 49.

Students who wish to transfer to a four-year school select the California State University General Education Breadth (see page 50) to transfer to a California State University or the Intersegmental General Education Transfer Curriculum (IGETC) (see page 51) to transfer to either a University of California campus or a California State University campus.

## Graduation with a Certificate of Achievement

### Requirements

State law allows California community colleges to award a Certificate of Achievement for the completion of a sequence of courses of degree-applicable credit coursework approved by the College Curriculum Committee, the Board of Trustees, and the State Chancellor. Awarding of the Certificate of Achievement indicates successful completion of patterns of learning experiences designed to develop certain capabilities oriented toward a specific field of endeavor. The Certificate of Achievement is reflected on the student's college transcript once the student has filed a petition for graduation request and it has been successfully processed.

When completing a stand-alone Certificate of Achievement, students complete only the courses listed on the program of study and are not responsible for any additional coursework in minimum proficiencies or general education. Certificates of Achievement may require as few as 8 units or as many as 30, or even more, depending on the breadth and depth of skills being taught, usually in a field with prospects of employment.

A candidate for a Certificate of Achievement must complete the requirements as outlined below and must file a petition at the beginning of the semester in which all requirements will be completed.

1. Total Units in the Major: Completion of all courses listed on the program of study.
2. Scholarship: All courses must be completed with a "C" or better



## Graduation with an Associate Degree Requirements

The California State Board of Education has authorized the Kern Community College District Board of Trustees to confer the Associate in Arts degree and the Associate in Science degree upon students receiving the recommendation of Cerro Coso Community College faculty. The Associate in Arts degree (AA) 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 in Science degree (AS) 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) 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. Units applied to meet graduation requirements cannot include pre-collegiate basic skills courses. These courses are not degree applicable. See Course Numbering System on page 107 for more information.
2. **Scholarship:** A cumulative grade point average (GPA) of 2.0 ("C" average) in all courses required for the degree.
3. **Residence:** At least 12 of the 60 semester units must be completed at Cerro Coso Community College.
4. **Major:** Satisfactory completion of at least 18 semester units in a major program of study. 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.
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 other college coursework and high school grades. During the first semester of enrollment, students should 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 level (see charts on pages 47 and 48). The levels of proficiency in each area are outlined below.

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

Level 1 - Minimum Standards satisfied.

Level 2 - ENGL C101 (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)

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

Level 1 - Minimum standards satisfied. No math course required.

Level 2 - MATH C053 or C055

Level 3 - MATH C050

Level 4 - MATH C040 (course credit not applicable to Associate Degree; does not apply to graduation)

Level 5 - MATH C020 (course credit not applicable to Associate Degree; does not apply to graduation)

**Experience in Advanced Mathematics:** Students can also meet minimum proficiency through one of the following ways:

- Have an official record of a grade of "C" or better in a course with a prerequisite of MATH C050 or higher, such as MATH C053, MATH C055, or equivalent from another college.

- Have a grade of “C” or better in both semesters of second-year high school algebra taken within the last six (6) years.
6. General Education: Complete the General Education pattern (see TABLE A - GENERAL EDUCATION REQUIREMENTS-AA/AS DEGREE on page 49).

### **General Education**

The awarding of an Associate Degree at Cerro Coso Community College is intended to represent more than an accumulation of units. It is intended to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing, to use mathematics, to understand the modes of inquiry of the major disciplines, to be aware of other cultures and times, to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

Central to an Associate Degree, general education reflects the conviction of Cerro Coso Community College that those who receive their degrees share certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College-educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. General education should lead to better self-understanding and involve students in actively examining values inherent in proposed solutions to major social problems.

### **General Education Learning Outcomes**

Upon successful completion of the Cerro Coso local general education pattern, students will be able to:

#### **Natural Sciences:**

- Effectively communicate scientific results, including graphically, verbally, and in writing.
- Demonstrate competency of the Scientific Method, including the experimental and empirical methodologies characteristic of science and the modern methods and tools used in scientific inquiry.

#### **Social and Behavioral Sciences:**

- Describe the method of inquiry used by the social and behavioral sciences.
- Evaluate the operation of societies and social sub-groups.

#### **Humanities:**

- Describe how people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation.
- Evaluate the significance of artistic and cultural constructions.

#### **Language and Rationality:**

- Use clear and precise language to express logical thought.
- Use a complex symbol system to solve problems.

#### **Information Competency:**

- Explain the fundamentals of the research process and documentation style.
- Clearly identify types of information needed to address a research problem and evaluate the credibility of sources.

#### **Diversity:**

- Describe and analyze the effects of race, ethnicity, class, gender, sexuality, disability, and/or religion on human interactions.

#### **Health and Wellness:**

- Analyze and apply the principles of health and wellness.

## **Multiple Majors**

Students may be awarded more than one degree in different majors provided that the requirements of all degree programs have been completed. Students who complete the requirements for multiple majors and degrees must apply and qualify for graduation for all programs within the same academic term.

## **Additional Associate Degrees**

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

- Complete all current graduation general education requirements, either through acceptance of previous college credits or by additional course work, and
- Complete all required major field courses in a recognized general major or occupational/career program as outlined in this catalog.

When students return to Cerro Coso Community College for an additional degree, they must follow requirements in the catalog for the year in which they return, even if they are continuously enrolled.

## **Transfer**

### **General Education Options to Transfer**

Universities and colleges prescribe their standards of eligibility for transfer. Students expecting to transfer to a four-year institution should carefully check entrance requirements. Cerro Coso Community College 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 or educational advisor at the earliest possible date to plan an appropriate course of study.

### **Associate Degrees for Transfer**

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

### **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 courses. 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 online.

### **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).



Transfer students may be admitted to the University of California by achieving a grade point average of 2.40 in a minimum of 60 units of community college work designated as UC transferable.

Students 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. A course taken at another participating institution may be included on Cerro Coso Community College's certification list if the course would have been certified at the other institution.

Prior to transferring, the student must request that the Cerro Coso Community College's 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 Community College.

### **California State University (CSU)**

Transfer students may be admitted to the California State University by achieving a grade point average of 2.0 in a minimum of 60 units of community college work designated as baccalaureate level.

Students may transfer a maximum of 70 community college units to a California State University. After 70 units of transferable credits 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.

**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 (IGETC) or (2) CSU General Education Certification. A course taken at another participating institution may be included on Cerro Coso Community College's certification list if the course 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. Students are also advised to consult with their counselors for additional information.

### **ASSIST**

ASSIST is a web-based articulation and transfer planning system that can be accessed at <http://www.assist.org/>. It describes how course credits earned at one California community college can be applied when transferred to a UC or CSU. ASSIST is the official repository of articulation for California's colleges and universities and, therefore, provides the most accurate and up-to-date information available about student transfer in California. For further information, see a counselor.

### **C-ID Course Identification Number**

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to <http://www.assist.org/> to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at <http://www.assist.org/> for specific information on C-ID course designations. Counselors can help students interpret or explain this information.

## **Finishing College**

### **Applying for Graduation**

Students must complete a petition for graduation request during the semester in which all requirements will be completed. Upon confirmation that a student has met certificate or degree requirements, the award will be posted for the semester in which the student completed all requirements. Petitions are available in the Counseling office at the student's local campus or by request through Online Counseling. Students must verify their eligibility to graduate with a counselor. Students who qualify will receive their diploma in the mail approximately eight weeks after the end of the semester.

### **Commencement Ceremonies**

Commencement ceremonies are held once each year in May. Students who complete their degree requirements during the Fall or Spring prior to the ceremony or who will complete them in the following summer are eligible to participate. Students planning to complete during the following summer must:

- need less than seven (7) units for completion
- submit documentation of registration for the required course(s) if the course will be taken at another institution

### **Withdrawing from the College**

Students who find it necessary to withdraw from the college are required to return all checked-out supplies, equipment, and library books, and pay all fines and debts owed the college.

Any account balance older than 120 days may be subject to the collections process.

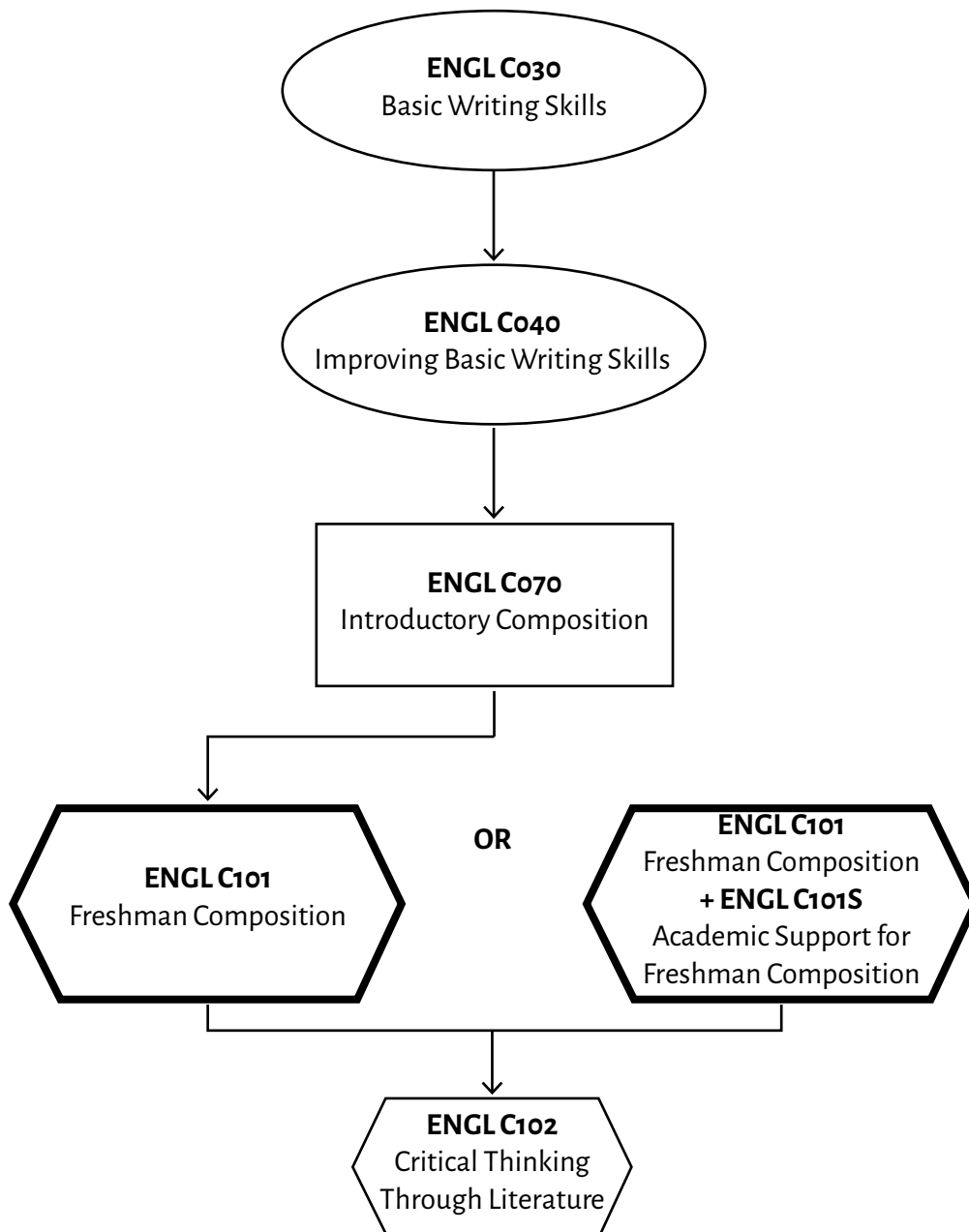
### **Verification of Enrollment or Degrees**

The Office of Admissions and Records will complete a verification of enrollment upon written request by the student.



# GE Tables

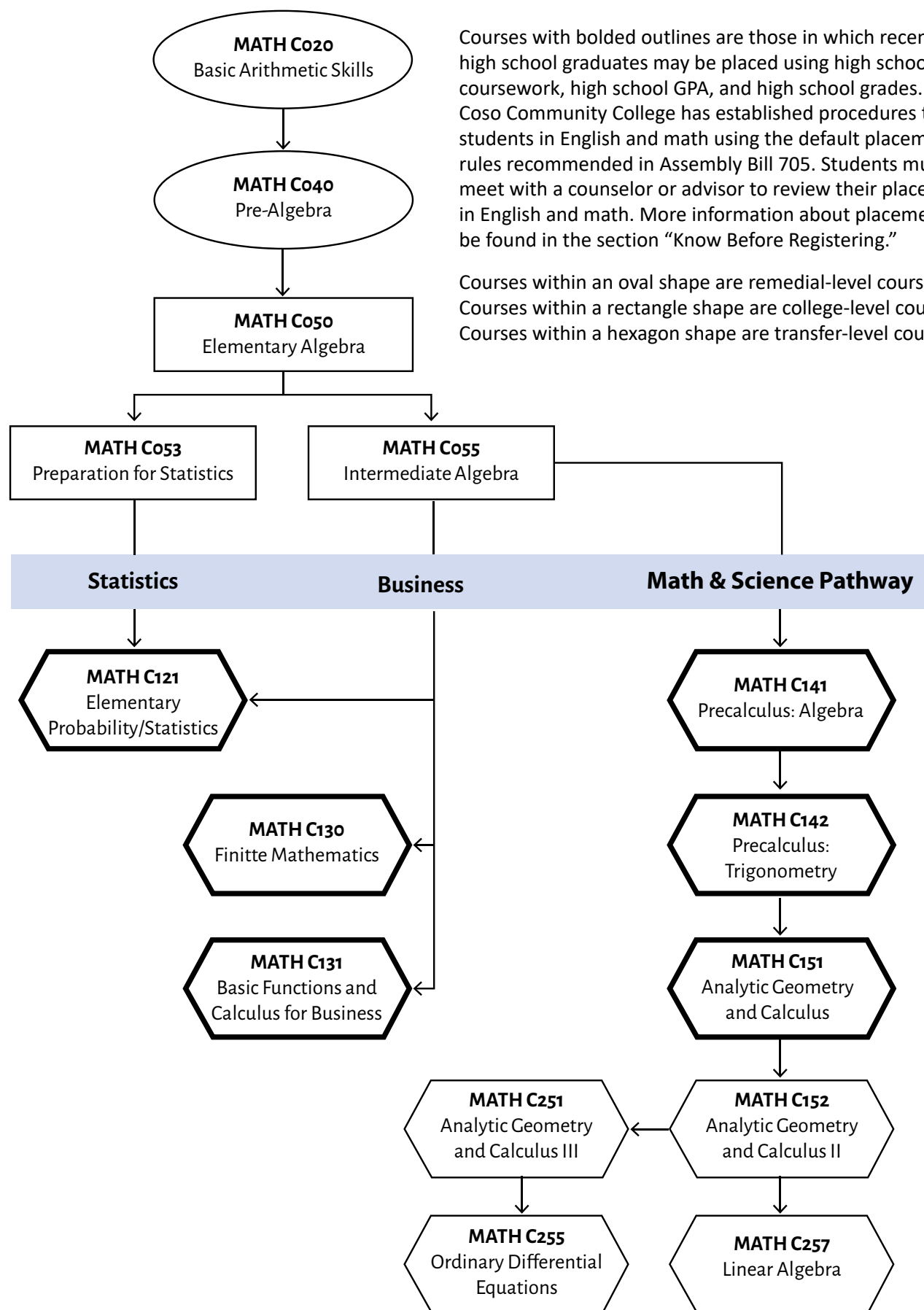
## English Course Sequences



Courses with bolded outlines are those in which recent high school graduates may be placed using high school coursework, high school GPA, and high school grades. Cerro Coso Community College has established procedures to place students in English and math using the default placement rules recommended in Assembly Bill 705. Students must meet with a counselor or advisor to review their placement in English and math. More information about placement can be found in the section “Know Before Registering.”

Courses within an oval shape are remedial-level courses.  
Courses within a rectangle shape are college-level courses.  
Courses within a hexagon shape are transfer-level courses.

## Math Course Sequences



**Table A - General Education Requirements-AA/AS Degree****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 or physical science).**Life Sciences**

» ANTH C121	» BIOL C105H (L)	» BIOL C121	» BIOL C255 (L)
» ANTH C121H	» BIOL C111 (L)	» BIOL C125 (L)	» BIOL C262 (L)
» ANTH C122 (L)	» BIOL C111H (L)	» BIOL C141	
» BIOL C101	» BIOL C112 (L)	» BIOL C145 (L)	
» BIOL C105 (L)	» BIOL C112H (L)	» BIOL C251 (L)	

**Physical Sciences**

» CHEM C101 (L)	» GEOG C101	» PHSC C111	» PHSC C132 (L)
» CHEM C111 (L)	» GEOG C111 (L)	» PHSC C115 (L)	» PHSC C135 (L)
» CHEM C113 (L)	» GEOL C111 (L)	» PHSC C121	» PHYS C111 (L)
» CHEM C113H (L)	» PHSC C101	» PHSC C125 (L)	» PHYS C113 (L)
» CHEM C221 (L)	» PHSC C105 (L)	» PHSC C131	» PHYS C211 (L)

**Area 2: Social & Behavioral Science**

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

**Social**

» ADMJ C101	» ANTH C161 (D)	» PSYC C101	» PSYC C241
» ADMJ C105	» CHDV C104	» PSYC C101H	» PSYC C271
» ANTH C111 (D)	» CHDV C105	» PSYC C112	» SOCI C101 (D)
» ANTH C121	» CHDV C106	» PSYC C151	» SOCI C131 (D)
» ANTH C121H	» CHDV C107	» PSYC C181	» SOCI C161 (D)
» ANTH C131	» CHDV C156 (D)	» PSYC C220	» SOSC C271

**Economics & Political**

» ECON C101	» ECON C103	» POLS C101H	» POLS C103
» ECON C102	» POLS C101	» POLS C102 (D)	

**Historical**

» HIST C103	» HIST C104H	» HIST C131H	
» HIST C103H	» HIST C118	» HIST C132	
» HIST C104	» HIST C131	» HIST C132H	

**Interdisciplinary Studies**

» FILM C211 (D)	» SOCI C151 (D)	» SPAN C211 (D)	
» ETHN C151 (D)	» SOCI C210 (D)		

**Ethnic Studies**

» ADMJ C121 (D)	» ETHN C121 (D)	» HIST C209 (D)	
» ANTH C141 (D)	» ETHN C141 (D)		

**Area 3: Humanities**

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

**Active Participation**

» ART C111	» ART C141	» ART C240	» MUSC C131
» ART C115	» ART C151	» ART C253	» MUSC C141
» ART C121	» ART C221	» ENGL C141	» MUSC C151
» ART C131	» ART C231	» MUSC C126	

**Arts**

» ART C101 (D)	» ART C106H	» ART C111	» MUSC C101H
» ART C105	» ART C107 (D)	» ART C115	» MUSC C118 (D)
» ART C106	» ART C108	» MUSC C101	» MUSC C173 (D)

**Humanities**

» ANTH C141 (D)	» ENGL C221H	» ENGL C242	» FREN C110 (D)
» ANTH C161 (D)	» ENGL C222	» ENGL C245 (D)	» HIST C103
» ASL C101	» ENGL C222H	» ENGL C245H (D)	» HIST C103H
» ASL C102	» ENGL C231	» ENGL C249 (D)	» HIST C104
» ENGL C102	» ENGL C232	» ETHN C141 (D)	» HIST C104H
» ENGL C102H	» ENGL C235	» ETHN C151 (D)	» HIST C118
» ENGL C211	» ENGL C235H	» FILM C211 (D)	» HIST C131
» ENGL C221	» ENGL C241	» FREN C101	» HIST C131H

» HIST C132	» LATN C202	» SOCI C151 (D)	» SPAN C180 (D)
» HIST C132H	» PHIL C101	» SOCI C210 (D)	» SPAN C182 (D)
» LATN C101	» PHIL C131	» SPAN C101 (D)	» SPAN C211 (D)
» LATN C102	» PHIL C141	» SPAN C102 (D)	
» LATN C201	» PHIL C161	» SPAN C171	

**Area 4: Language & Rationality**

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

**English Composition**

» ENGL C101

**Analytical Thinking**

» ENGL C102	» MATH C110	» MATH C131	» MATH C152
» ENGL C102H	» MATH C121	» MATH C141	» MATH C257
» MATH C053	» MATH C121H	» MATH C142	
» MATH C055	» MATH C130	» MATH C151	

**Area 5: Information Competency**

One course/minimum 1 unit.

**Information Competency**

» LIBR C100	» LIBR C111	» LIBR C111H
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**Area 6: Diversity**

One of the following courses or any diversity general education class (D).

**Diversity**

» ADMJ C121	» CHDV C156	» FILM C211	» SOCI C131
» ANTH C111	» CHDV C241	» FREN C110	» SOCI C151
» ANTH C141	» DMA C113	» HCRS C250	» SOCI C161
» ANTH C161	» ENGL C245	» HIST C209	» SOCI C210
» ART C101	» ENGL C245H	» HMSV C102	» SPAN C101
» ART C107	» ENGL C249	» MUSC C118	» SPAN C102
» BSAD C152	» ETHN C121	» MUSC C173	» SPAN C180
» CHDV C125	» ETHN C141	» POLS C102	» SPAN C182
» CHDV C141	» ETHN C151	» SOCI C101	» SPAN C211

**Area 7: Health & Wellness**

(Choose one of the following options):

**OPTION I:** One course from the following:**Wellness**

» CHDV C121	» HSCI C101	» KINS C102
» HCRS C121	» KINS C101	

**OPTION II:** Complete THREE units of P.E. Activity Courses**OPTION III:** Vocational Nursing Certificate**OPTION IV:** Verified Military Basic Training and ONE 1-unit P.E. Activity Class



**Table B - CSU General Education Certification****Area A: English Language Communication & 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

**A2. Written Communication**

» ENGL C101 » AP

**A3. Critical Thinking**

» ENGL C102 » ENGL C102H » PHIL C131

**Area B: Scientific Inquiry & 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 or must be listed in Area B3. Complete ONE math course from Area B4 with a grade of "C" or better.

**B1. Physical Science**

» CHEM C101	» GEOG C111	» PHSC C121	» PHYS C211
» CHEM C111	» GEOL C111	» PHSC C125	» CLEP
» CHEM C113	» PHSC C101	» PHSC C131	» AP
» CHEM C113H	» PHSC C105	» PHSC C135	
» CHEM C221	» PHSC C111	» PHYS C111	
» GEOG C101	» PHSC C115	» PHYS C113	

**B2. Life Science**

» ANTH C121	» BIOL C111	» BIOL C125	» BIOL C262
» ANTH C121H	» BIOL C111H	» BIOL C141	» CLEP
» BIOL C101	» BIOL C112	» BIOL C145	» AP
» BIOL C105	» BIOL C112H	» BIOL C251	
» BIOL C105H	» BIOL C121	» BIOL C255	

**B3. Laboratory**

» ANTH C122	» BIOL C125	» CHEM C113	» PHSC C125
» BIOL C105	» BIOL C145	» CHEM C113H	» PHSC C132
» BIOL C105H	» BIOL C251	» CHEM C221	» PHSC C135
» BIOL C111	» BIOL C255	» GEOG C111	» PHYS C111
» BIOL C111H	» BIOL C262	» GEOL C111	» PHYS C113
» BIOL C112	» CHEM C101	» PHSC C105	» PHYS C211
» BIOL C112H	» CHEM C111	» PHSC C115	» AP

**B4. Mathematics/Quantitative Reasoning**

» MATH C121	» MATH C141	» MATH C251	» AP
» MATH C121H	» MATH C142	» MATH C255	
» MATH C130	» MATH C151	» MATH C257	
» MATH C131	» MATH C152	» CLEP	

**Area C: Arts & Humanities**

3 courses; minimum 9 units required.

Select ONE course from Area C1 and ONE from Area C2. Select a THIRD from either area.

**C1. Arts**

» ART C101	» ART C108	» ART C151	» MUSC C151
» ART C105	» ART C111	» MUSC C101	» MUSC C173
» ART C106	» ART C121	» MUSC C101H	» AP
» ART C106H	» ART C131	» MUSC C118	
» ART C107	» ART C141	» MUSC C131	

**C2. Humanities**

» ASL C101	» ENGL C221	» ENGL C231	» ENGL C241
» ASL C102	» ENGL C221H	» ENGL C232	» ENGL C242
» ENGL C141	» ENGL C222	» ENGL C235	» ENGL C245
» ENGL C211	» ENGL C222H	» ENGL C235H	» ENGL C245H

» ENGL C249	» LATN C101	» PHIL C161	» SPAN C182
» FILM C211	» LATN C102	» SPAN C100	» SPAN C211
» FREN C101	» LATN C201	» SPAN C101	» CLEP
» FREN C110	» LATN C202	» SPAN C102	» AP
» HIST C131H	» PHIL C101	» SPAN C171	
» HIST C132H	» PHIL C141	» SPAN C180	

**Area D: Social Sciences**

2 courses; minimum 6 units required.

Two courses can be from the same discipline provided that you take an Area D course from a different discipline at the upper level.

» ADMJ C101	» ECON C101	» HIST C131H	» PSYC C220
» ADMJ C105	» ECON C102	» HIST C132	» PSYC C241
» ANTH C111	» ECON C103	» HIST C132H	» PSYC C271
» ANTH C121	» ETHN C141	» HIST C209	» SOCI C101
» ANTH C121H	» ETHN C151	» POLS C101	» SOCI C131
» ANTH C131	» HIST C103	» POLS C101H	» SOCI C151
» ANTH C141	» HIST C103H	» POLS C102	» SOCI C161
» ANTH C161	» HIST C104	» POLS C103	» SOCI C210
» CHDV C104	» HIST C104H	» PSYC C101	» SOSOC C271
» CHDV C105	» HIST C118	» PSYC C101H	» AP
» CHDV C106	» HIST C131	» PSYC C181	» CLEP

**Area E: Lifelong Learning & Self-Development**

1 course; minimum 3 units required.

Select ONE course from E1.

**E1. Integrated Organism**

» CHDV C106	» KINS C101	» PSYC C151
» COLL C101	» KINS C102	» PSYC C181
» HSCI C101	» LIBR C111	» CLEP

**Area F: Ethnic Studies**

1 course; minimum 3 units required

Please see a counselor to discuss options to fulfill Area F.

**U.S. History, Constitution, & Government**

This is not required for CSU Certification. The CSU system requires students to demonstrate their competence in U.S. History, Constitution and State, and Local Government (Title V, Admin. Code, Section 40404).

**U.S. History**

» HIST C131	» HIST C132	» AP
» HIST C131H	» HIST C132H	» CLEP

NOTE: HIST C131 and C132 can be double counted in Area D6.

**Constitution & Government**

» POLS C101	» POLS C101H	» AP
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NOTE: POLS C101 can be double counted in Area D8.

**Table C - Intersegmental GE Transfer Curriculum (IGETC)****Area 1: English Communication**

CSU: 3 courses/minimum 9 units

Complete ONE course in Area A, B and C.

**A. English Composition**

» ENGL C101 » AP

**B. Critical Thinking/ Communication**

» ENGL C102 » ENGL C102H

**C. Oral Communication (CSU transfer only)**

» SPCH C101

**Area 2: Mathematical Concepts & Quantitative Reasoning**

1 course; minimum 3 units required.

**Mathematical Concepts & Quantitative Reasoning**

» MATH C121	» MATH C131	» MATH C152	» MATH C257
» MATH C121H	» MATH C141	» MATH C251	» AP
» MATH C130	» MATH C151	» MATH C255	

**Area 3: Arts & Humanities**

3 courses; minimum 9 units required

Select ONE course from Area 3A and ONE from Area 3B. Select a THIRD from either area.

**A. Arts**

» ART C101	» ART C106H	» MUSC C101	» MUSC C173
» ART C105	» ART C107	» MUSC C101H	» AP
» ART C106	» ART C108	» MUSC C118	

**B. Humanities**

» ENGL C211	» ENGL C235H	» HIST C103H	» PHIL C101
» ENGL C221	» ENGL C241	» HIST C104	» PHIL C141
» ENGL C221H	» ENGL C242	» HIST C104H	» PHIL C161
» ENGL C222	» ENGL C245	» HIST C131H	» SPAN C180
» ENGL C222H	» ENGL C245H	» HIST C132H	» SPAN C182
» ENGL C231	» ENGL C249	» HIST C209	» SPAN C211
» ENGL C232	» FILM C211	» LATN C201	» AP
» ENGL C235	» HIST C103	» LATN C202	

**Area 4: Social & Behavioral Sciences**

3 courses; minimum 9 units required

Select THREE courses from a minimum of TWO different disciplines.

» ADMJ C101	» ECON C101	» POLS C101	» PSYC C271
» ADMJ C105	» ECON C102	» POLS C101H	» SOCI C101
» ANTH C111	» ECON C103	» POLS C102	» SOCI C131
» ANTH C121	» ETHN C141	» POLS C103	» SOCI C151
» ANTH C121H	» ETHN C151	» PSYC C101	» SOCI C161
» ANTH C131	» HIST C118	» PSYC C101H	» SOCI C210
» ANTH C141	» HIST C131	» PSYC C151	» AP
» ANTH C161	» HIST C131H	» PSYC C181	
» CHDV C104	» HIST C132	» PSYC C220	
» CHDV C106	» HIST C132H	» PSYC C241	

**Area 5: Physical & Biological Sciences**

2 courses; minimum 7 units required

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. Lab courses taken before the corresponding lecture WILL NOT be accepted.

**A. Physical Science**

» CHEM C101	» CHEM C221	» PHSC C101	» PHSC C121
» CHEM C111	» GEOG C101	» PHSC C105	» PHSC C125
» CHEM C113	» GEOG C111	» PHSC C111	» PHSC C131
» CHEM C113H	» GEOL C111	» PHSC C115	» PHSC C135

» PHYS C111 » PHYS C113 » PHYS C211 » AP

**B. Biological Science**

» ANTH C121	» BIOL C111	» BIOL C125	» BIOL C262
» ANTH C121H	» BIOL C111H	» BIOL C141	» AP
» BIOL C101	» BIOL C112	» BIOL C145	
» BIOL C105	» BIOL C112H	» BIOL C251	
» BIOL C105H	» BIOL C121	» BIOL C255	

**C. Laboratory Activity**

» ANTH C122	» BIOL C125	» CHEM C113	» PHSC C125
» BIOL C105	» BIOL C145	» CHEM C113H	» PHSC C135
» BIOL C105H	» BIOL C251	» CHEM C221	» PHYS C111
» BIOL C111	» BIOL C255	» GEOG C111	» PHYS C113
» BIOL C111H	» BIOL C262	» GEOL C111	» PHYS C211
» BIOL C112	» CHEM C101	» PHSC C105	» AP
» BIOL C112H	» CHEM C111	» PHSC C115	

**Area 6: Language other than English**

UC transfer only

Proficiency equivalent to two years of high school study in the same language with a "C" or better OR select ONE of the following courses.

**Language Other Than English**

» ASL C101	» LATN C102	» SPAN C102	» AP
» ASL C102	» LATN C201	» SPAN C171	
» FREN C101	» LATN C202	» SPAN C180	
» FREN C110	» SPAN C101	» SPAN C182	

**Notes**

ALL courses completed for IGETC MUST be completed with a "C" or better. Each course must have a minimum of 3 semester/4 quarter units. UC credit may be limited.

1. No credit given for an introductory course if it was taken after the more advanced course;
2. Credit may be limited for course with overlapping content;
3. Duplicate credit WILL NOT be awarded for both the honors and regular section of a course. Certification is NOT a UC admission requirement or guarantee.
4. U.S. History, Constitution, & American Ideals

This is not required for IGETC Certification. The CSU system requires students to demonstrate their competence in U.S. History, Constitution and State, and Local Government (Title V, Admin. Code, Section 40404).

**U.S. History**

» HIST C131	» HIST C132	» AP
» HIST C131H	» HIST C132H	

**Constitution & Government**

» POLS C101	» POLS C101H	» AP
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## General Education Requirements: AA/AS Degree

### 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 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 in Arts degree: a degree consisting of a program of study intended primarily to prepare the student for transfer to a four-year institution.
- b. Associate in Science degree: a degree 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 submit a 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.**

### 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.

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

## CSU General Education Certification

### MINIMUM ADMISSION REQUIREMENTS FOR CSU TRANSFER STUDENTS:

1. Complete 60 semester units of CSU-transferable college credit with a GPA of at least 2.0.
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 with a grade of "C" or better.

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

### 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 or advisor.

### ASSOCIATE DEGREE

**AA/AS Degrees.** Completion of the CSU General Education Certification and 60 degree-applicable units, including 18 units in a major and a cumulative GPA of 2.0 or higher. Please note, transfer readiness requires completion of 60 transferable units.

**AA-T/AS-T Degrees.** Completion of the General Education Certification and 60 transferable units, including 18 units in a major and a cumulative GPA of 2.0 or higher.

### ADVANCED PLACEMENT EXAMINATIONS

Information about AP Exams and how the credit will be applied to the CSU GE Certification is in the College Catalog, which can be obtained at [www.cerrocoso.edu](http://www.cerrocoso.edu) or see a Cerro Coso counselor for more details.

## Intersegmental General Education Transfer Curriculum

### MINIMUM ADMISSION REQUIREMENTS FOR UC TRANSFER STUDENTS:

1. Complete 60 semester units of UC-transferable college credit 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, MATH C121H, MATH C130, MATH C131, MATH C141, MATH C151, MATH C152, MATH C251, MATH C255, MATH 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 campus. Once a student has identified a major, it is important for the student to work toward fulfilling any required major preparatory courses, particularly in professional or "high unit" majors that select applicants on the basis of satisfaction of lower division major requirements. Students pursuing these types of programs should note that it is more important to complete the required major preparatory courses than it is to complete the IGETC.

In general, it is not advisable for transfer students preparing for engineering majors (at any campus) to use the IGETC. Students entering "high unit" majors, such as those in the sciences, can follow the IGETC at some UC campuses, 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 follow the specific major preparation at the campus of their choice and complete the Minimum Admissions Requirements listed above (see a counselor for course selection). Students considering transfer should see a counselor and go to [www.assist.org](http://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 DEGREE

**AA/AS Degrees.** Completion of the IGETC and 60 degree-applicable units, including 18 units in a major and a cumulative GPA of 2.0 or higher. Please note, transfer readiness requires completion of 60 transferable units. UC transfer requires completion of 60 UC-transferable units. See a counselor for more information.

**AA-T/AS-T Degrees.** Completion of the IGETC and 60 transferable units, including 18 units in a major and a cumulative GPA of 2.0 or higher.

### ADVANCED PLACEMENT EXAMINATIONS

Information about AP Exams and how the credit will be applied to the IGETC is in the College Catalog, which can be obtained at [www.cerrocoso.edu](http://www.cerrocoso.edu) or see a Cerro Coso counselor for more details.

## 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 during the five (5) year period. Continuous enrollment means the student must earn a grade of "A", "B", "C", "D", "F", "NP", "P", "I", "IP", "RD", "W", "MW" or "EW" in at least one course each academic year. For the purposes of continuous enrollment, an academic year begins with the Fall semester and includes the following Spring and Summer terms. Petitions for exceptions should be directed to the Vice President of Student Services.

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.

## 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 AA or GE patterns.

Course credit and units granted at Cerro Coso Community College may differ from course credit and units granted by another institution.

EXAM	Course Equivalency / GE Area for Cerro Coso SEP	CSU GE	CSU – UNITS EARNED TOWARD TRANSFER	IGETC	UC – UNITS EARNED TOWARD TRANSFER
Art History	ART C105 or ART C106; GE Humanities 3 semester units	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B 3 semester units	8 quarter / 5.3 semester units
Art ( <i>Studio</i> )	No Course equivalency; GE Elective 3 semester units	N/A	3 semester units	N/A	8 quarter / 5.3 semester units
Biology	Biology C105; GE Natural Sciences 4 semester units	Area B2 and B3 4 semester units	6 semester units	Area 5B and 5C 4 semester units	8 quarter / 5.3 semester units
Calculus AB	Score of 3 – MATH C142 Score of 4 or 5 – MATH C151 GE Language and Rationality 5 semester units	Area B4 3 semester units	3 semester units*	Area 2A 3 semester units	8 quarter / 5.3 semester units**
Calculus BC	Score of 3 – MATH C151 Score of 4 or 5 – MATH C152 GE Language and Rationality 5 semester units	Area B4 3 semester units	6 semester units*	Area 2A 3 semester units	8 quarter / 5.3 semester units**
AP CALCULUS EXAM LIMITATIONS:	N/A	N/A	*Only one exam may be used toward transfer	N/A	**Maximum credit 8 quarter/ 5.3 semester units for both
Chemistry	CHEM C101; GE Natural Sciences 4 semester units	Areas B1 and B3 4 semester units	6 semester units	Area 5A and 5C 4 semester units	8 quarter / 5.3 semester units

EXAM	Course Equivalency / GE Area for Cerro Coso SEP	CSU GE	CSU – UNITS EARNED TOWARD TRANSFER	IGETC	UC – UNITS EARNED TOWARD TRANSFER
Chinese Language & Culture	No course equivalency; GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter / 5.3 semester units
Computer Science A	Score of 3 – IT C101 3 semester units Score of 4 or 5 – IT C101 and CSCI C267 6 semester units*	N/A	3 semester units	N/A	2 quarter / 1.3 semester units ( <i>if taken prior to 2018</i> ) 8 quarter/5.3 semester units ( <i>Fall 2018 and later</i> )
Computer Science AB	Score of 3 – IT C101 and CSCI C267 6 semester units* Score of 4 or 5 – CSCI C267 3 semester units	N/A	6 semester units*	N/A	4 quarter / 2.6 semester units***
Computer Science Principles	N/A	Area B4 3 semester units	6 semester units	N/A	8 quarter / 5.3 semester units ( <i>The language of maximum credit for the AP Computer Science exams only applies to Computer Science A and AB; not CS Principles</i> )
AP CS EXAM LIMITATIONS:	Maximum 6 semester units for both	N/A	**Maximum one exam toward transfer	N/A	***Maximum 4 quarter / 2.6 semester units for both
Economics – Macro- economics	ECON C102; GE Social and Behavioral Sciences 3 semester units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter / 2.6 semester units
Economics – Micro- economics	ECON C103; GE Social and Behavioral Sciences 3 semester units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter / 2.6 semester units
English – Language & Composition	ENGL C101; GE Language and Rationality 3 semester units	Area A2 3 semester units	6 semester units	Area 1A 3 semester units	8 quarter / 5.3 semester units*
English – Literature & Composition	ENGL C101 or ENGL in Area 3B GE Language and Rationality or Humanities 3 semester units	Area A2 and C2 6 semester units	6 semester units	Area 1A or 3B 3 semester units	8 quarter / 5.3 semester units*
AP ENGLISH EXAM LIMITATIONS:	N/A	N/A	N/A	N/A	8 quarter / 5.3 semester units maximum for both
Environmental Science	No course equivalency; GE Natural Sciences 3 semester units	Area B2 and B3 ( <i>if taken prior to Fall 2009</i> ) or Area B1 and B3 ( <i>regardless of when taken</i> ) 4 semester units	4 semester units	Area 5A and 5C 3 semester units	4 quarter / 2.6 semester units
French Language and Culture	No Course equivalency; GE Humanities 5 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter / 5.3 semester units
French Literature	No Course equivalency; GE Humanities 3 semester units	Area C2 ( <i>if taken prior to Fall 2009</i> ) 3 semester units	6 semester units		



EXAM	Course Equivalency / GE Area for Cerro Coso SEP	CSU GE	CSU – UNITS EARNED TOWARD TRANSFER	IGETC	UC – UNITS EARNED TOWARD TRANSFER
German Language and Culture	No Course equivalency; GE Humanities 5 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter / 5.3 semester units
Government & Politics – Comparative	No Course equivalency; GE Social and Behavioral Sciences 3 semester units	Area D8 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter / 2.6 semester units
Government & Politics – U.S.	POLS C101; GE Social and Behavioral Sciences 3 semester units	Area D8 and US 2 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter / 2.6 semester units
History – European	HIST C103 or C104; GE Social and Behavioral Sciences 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter / 5.3 semester units
History – U.S.	HIST C131 or HIST C132; GE Social and Behavioral Sciences 3 semester units	Area C2 or D6 and US 1 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter / 5.3 semester units
History – World	No Course equivalency; GE Social and Behavioral Sciences 3 semester units	Area C2 or D6 3 semester units	3 semester units	Area 3B or 4F 3 semester units	8 quarter / 5.3 semester units
Human Geography	No Course Equivalency; GE Natural Sciences 3 semester units	Area D5 3 semester units	3 semester units	Area 4E 3 semester units	4 quarter / 2.6 semester units
Italian Language & Culture	No Course equivalency; GE Humanities 5 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter / 5.3 semester units
Japanese Language & Culture	No Course equivalency; GE Humanities 6 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter / 5.3 semester units
Latin	N/A	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	4 quarter / 2.6 semester units
Latin – Vergil	No Course equivalency; GE Humanities 5 semester units	Area C2 ( <i>if taken prior to Fall 2012</i> ) 3 semester units	3 semester units	N/A	N/A
Latin – Literature	No Course equivalency; GE Humanities 3 semester units	Area C2 ( <i>if taken prior to Fall 2009</i> ) 3 semester units	6 semester units	N/A	N/A
Music Theory	No Course equivalency; GE Humanities 3 semester units	Area C1 ( <i>if taken prior to Fall 2009</i> ) 3 semester units	6 semester units	N/A	8 quarter / 5.3 semester units
Physics 1	N/A	Area B1 and B3 4 semester units	4 semester units	Area 5A and 5C 3 semester units	8 quarter / 5.3 semester units

EXAM	Course Equivalency / GE Area for Cerro Coso SEP	CSU GE	CSU – UNITS EARNED TOWARD TRANSFER	IGETC	UC – UNITS EARNED TOWARD TRANSFER
Physics 2	N/A	Area B1 and B3 4 semester units	4 semester units	Area 5A and 5C 3 semester units	8 quarter / 5.3 semester units
Physics C – Mechanics	No Course equivalency; GE Natural Sciences 4 semester units	Area B1 and B3 4 semester units	4 semester units*	Area 5A and 5C 3 semester units	4 quarter / 2.6 semester units
Physics C – Electricity/ Magnetism	No Course equivalency; GE Natural Sciences 4 semester units	Area B1 and B3 4 semester units	4 semester units*	Area 5A and 5C 3 semester units	4 quarter / 2.6 semester units
AP PHYSICS EXAM LIMITATIONS:	N/A	N/A	*Maximum 4 semester units toward GE and 6 semester units toward transfer	N/A	**Maximum 8 quarter/5.3 semester units for both
Psychology	PSYC C101; GE Social and Behavioral Sciences 3 semester units	Area D9 3 semester units	3 semester units	Area 4I 3 semester units	4 quarter / 2.6 semester units
Spanish Language and Culture	SPAN C101; GE Humanities 5 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter / 5.3 semester units
Spanish Literature and Culture	SPAN C101; GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter / 5.3 semester units
Statistics	MATH C121; GE Language and Rationality 4 semester units	Area B4 3 semester units	3 semester units	Area 2 3 semester units	4 quarter / 2.6 semester units

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 college's discipline is located.

# Programs of Study

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. Cerro Coso Community College offers the following certificate and degree programs:

- Associate in Arts degrees (AA) and Associate in Science degrees (AS) can be used to obtain necessary skills for a range of possible careers or they may be used to transfer to a four-year institution.
- Associate in Arts Degrees for Transfer (AA-T) and Associate in Science Degrees for Transfer (AS-T) are designed to provide a clear pathway to a CSU major and baccalaureate degree.
- Certificates of Achievement are awarded to students who complete formal instructional programs that are designed to prepare them for a specific field of endeavor, typically a career field with prospects of employment. These programs most often consist of at least 18 units but some are as low as 8.
- Job Skills Certificates are awarded upon the satisfactory completion of coursework less than 8 units in a specific area of study.

Associate degrees can be attained in specific majors offering specialization and depth of instruction. Students earning these major degrees must complete 60 total units in some combination of major coursework with a “C” or better and general education requirements.

Students who do not wish to pursue a specialization can still attain an Associate degree in Liberal Arts by taking 18 units in a designated Area of Emphasis. Liberal Arts options are offered in the areas of Arts & Humanities, Social & Behavioral Sciences, and Mathematics & Science. All of the prescribed coursework within each of these degrees is baccalaureate-applicable and considered appropriate for students who plan to continue their education at a 4-year college or university.

California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

Students should discuss the lower division requirement of specific transfer institutions with a counselor or educational advisor.

Programs are subject to change without notice, up to and including discontinuance. While every effort is made to sustain a program through the completion of all enrolled students, sometimes a program must be eliminated as a result of actions of the faculty or administration of Cerro Coso Community College, the California Community College Chancellor’s Office, the California State Legislature, or state or federal agencies.

When a program must be discontinued, at any campus location, the process for discontinuance shall be educationally sound and in accordance with the college’s master plan, educational goals, and specific program objectives. It is the practice of Cerro Coso Community College to consider impact on students completing the program and work with affected students to provide alternative solutions, as appropriate. Students impacted by program change or elimination will be connected with a counselor to review their options and to develop that a plan best meets their goals and needs.

All programs offered by the college are approved by the Cerro Coso Community College Academic Senate, the Kern Community College District Board of Trustees, the California Community College Chancellor’s Office, and the Accrediting Commission for Community and Junior Colleges.

## Programs Offered

Program	Units in Major	Job Skills Certificate	Certificate of Achievement	AS Degree	AA Degree	AS-T Degree	AA-T Degree	Page(s)
Addiction Counseling Studies			✓					66

Program	Units in Major	Job Skills Certificate	Certificate of Achievement	AS Degree	AA Degree	AS-T Degree	AA-T Degree	Page(s)
Administration of Justice	18-21					✓		66
Anthropology	19-23						✓	67
Art History	18-19						✓	68
Business Administration	24-26					✓		69
Business	25		✓	✓				70-71
Business Office Technology	30		✓	✓				71-72
Business Office Technology: Administrative Office Assistant	18		✓					73
Business Office Technology: Office Clerk	12		✓					74
Child Development: Early Childhood Education	24					✓		74-75
Child Development Associate Teacher	12		✓					76
Child Development Teacher	24		✓					77
Child Development Master Teacher	33		✓					78-79
Child Development Site Supervisor	33		✓					79
Cyber Security Technology	29-30		✓	✓				80-81
Data Analyst I	12		✓					81-82
Digital Media Marketing	12		✓					82
Emergency Medical Technician	10	✓						82-83
English	19-21						✓	83-84
Entrepreneurship	13		✓					84
General Sciences	20-25				✓			84-85
History	18-23						✓	85-86
Human Services	23-27		✓	✓				87-88
Industrial Process Technician	16		✓					88-89
Information Technology	23-24		✓	✓				89-90
Information Technology: Cloud Computing	19		✓					90-91
Information Technology: Linux Operating Systems	16		✓					91
Information Technology Plus	13		✓					92
Kinesiology	23-24						✓	92-93
Law, Public Policy, and Society	23						✓	93-94
Liberal Arts: Arts & Humanities	18				✓			94-95
Liberal Arts: Mathematics & Science	18				✓			96-97
Liberal Arts: Social & Behavioral Sciences	18				✓			97-98
Management	32		✓	✓				98-99
Mathematics	19					✓		99-100
Medical Assisting	32			✓				100-101
Medical Assisting: Administrative Medical Assisting	20.5		✓					101-102
Medical Assisting: Clinical Medical Assisting	20.5		✓					102

Program	Units in Major	Job Skills Certificate	Certificate of Achievement	AS Degree	AA Degree	AS-T Degree	AA-T Degree	Page(s)
Medical Billing	17		✓					102-103
Medical Coding	22		✓					103
Paralegal Studies	32		✓	✓				104-105
Political Science	18-22						✓	105-106
Private and Proprietary Security Academy	2.5	✓						106
Psychology	19-22						✓	107
Sociology	19-20						✓	108
Spanish	22-25						✓	109
Studio Arts	24						✓	110
Vocational Nursing	47.5		✓	✓				111-112
Web Fundamentals	18		✓					113
Web Professional	28		✓	✓				113-115
Welding Processes	12		✓					115
Welding Technology	23		✓	✓				115-116

## Program Locations

Majors and programs are offered at a variety of Cerro Coso Community College campus locations, but not all majors or programs are offered at each site. Every effort is made to offer all courses at the campus location of an advertised program so that students can complete the award in a timely manner. But occasionally it is necessary to offer an online class in place of an advertised onsite class so that students can stay on track for degree or certificate completion. Students should consult with the counselor at the site where they are enrolled when selecting a degree objective or other program of study.

Program	Ridgecrest/ IWW	CC Online	East Kern/ Tehachapi	ESCC Bishop & Mammoth Lakes	Page(s)
Addition Counseling Studies		✓			66
Administration of Justice	✓	✓			66
Anthropology	✓	✓			67
Art History	✓	✓			68
Business Administration	✓	✓			69
Business	✓	✓			70-71
Business Office Technology		✓			71-72
Business Office Technology: Administrative Office Assistant		✓			73
Business Office Technology: Office Clerk		✓			74
Child Development: Early Childhood Education		✓			74-75
Child Development Associate Teacher		✓			76
Child Development Teacher		✓			77
Child Development Master Teacher		✓			78-79
Child Development Site Supervisor		✓			79
Cyber Security Technology		✓			80-81



Program	Ridgecrest/ IWW	CC Online	East Kern/ Tehachapi	ESCC Bishop & Mammoth Lakes	Page(s)
Data Analyst I		✓			81-82
Digital Media Marketing		✓			82
Emergency Medical Technician	✓		✓	✓	83
English	✓	✓			83-84
Entrepreneurship		✓			4
General Sciences	✓				84-85
History	✓	✓			85-86
Human Services		✓			87-88
Industrial Process Technician	✓				88-89
Information Technology		✓			89-90
Information Technology: Cloud Computing		✓			90-91
Information Tehnology: Linux Operating Systems		✓			91
Information Technology Plus		✓			92
Kinesiology	✓			✓	92-93
Law, Public Policy, and Society		✓			93-94
Liberal Arts: Arts & Humanities	✓	✓	✓	✓	94-95
Liberal Arts: Mathematics & Science	✓	✓		✓	96-97
Liberal Arts: Social & Behavioral Sciences	✓	✓	✓	✓	97-98
Management		✓			98-99
Mathematics	✓	✓			99-100
Medical Assisting	✓				100-101
Medical Assisting: Administrative Medical Assisting		✓			101-102
Medical Assisting: Clinical Medical Assisting	✓			✓	102
Medical Billing		✓			102-103
Medical Coding		✓			103
Paralegal Studies		✓			104-105
Political Science	✓	✓			105-106
Private and Proprietary Security Academy					106
Psychology	✓	✓	✓	✓	107
Sociology	✓	✓			108
Spanish		✓			109
Studio Arts	✓				110
Vocational Nursing	✓			✓	111-112
Web Fundamentals		✓			113
Web Professional		✓			113-115
Welding Processes	✓				115
Welding Technology	✓				115-116

**Programs Available at Ridgecrest/Indian Wells Valley Main Campus**

Administration of Justice Associate in Science Degree for Transfer (AS-T).....	66
Anthropology Associate in Arts Degree for Transfer (AA-T) .....	67
Art History Associate in Arts Degree for Transfer (AA-T) .....	68
Business Administration Associate in Science Degree for Transfer (AS-T).....	69
Business Associate in Science Degree .....	70
Business Certificate of Achievement .....	70
Emergency Medical Technician Job Skills Certificate .....	82
English Associate in Arts Degree for Transfer (AA-T) .....	83
General Sciences Associate in Arts Degree.....	84
History Associate in Arts Degree for Transfer (AA-T) .....	85
Industrial Process Technician Certificate of Achievement.....	88
Kinesiology Associate in Arts Degree for Transfer (AA-T) .....	92
Liberal Arts: Arts & Humanities Associate in Arts Degree .....	94
Liberal Arts: Mathematics & Science Associate in Arts Degree .....	96
Liberal Arts: Social & Behavioral Sciences Associate in Arts Degree .....	97
Mathematics Associate in Science Degree for Transfer (AS-T) .....	99
Medical Assisting Associate in Science Degree .....	100
Medical Assisting: Clinical Medical Assisting Certificate of Achievement .....	102
Political Science Associate in Arts Degree for Transfer (AA-T).....	105
Psychology Associate in Arts Degree for Transfer (AA-T).....	107
Sociology Associate in Arts Degree for Transfer (AA-T) .....	108
Studio Arts Associate in Arts Degree for Transfer (AA-T).....	110
Vocational Nursing Associate in Science Degree .....	111
Vocational Nursing Certificate of Achievement.....	112
Welding Processes Certificate of Achievement .....	115
Welding Technology Associate in Science Degree .....	115
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**Programs Available at CC Online Campus**

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## Addiction Counseling Studies Certificate of Achievement

The Addiction Counseling Studies Certificate of Achievement is designed to prepare individuals for counseling in alcohol, drug, and other addictions. The program emphasizes a public health approach that addresses community, social, and individual-level factors in addiction while providing certificate candidates with a strong background in treatment modalities, health education and prevention, professional and ethical responsibilities, and client advocacy. Courses are sequenced based on knowledge and skills that are acquired as students move through the program. Students must complete internship fieldwork with a state-licensed substance abuse services agency.

Each course for this certificate must be completed with a grade of "C" or better.

### Program Learning Outcomes

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

- Articulate the broad concerns and practices of the addiction counseling field.
- Describe seven or more traits of an effective helping person including establishing a helping relationship with the client characterized by warmth, respect, genuineness, concreteness, and empathy.
- Promote client knowledge, skills, and attitudes consistent with the maintenance of good health (as defined by both the client culture and the treatment culture) and the prevention of HIV/AIDS, TB, STDS, and other communicable diseases.
- Perform the actions necessary to start a group, including determine group type, purpose, size, and leadership, recruiting and selecting members. Also establish group goals and clarify behavioral ground rules for participating, identifying

outcomes, and determining criteria and methods for termination or graduation from the group.

- Describe the dynamics of crisis intervention.
- Upon construction of a treatment plan with the client and appropriate others, based on client's needs, preferences, and resources available, take specific steps to initiate an admission or referral and ensure follow-through.

### Courses

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

Complete the following core courses:

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

Select 3 units from the following courses:

HMSV C101	Introduction to Human Services .....	3 units
PSYC C101	General Psychology.....	3
or PSYC C101H	General Psychology: Honors .....	4
SOCI C101	Introduction to Sociology .....	3

## Administration of Justice Associate in Science Degree for Transfer (AS-T)

The Associate in Science Degree in Administration of Justice for Transfer (60 units total, 18-21 units in the major) prepares students for transfer to complete work for a bachelor's degree in criminal justice or economic crime investigation. Students will be able to describe the individual functions and components of the modern criminal justice system; use introductory concepts of legal research to locate, analyze, and discuss the content of statutory and case law; and explain the underlying cause of antisocial and criminal behavior. Proper selection of

curriculum electives further enables students to study other academic disciplines, such as political science, sociology, and public administration. This program is appropriate for students considering law school as well as certain careers in law enforcement. To complete the degree, students must fulfill both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:

- a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0

Please note that our local Cerro Coso general education pattern MAY NOT be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.

### Program Learning Outcomes

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

- Describe the individual functions and integrations of the components of the criminal justice system: police, courts, and corrections.
- Use legal research skills to locate, analyze, and discuss the content of statutory and case law.
- Examine criminal justice and/or social science data and explain their significance.
- Explain the underlying causes of antisocial and criminal behavior.
- Apply constitutional principles to the practice of criminal justice.
- Articulate, either orally or in writing, concepts or theories applicable to the criminal justice system.

### Courses

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

#### Area A - Complete the following courses:

ADMJ C101	Introduction to Administration of Justice.....	3 Units
ADMJ C105	Concepts of Criminal Law .....	3

#### Area B - Select at least 6 units from the following courses:

ADMJ C115	Legal Aspects of Evidence.....	3 Units
ADMJ C121	Community Relations .....	3
ADMJ C125	Principles of Investigation.....	3
ADMJ C131	Juvenile Procedures.....	3
ADMJ C151	Introduction to Corrections .....	3
ADMJ C230	Forensic Crime Scene Investigation .....	3

#### Area C - Select at least 6 units from the following courses:

MATH C121	Elementary Probability and Statistics.....	4 Units
or MATH C121H	Elementary Probability and Statistics: Honors .....	5
PSYC C101	General Psychology.....	3
or PSYC C101H	General Psychology: Honors .....	4
SOCI C101	Introduction to Sociology .....	3

#### Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

## Anthropology Associate in Arts Degree for Transfer (AA-T)

Anthropology Associate in Arts Degree for Transfer (AA-T) An Associate in Arts Degree in Anthropology for Transfer (60 units total, 19-23 units in the major) prepares students for transfer to earn a baccalaureate in Anthropology, Archaeology, Biological Anthropology, Cultural Anthropology, or Linguistic Anthropology. Anthropology teaches students to think critically about humans worldwide, their biology, and their culture. Upon successful completion of the program students will be able to apply anthropological principles to the understanding of human cultural and biological variation, compare and contrast major theoretical perspectives in anthropology, and evaluate cross-cultural data using the scientific method. These skills can be applied to careers in anthropology, forensics, law, business, cultural resource management, and human services. To complete the degree, students must fulfill the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:

- a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0.

Completion in all courses for the major or area of emphasis must be a "C" or better. A "P" (Pass) grade is not an acceptable grade for courses in the major.

Please note that our local Cerro Coso general education pattern may not be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.



The program prepares students for careers in anthropology as well as careers in forensics, international affairs, social services, cultural resource management, business, and education.

### Program Learning Outcomes

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

- Critique selected aspects of human social and cultural life from an anthropological perspective.
- Compare and contrast major theoretical perspectives in anthropology.
- Use the scientific method to analyze aspects of the human condition.
- Analyze the place of humanity in nature and describe the methods used to study humans as biological organisms.
- Identify major trends in cultural evolution using the material cultures of prehistoric and historic humans.

### Courses

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

### Required Core:

ANTH C111	Cultural Anthropology .....	3 Units
ANTH C121	Biological Anthropology.....	3
or ANTH C121H	Biological Anthropology: Honors .....	4
ANTH C131	Archaeology.....	3

List A – Select a minimum of 3 units from the following courses:

MATH C121	Elementary Probability and Statistics.....	4 Units
or MATH C121H	Elementary Probability and Statistics: Honors .....	5
ANTH C122	Biological Anthropology Laboratory .....	1

List B – Select one of the following courses:

BIOL C251	Human Anatomy.....	4 Units
GEOL C111	Physical Geology .....	4
PSYC C271	Research Methods in the Social and Behavioral Sciences .....	3
or SOSC C271	Research Methods in the Social and Behavioral Sciences .....	3

List C – Select one of the following courses:

ANTH C141	Introduction to Native American Studies.....	3 Units
ANTH C161	Anthropology of Religion, Magic, and Witchcraft .....	3
ETHN C141	Introduction to Native American Studies .....	3

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

## Art History Associate in Arts Degree for Transfer (AA-T)

An Associate in Arts Degree in Art History for Transfer (60 units total, 18-19 units in the major) prepares students for transfer to complete work for a baccalaureate degree in art history, studio arts, fine arts, art education or art therapy.

This degree is designed for students interested in an introduction to the converging notions of contemporary and historical art production, analysis of ancient and modern artifacts, the exploration of local and global cultural contexts in which artifacts were created, and the methodologies of art history. Students will gain critical thinking skills and a foundational knowledge that will prepare them for transfer to four year institutions. While on-line and on-ground courses may be combined to obtain this degree, it can be obtained solely through our on-line offerings.

To complete the degree, students must fulfill both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:

- a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0.

Completion in all courses for the major or area of emphasis must be a "C" or better. A "P" (Pass) grade is not an acceptable grade for courses in the major.

Please note that our local Cerro Coso general education pattern may not be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.

The program is appropriate for students going on to obtain a baccalaureate in art history, professional art school, studies in fine arts, design, art history, art therapy, education, art education or gallery studies.

**Program Learning Outcomes**

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

- Analyze and interpret the formal, technical, and expressive aspects of a work of art, whether as a historian, viewer, or creator.
- Discuss works of art representative of diverse cultures and regions within a historical and social context.
- Apply art historical terminology and methodology in analyzing and interpreting works of art.
- Demonstrate familiarity with a variety of art production processes.

**Courses**

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

**Required Core (9 units):**

ART C105	Survey of Western Art from Prehistory through the Middle Ages.....	3 Units
ART C106	Survey of Western Art from Renaissance to Contemporary .....	3
or ART C106H	Survey of Western Art from Renaissance to Contemporary: Honors.....	4
ART C121	Drawing I.....	3

**List A (3 units) Choose one of the following:**

ART C107	Survey of Asian Art .....	3 Units
ART C108	Modern Art.....	3

**List B (3 units) Choose one of the following:**

ART C111	Two-Dimensional Design .....	3 Units
ART C115	Three-Dimensional Design.....	3
ART C141	Ceramics I .....	3
ART C151	Sculpture I.....	3

**List C (3 units) Any course listed above not previously used, or choose one of the following:**

ART C101	Introduction to Art.....	3 Units
ART C131	Painting I.....	3

**Complete one of the following general education patterns:**

OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

## Business Administration Associate in Science Degree for Transfer 2.0 (AS-T)

The Business Administration Associate in Science Degree for Transfer 2.0 prepares students for transfer at the junior level to California State University programs and colleges offering bachelor's degrees in Business, Business Administration, Management Information Systems, Accounting, Finance, Marketing, or other related degrees. Upon completion of this degree the student will be able to demonstrate a general understanding of business, business operations, business organization, and business procedures and apply critical thinking skills to technical and economic issues in a global business environment.

To complete the degree, students must fulfill both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0.

Completion in all courses for the major or area of emphasis must be a "C" or better. A "P" (Pass) grade is not an acceptable grade for courses in the major.

Please note that our local Cerro Coso general education pattern MAY NOT be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.

**This program prepares students for careers in Business Administration.**

This program is designed to prepare students for transfer to a baccalaureate degree granting institution where students can major in business administration, computer information systems, management information systems, marketing, management, and other related majors. Students that graduate with a bachelor's degree in business administration or a related area are prepared to work in any business environment.

**NOTE:** Students who pass the AP Macroeconomics exam with a score of 3 or higher will receive credit for ECON C102. Students who pass the AP Microeconomics exam with a score of 3 or higher will receive credit for ECON C103.

**Program Learning Outcomes**

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

- Explain the nature of business, business operations, business organization, and business procedures.
- Apply critical thinking skills (analysis, synthesis, and evaluation) to technical and economic issues in a business environment.
- Recognize and demonstrate skills necessary to function effectively in the global economy.

**Courses**

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

**Business Associate in Science Degree**

The Business Associate in Science Degree (60 units total, 25 units in the major) is designed to develop skills for an increasingly challenging business environment. This degree is intended to provide a student with a broad preparation for a career in business. Upon completion of this degree, the student will be able to demonstrate a general understanding of business, apply critical thinking skills to technical issues, make legal and ethical decisions in a business environment, analyze issues involved in operating a business in complex, diverse, and international environments, and demonstrate an understanding of financial management.

This degree is not specifically designed for transfer. Students wishing to transfer are advised to consider the Business Administration Associate in Science Degree for Transfer (AS-T).

Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for a major at a four-year school. If you do plan to transfer, consult a counselor and visit <http://www.assist.org/> to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

**Required Core:**

BSAD C100	Introduction to Business.....	3 Units
BSAD C101	Financial Accounting.....	4
BSAD C102	Managerial Accounting.....	4
BSAD C131	Business Law.....	3
ECON C102	Macroeconomics .....	3
ECON C103	Microeconomics .....	3

**List A - Select one of the following courses:**

MATH C121	Elementary Probability and Statistics.....	4 Units
or MATH C121H	Elementary Probability and Statistics: Honors .....	5

**List B - Select one of the following courses:**

MATH C130	Finite Mathematics.....	4 Units
MATH C131	Basic Functions and Calculus for Business .....	4

**Complete one of the following general education patterns:**

OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

This program prepares students for careers in business. Employment preparation for such fields as budget analyst, management analyst, manager/supervisor, loan officer, business owner.

**Program Learning Outcomes**

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

- Explain the importance of the functional areas of business, business operations, business organizations, and business procedures.
- Apply critical thinking skills (analysis, synthesis, evaluation) to complex issues in a business environment.
- Make legal and ethical decisions in a business context.
- Analyze the issues involved in operating a business in complex, diverse, and international environments.
- Explain the importance of financial management.

**Courses**

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

Complete all of the following courses:

BSAD C100	Introduction to Business.....	3 Units
BSAD C101	Financial Accounting.....	4
BSAD C110	Introduction to Personal Finance.....	3
BSAD C131	Business Law.....	3
BSAD C152	Managing Diversity in the Workplace.....	3
BSAD C171	Introduction to Marketing.....	3
BSAD C251	Principles of Management and Organizations.....	3

IT C101	Introduction to Computer Information Systems.....	3
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Complete one of the following general education patterns:

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

## Business Certificate of Achievement

The Business Certificate of Achievement (25 units) is designed to develop skills for an increasingly challenging business environment. This degree is intended to provide a student with a broad preparation for a career in business. Upon completion of this degree, the student will be able to demonstrate a general understanding of business, apply critical thinking skills to technical issues, make legal and ethical decisions in a business environment, analyze issues involved in operating and working in a business in complex, diverse, and international environments, and demonstrate an understanding of financial management.

Complete each course to be applied toward the certificate with a "C" or better.

This program prepares students for careers in business. Employment preparation for such fields as budget analyst, management analyst, manager/supervisor, loan officer, business owner.

### Program Learning Outcomes

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

- Explain the importance of the functional areas of business, business operations, business organizations, and business procedures.

- Apply critical thinking skills (analysis, synthesis, evaluation) to complex issues in a business environment.
- Make legal and ethical decisions in a business context.
- Analyze the issues involved in operating a business in complex, diverse, and international environments.
- Explain the importance of financial management.

### Courses

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

Complete all of the following courses:

BSAD C100	Introduction to Business.....	3 Units
BSAD C101	Financial Accounting.....	4
BSAD C110	Introduction to Personal Finance.....	3
BSAD C131	Business Law.....	3
BSAD C152	Managing Diversity in the Workplace.....	3
BSAD C171	Introduction to Marketing.....	3
BSAD C251	Principles of Management and Organizations.....	3
IT C101	Introduction to Computer Information Systems.....	3

## Business Office Technology Associate in Science Degree

The Business Office Technology Associate in Science Degree (60 units total, 30 units in the major) is designed for students preparing for 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.

This degree is not specifically designed for transfer. Students wishing to transfer are advised to consider the Business Administration AS-T degree.

Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those

required for a major at a four-year school. If you do plan to transfer, consult a counselor and visit <http://www.assist.org/> to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," "C," or "P" in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.



This program prepares students for careers in business office technology: office assistant, receptionist, data entry clerk, mail room clerk, sales clerk, filing clerk, inventory clerk, counter clerk, clerk I, clerk II, bookkeeper, accounts receivable clerk, accounts payable clerk, payroll clerk, office manager entry level.

### Program Learning Outcomes

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

- Display business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations.
- Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports appropriate for the intended audience.
- Select, apply, and adapt computer software tools such as word processing, spreadsheet, database, accounting, presentation, and desktop publishing, to business related tasks and assess the logic of the results.
- Analyze and record a variety of business financial transactions including but not limited to petty cash, accounts receivable, accounts payable, payroll, and process through the accounting cycle from journalizing to financial statements.
- Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.

- Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

### Courses

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

Complete all of the following courses:

BSOT C070	Practical Math for Business and Consumers.....	3 Units
BSOT C072	Introduction to Accounting.....	3
BSOT C075	Computer Literacy .....	1
BSOT C100	Introduction to Business Information .....	3
BSOT C121	Beginning Word .....	1
BSOT C123	Beginning Excel.....	1
BSOT C125	Beginning Access .....	1
BSOT C127	MS PowerPoint .....	1
BSOT C129	Microsoft Outlook.....	1
BSOT C132	Intermediate Computer Keyboarding.....	1
BSOT C133	Advanced Computer Keyboarding.....	1
BSOT C135	Beginning Adobe Acrobat.....	1
BSOT C151	Intermediate Word .....	1
BSOT C153	Intermediate Excel.....	1
BSOT C155	Intermediate Access .....	1
BSOT C161	Advanced Word .....	1
BSOT C163	Advanced Excel.....	1
BSOT C165	Advanced Access .....	1
BSOT C190	Business Information Professional.....	3
BSAD C145	Business Communication.....	3

Complete one of the following general education patterns:

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

## Business Office Technology Certificate of Achievement

The Business Office Technology Certificate of Achievement (30 units) is designed to prepare learners for employment in challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, office procedures, and bookkeeping in order to meet the needs of the technologically dynamic office.

Complete each course to be applied toward the certificate with a "C" or better.

This program prepares students for careers in business office technology: office assistant, receptionist, data entry clerk, mail room clerk, sales clerk, filing clerk, inventory clerk, counter clerk, clerk I, clerk II, bookkeeper, accounts

receivable clerk, accounts payable clerk, payroll clerk, office manager entry level.

### Program Learning Outcomes

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

- Display business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations.
- Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents,



and reports appropriate for the intended audience.

- Select, apply, and adapt computer software tools such as word processing, spreadsheet, database, accounting, presentation, and desktop publishing, to business related tasks and assess the logic of the results.
- Analyze and record a variety of business financial transactions including but not limited to petty cash, accounts receivable, accounts payable, payroll, and process through the accounting cycle from journalizing to financial statements.
- Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
- Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

## Courses

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

Complete all of the following courses:

BSOT C070	Practical Math for Business and Consumers.....	3 Units
BSOT C072	Introduction to Accounting.....	3
BSOT C075	Computer Literacy .....	1
BSOT C100	Introduction to Business Information .....	3
BSOT C121	Beginning Word .....	1
BSOT C123	Beginning Excel.....	1
BSOT C125	Beginning Access .....	1
BSOT C127	MS PowerPoint .....	1
BSOT C129	Microsoft Outlook.....	1
BSOT C132	Intermediate Computer Keyboarding.....	1
BSOT C133	Advanced Computer Keyboarding.....	1
BSOT C135	Beginning Adobe Acrobat.....	1
BSOT C151	Intermediate Word .....	1
BSOT C153	Intermediate Excel.....	1
BSOT C155	Intermediate Access .....	1
BSOT C161	Advanced Word .....	1
BSOT C163	Advanced Excel.....	1
BSOT C165	Advanced Access .....	1
BSOT C190	Business Information Professional.....	3
BSAD C145	Business Communication.....	3

## Business Office Technology: Administrative Office Assistant Certificate of Achievement

Business Office Technology Administrative Office Assistant Certificate of Achievement (18 units): This course of study equips the student with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Completers master skills in communication, bookkeeping, office skills, and an essential selection of intermediate computer applications for business. Those completing the Office Assistant Certificate may choose to continue with the Business Office Technology Associate in Science Degree.

Complete each course to be applied toward the certificate with a grade of "C" or better.

This program prepares students for careers in office technology. Employment preparation for such careers as office assistant, receptionist, data entry clerk, mail room clerk, sales clerk, filing clerk, inventory clerk, counter clerk, clerk i, clerk ii, bookkeeper, accounts receivable clerk, accounts payable clerk, payroll clerk.

## Program Learning Outcomes

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

- Display business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations.
- Apply fundamental principles of spelling, grammar, and punctuation to a wide variety of business communication messages, documents, and reports, appropriate for the intended audience.
- Demonstrate intermediate skills and problem solving ability in the use of industry standard applications and technology such as Microsoft Word, Excel, Access, and PowerPoint, to office related tasks.

- Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable.
- Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

### Courses

*Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/*

*verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.*

Complete all of the following courses:

BSOT C070	Practical Math for Business and Consumers.....	3 Units
BSOT C072	Introduction to Accounting.....	3
BSOT C100	Introduction to Business Information.....	3
BSOT C129	Microsoft Outlook.....	1
BSOT C132	Intermediate Computer Keyboarding.....	1
BSOT C135	Beginning Adobe Acrobat.....	1
BSOT C151	Intermediate Word.....	1
BSOT C153	Intermediate Excel.....	1
BSOT C155	Intermediate Access.....	1
BSAD C145	Business Communication.....	3

## Business Office Technology: Office Clerk Certificate of Achievement

Business Office Technology Office Clerk Certificate of Achievement (12 units): This course of study prepares the student to perform basic competencies as an entry level office clerk whether or not the individual has previous office experience. This certificate of achievement is a foundation for the Office Assistant Certificate and the Business Office Technology Certificate or Associate of Science Degree.

Complete each course to be applied toward the certificate with a grade of "C" or better.

This program prepares students for careers in business office technology. Employment preparation for such careers as office clerk, receptionist, data entry clerk, mail room clerk, sales clerk, filing clerk, inventory clerk, counter clerk, clerk I.

### Program Learning Outcomes

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

- Display business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations.
- Demonstrate introductory skills in the use of software tools such as Microsoft Word, Excel, and

Access, to entry level office related tasks such as letter and report creation, basic spreadsheet creation/edit, and data entry.

- Demonstrate accuracy and efficiency using a desktop calculator to perform business mathematics calculations appropriate for routine office tasks requiring calculation.
- Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

### Courses

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

Complete all of the following courses:

BSOT C070	Practical Math for Business and Consumers.....	3 Units
BSOT C075	Computer Literacy.....	1
BSOT C100	Introduction to Business Information.....	3
BSOT C121	Beginning Word.....	1
BSOT C123	Beginning Excel.....	1
BSOT C125	Beginning Access.....	1
BSOT C127	MS PowerPoint.....	1
BSOT C131	Basic Computer Keyboarding.....	1

## Child Development: Early Childhood Education Associate in Science Degree for Transfer (AS-T)

The Associate in Science in Early Childhood Education for Transfer degree (60 units total, 24 units in the major) is designed for students interested in infant, toddler, preschool or school-age education and prepares students for transfer to the CSU system.

To complete the degree, students must fulfill both of the following requirements

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:

- a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.
- b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0.

Completion in all courses for the major or area of emphasis must be a “C” or better. A “P” (Pass) grade is not an acceptable grade for courses in the major.

Please note that our local Cerro Coso general education pattern MAY NOT be used to fulfil the requirements of this degree and that all required courses for the degree must be transferable to CSU.

Students may earn an Associate in Science in Early Childhood Education for Transfer degree. Students may earn an Associate Teacher Certificate, Teacher Certificate, Master Teacher Certificate or Site Supervisor Certificate for completing a defined course of study that requires fewer units than the Associate in Science in Child Development for Transfer 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 consult with a Child Development faculty member AND a counselor.**

Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for the corresponding major at a four-year school. Consult a counselor and visit <http://www.assist.org> to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals. You must complete a minimum of 60 transferable units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of “A,” “B,” or “C,” in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College. Your transfer institution may require some of the major courses

to be taken for a grade. Please consult a counselor and <http://www.assist.org> to determine any limitations on pass/no pass grading in major preparation courses.

**STATE OF CALIFORNIA CHILD DEVELOPMENT PERMIT:** The California Commission on Teacher Credentialing grants permits in accordance with the Child Development Permit Matrix. Applications are separate from Cerro Coso Community College and must be submitted to California Commission on Teacher Credentialing. Contact any Child Development faculty member or visit the California Commission on Teacher Credentialing website at <http://www.ctc.ca.gov> for more information regarding the Permit Matrix and Professional Growth Advisors. For all Permits, all course work must be completed with a grade of “C” or better.

**This program prepares students for careers in child development and early childhood education.** This program is designed to prepare students for transfer to a baccalaureate degree in child development, early childhood education, and transfer preparation for such fields as child development, elementary education, and education.

### Program Learning Outcomes

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

- Examine teaching and care practices that provide a developmentally appropriate program to support children’s growth, development, and learning.
- Identify one’s own values, experiences, and philosophies and how they guide and inform practice.
- Integrate understandings of children’s development and needs to maintain healthy, safe, supportive, and challenging learning environments that demonstrate culturally relevant, inclusive, age-appropriate, and anti-bias approaches respectful of children, families, and early learning professionals.

### Courses

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

Complete all the following courses.

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

CHDV C104	Child, Family, and Community .....	3
CHDV C106	Child Growth and Development .....	3
CHDV C121	Health, Safety, & Nutrition.....	3
CHDV C125	Diversity in Education .....	3
CHDV C200	Observation and Assessment .....	3
CHDV C203	Practicum - Field Experience .....	3

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

## Child Development Associate Teacher Certificate of Achievement

The Child Development Associate Teacher Certificate of Achievement (12 units) is designed to provide students with the minimal level of education to work with children in a group setting and includes required classes in the core areas (development; child, family, and community; curriculum).

The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required or 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 and Associate Teacher.

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.

Each course for this certificate must be completed with a grade of "C" or better, or with a grade of "P" if the course is taken on a pass/no pass basis.

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

### Program Learning Outcomes

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

- Examine teaching and care practices that provide a developmentally appropriate program to support children's growth, development, and learning.

- Identify one's own values, experiences, and philosophies and how they guide and inform practices.

### Courses

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

Complete all of the following courses:

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

### Permit

**STATE OF CALIFORNIA CHILD DEVELOPMENT PERMIT:**  
The California Commission on Teacher Credentialing grants permits in accordance with the Child Development Permit Matrix. Applications are separate from Cerro Coso Community College and must be submitted to California Commission on Teacher Credentialing. Contact any Child Development faculty member or visit the California Commission on Teacher Credentialing website at <http://www.ctc.ca.gov> for more information regarding the Permit Matrix and Professional Growth Advisors. For all Permits, all course work must be completed with a grade of "C" or better.

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

## Child Development Teacher Certificate of Achievement

The Child Development Teacher Certificate of Achievement (24 units) is designed to provide students with the minimal level of education to work with children in a group setting and includes required classes in the core areas (development; child, family, and community; curriculum).

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, and Teacher Permits.

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.

Complete each course to be applied toward the certificate with a grade of "C" or better.

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

This program prepares students for careers in child development. Employment preparation for such jobs as child development assistant, associate teacher, teacher, or other educational paraprofessional working in infant, toddler, preschool or school-age care.

### Program Learning Outcomes

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

- Examine teaching and care practices that provide a developmentally appropriate program to support children's growth, development, and learning.
- Identify one's own values, experiences, and philosophies and how they guide and inform practice.
- Integrate understandings of children's development and needs to maintain healthy, safe, supportive, and challenging learning environments that demonstrate culturally relevant, inclusive, age-appropriate, and anti-bias approaches respectful of children, families, and early learning professionals.

### Courses

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

Complete all of the following courses:

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

### Permit

STATE OF CALIFORNIA CHILD DEVELOPMENT PERMIT:

The California Commission on Teacher Credentialing grants permits in accordance with the Child Development Permit Matrix. Applications are separate from Cerro Coso Community College and must be submitted to California Commission on Teacher Credentialing. Contact any Child Development faculty member or visit the California Commission on Teacher Credentialing website at <http://www.ctc.ca.gov> for more information regarding the Permit Matrix and Professional Growth Advisors. For all Permits, all course work must be completed with a grade of "C" or better.

Teacher Permit Requirements: 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.



## Child Development Master Teacher Certificate of Achievement

The Child Development Master Teacher Certificate of Achievement is designed to provide students with a complete educational foundation to work as a curriculum specialist with children in a group setting and includes required classes in the core areas (development; child, family, and community; curriculum); six specialization units in the curriculum area of the student's choice; and adult supervision units.

The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required or 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 Permits.

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

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.

Each course for this certificate must be completed with a grade of "C" or better.

### Program Learning Outcomes

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

- Examine teaching and care practices that provide a developmentally appropriate program to support children's growth, development, and learning.
- Identify one's own values, experiences, and philosophies and how they guide and inform practice.
- Integrate understandings of children's development and needs to maintain healthy, safe, supportive, and challenging learning environments that demonstrate culturally relevant, inclusive, age-appropriate, and anti-bias approaches respectful of children, families, and early learning professionals.
- Develop professional expertise in a specialized area of knowledge.

### Courses

*Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure*

*or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.*

Complete all of the following courses:

CHDV C100	Principles and Practices of Teaching Young Children.....	3 Units
CHDV C102	Introduction to Materials and Curriculum .....	3
CHDV C104	Child, Family, and Community .....	3
CHDV C106	Child Growth and Development .....	3
CHDV C121	Health, Safety, & Nutrition.....	3
CHDV C125	Diversity in Education .....	3
CHDV C200	Observation and Assessment .....	3
CHDV C203	Practicum - Field Experience .....	3
CHDV C281	Adult Supervision.....	3

Complete 6 units in one of the following specializations:

#### Infant Care Specialization

CHDV C105	Infant and Toddler Development.....	3 Units
CHDV C205	Infant and Toddler Curriculum.....	3

#### School Age Care Specialization

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

#### Children with Exceptional Needs Specialization

CHDV C141	Introduction to Children with Special Needs .....	3 Units
CHDV C241	Curriculum and Strategies for Children with Special Needs .....	3

#### Curriculum Specialization

CHDV C111	Principles of Child Guidance .....	3 Units
CHDV C145	Language and Literature .....	3
or CHDV C149	Play and Meaning .....	3

#### Dual Language Specialization

CHDV C156	Introduction to Dual Language in Early Childhood.....	3 Units
CHDV C256	Strategies and Curriculum for Dual Language Learners in Early Childhood.....	3

### Permit

**STATE OF CALIFORNIA CHILD DEVELOPMENT PERMIT:**  
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 <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.

Master Teacher Permit: Teacher Permit requirements plus 2 units Adult Supervision plus 6 specialization units plus experience of 350 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.

## Child Development Site Supervisor Certificate of Achievement

The Child Development Site Supervisor Certificate of Achievement (33 units) is designed to provide students with a complete educational foundation to work as an administrator of programs serving children in a group setting and includes required classes in the core areas (development; child, family, and community; curriculum); six administration units; and adult supervision units.

The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required or 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, and Site Supervisor Permits.

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.

Complete each course to be applied toward the certificate with a grade of "C" or better, or with a grade of "P" if the course is taken on a pass/no pass basis.

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

### Program Learning Outcomes

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

- Examine teaching and care practices that provide a developmentally appropriate program to support children's growth, development, and learning.
- Identify one's own values, experiences, and philosophies and how they guide and inform practice.
- Integrate understandings of children's development and needs to maintain healthy, safe, supportive, and challenging learning environments that demonstrate culturally relevant, inclusive, age-appropriate, and anti-bias approaches respectful of children, families, and early learning professionals. Design appropriate strategies and program policies in compliance with California state laws and regulations that

guide the administration of respectful and responsive quality care and education programs.

### Courses

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

Complete all the following courses:

CHDV C100	Principles and Practices of Teaching Young Children.....	3 Units
CHDV C102	Introduction to Materials and Curriculum .....	3
CHDV C104	Child, Family, and Community .....	3
CHDV C106	Child Growth and Development .....	3
CHDV C121	Health, Safety, & Nutrition.....	3
CHDV C125	Diversity in Education .....	3
CHDV C200	Observation and Assessment .....	3
CHDV C203	Practicum - Field Experience .....	3
CHDV C251	Administration of Child Development Programs I .....	3
CHDV C252	Administration of Child Development Programs II .....	3
CHDV C281	Adult Supervision.....	3

### Permit

STATE OF CALIFORNIA CHILD DEVELOPMENT PERMIT: The California Commission on Teacher Credentialing grants permits in accordance with the Child Development Permit Matrix. Applications are separate from Cerro Coso Community College and must be submitted to California Commission on Teacher Credentialing. Contact any Child Development faculty member or visit the California Commission on Teacher Credentialing website at <http://www.ctc.ca.gov/> for more information regarding the Permit Matrix and Professional Growth Advisors. For all permits, all course work must be completed with a grade of "C" or better.

Site Supervisor Permit: AA (or 60 units) including 24 ECE/CD units with core courses, plus 6 units administration, plus 2 units Adult Supervision.

## Cyber Security Technology Associate of Science Degree

The goals of the Cyber Security Technology Associate of Science Degree (60 units total, 29-30 units in the major) are to fill a documented need in the area of cyber security, information security and information assurance of our service area employers. The degree is designed for students pursuing professional employment in information security for business. This degree program provides students with skills to enter the job market as information security specialists, information security technicians, information assurance technicians, networking security technicians, and cyber security technicians. Designed for both full and part-time students, this program is appropriate to both those currently employed and those seeking to enter this field. The courses are aligned with industry degree and students are prepared to take the A+ exam, Net+ exam, Security+ and Server+ exam.

Cyber Security Technician Associate of Science degree is designed for students pursuing professional employment in information security for business. This degree program provides students with skills to enter the job market as information assurance technicians, information security analysts, network security professionals and cyber security technicians. Designed for both full-time and part-time students, this program is appropriate to both those currently employed and those seeking to enter the field. This degree program is also transferable to California State University at San Bernardino, to California State University at San Bernardino at Monterey Bay, and to California State Polytechnic University.

Students exiting this program are prepared to enter the fields of information security, network security, information assurance or cyber security.

### Program Learning Outcomes

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

- Configure, install, diagnose, and support hardware and software issues.
- Utilize identifying tools and methodologies that hackers use to break into a network computer and defend a computer and local area network against a variety of different types of security attacks using a number of hands-on techniques.
- Design, analyze, and support computer networks.
- Apply problem-solving, programming, and application development including the ability to design, test, debug, and implement complex computer programs.
- Operate servers, storage, and virtualization including implementing and evaluating network security solutions.
- Read and interpret technical information, as well as communicate with and write clearly for wide ranges of audiences.

### Courses

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

Complete all the following courses:

IT C101	Introduction to Computer Information Systems.....	3 Units
IT C142	Information & Communication Technology Essentials .....	4
IT C143	Computer Network Fundamentals .....	3
IT C146	Introduction to Information Systems Security .....	3
IT C248	System and Network Administration .....	3
IT C251	Introduction to Programming Concepts and Methodologies.....	3
IT C255	Introduction to Cyber Security: Ethical Hacking.....	3
IT C259	Introduction to Systems Analysis and Design .....	3

Complete one of the following courses:

MATH C121	Elementary Probability and Statistics .....	4 Units
or MATH C121H	Elementary Probability and Statistics: Honors .....	5
MATH C130	Finite Mathematics.....	4
MATH C131	Basic Functions and Calculus for Business .....	4

Complete one of the following general education patterns:

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

## Cyber Security Technician Certificate of Achievement

The Cyber Security Certificate of Achievement (29-30 units) is designed to develop skills for information security for business. Upon completion of this certificate, students will be able to enter the job market as information assurance technicians, information security analysts, network security professionals and cyber security technicians. Designed for both full-time and part-time students, this certificate is appropriate to both those currently employed and those seeking to enter the field.

Complete each course to be applied toward the certificate with a "C" or better.

### Program Learning Outcomes

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

- Configure, install, diagnose, and support hardware and software issues.
- Utilize identifying tools and methodologies that hackers use to break into a network computer and defend a computer and local area network against a variety of different types of security attacks using a number of hands-on techniques.
- Design, analyze, and support computer networks.
- Apply problem-solving, programming, and application development including the ability to design, test, debug, and implement complex computer programs.
- Operate servers, storage, and virtualization including implementing and evaluating network security solutions.

- Read and interpret technical information, as well as communicate with and write clearly for wide ranges of audiences.

### Courses

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

Complete all the following courses:

IT C101	Introduction to Computer Information Systems.....	3 Units
IT C142	Information & Communication Technology Essentials .....	4
IT C143	Computer Network Fundamentals .....	3
IT C146	Introduction to Information Systems Security .....	3
IT C248	System and Network Administration .....	3
IT C251	Introduction to Programming Concepts and Methodologies.....	3
IT C255	Introduction to Cyber Security: Ethical Hacking.....	3
IT C259	Introduction to Systems Analysis and Design .....	3

Complete one of the following courses:

MATH C121 or MATH C121H	Elementary Probability and Statistics .....	4 Units
	Elementary Probability and Statistics: Honors .....	5
MATH C130	Finite Mathematics.....	4
MATH C131	Basic Functions and Calculus for Business .....	4

## Data Analyst I Certificate of Achievement

The Data Analyst I Certificate of Achievement (12 units): The purpose of this certificate is to prepare students for positions in data collection, data processing, and data analysis and to provide a foundation for future training in data science and big data analysis. Courses in the program provide students with the skills to work with others to manage large projects; design and manipulate databases with SQL and database management systems; write computer programs to access and manipulate data files and databases; and work with electronic spreadsheets and database management systems to create models and analyze results.

Students entering the Data Analyst I Certificate program are expected to have completed BSAD 100 (Introduction to Business) and IT 101 (Introduction to Computer Information Systems) or the equivalent.

Complete each course to be applied toward the certificate with a "C" or better.

### Program Learning Outcomes

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

- Manage multiple components, timelines, technology, and people related to data analysis projects.
- Design, create, query, and manage databases for analytic processing using SQL and DBMS applications.
- Write computer programs to access and manipulate data files and databases.
- Analyze data using forecasting, optimization, and changing scenarios and prepare reports using spreadsheets, word processing, and database management programs.



## Courses

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

*counselor for more information regarding Prerequisite Challenge.*

Complete all the following courses:

BSAD C220	Principles of Project Management .....	3 Units
BSAD C222	Data Analytics for Business .....	3
IT C251	Introduction to Programming Concepts and Methodologies.....	3
IT C270	Introduction to Database Design/Management .....	3

## Digital Media and Marketing Certificate of Achievement

Digital Media and Marketing Certificate of Achievement (12 units): The purpose of this certificate is to equip individuals from the broader business community with fundamental skills in visual communication, such as creating and editing newsletters, advertisements, technical illustrations, photographs, web sites, and videos. Participants will also acquire skills in social media marketing. Those who work in business office technology, 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.

Complete each course to be applied toward the certificate with a "C" or better.

### Program Learning Outcomes

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

- Evaluate the suitability of an eCommerce revenue model for a specific application.

- Evaluate the suitability of different forms of digital marketing for a specific application.
- Apply software skills in the creation and modification of digital media.
- Apply design principles and/or specification standards to the creation of digital media content.

### Courses

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

Complete the following course:

DMA C201	E-Commerce .....	3 Units
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Complete three of the following courses:

DMA C107	Computer Illustration .....	3 Units
DMA C131	Digital Video Production .....	3
DMA C102	Digital Imaging .....	3
DMA C111	Fundamentals of Web Development .....	3

## Early Childhood Education Associate in Science Degree for Transfer (AS-T)

Please see Child Development/Early Childhood Education Associate in Science Degree for Transfer (AS-T)

## Emergency Medical Technician Job Skills Certificate

The Emergency Medical Technician job certificate (10 units) is designed to provide career pathways into emergency medical services through pre-hospital and clinical education from basic body systems to the intricate and often changing emergent medical care provided to the sick and injured. Successful completion of this job certificate provides a wide range of components for those interested in entering the job market directly or progressing to paramedic, nursing or moving into pre-medicine to become a physician assistant or medical doctor.

Complete each course to be applied toward the certificate with a grade of "C" or better.

### Program Learning Outcomes

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

- Identify the correct sequence of assessments and treatments for patients experiencing cardiopulmonary arrest.
- Identify the etiology, pathophysiology and signs and symptoms of disorders of all body systems.
- Identify critical medical patient conditions using standardized medical patient assessments.
- Identify critical traumatic patient conditions using standardized trauma patient assessments.



- Demonstrate leadership during the management of critical patient conditions.
- Demonstrate the ability to utilize resources to resolve medical and trauma patient conditions.

### Courses

*Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure*

*or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.*

Complete all of the following courses:

EMTC C070	CPR for the Healthcare Provider.....0.5 Units
EMTC C105	Emergency Medical Technician.....9.5

## English Associate in Arts Degree for Transfer (AA-T)

The Associate in Arts in English for Transfer degree (60 units total, 19-21 units in the major) provides students with effective learning opportunities that help them acquire the knowledge, skills, and experiences required of an educated, literate citizen. A student earning the AA-T in English explores the areas of American, British and international literature; literary analysis of genres from various historical periods; and composition and rhetoric. The English major provides a broad and balanced curriculum designed to foster critical reading and writing practices, wide-ranging interpretative abilities, and greater historical and cultural awareness. Majoring in English prepares for careers in teaching, journalism, publishing and editing, technical writing, public relations, and advertising. It also serves as excellent general preparation for careers in law, communications, government, and a variety of business environments.

The Associate in Arts in English for Transfer degree creates a pathway for students who plan to complete a Bachelor of Arts in English at a California State University. With the completion of the degree, students will possess foundational knowledge and skills that comprise the core content of the first two years of many four-year programs in English.

To complete the degree, students must fulfill both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0

Completion in all courses for the major or area of emphasis must be a "C" or better. A "P" (Pass) grade is not an acceptable grade for courses in the major.

Please note that our local Cerro Coso general education pattern may not be used to fulfill the requirements of this

degree and that all required courses for the degree must be transferable to CSU.

This program prepares students for careers in teaching, journalism, publishing and editing, technical writing, public relations, and advertising.

The degree also prepares more generally for various other careers, including law, communications, government, and a number of business environments.

### Program Learning Outcomes

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

- Read critically a variety of literary works in English, including diverse voices and cultures.
- Identify key elements of literary genres in order to analyze and interpret texts.
- Relate literary works to their historical, cultural, and aesthetic contexts.
- Define, identify, and analyze literary and dramatic techniques in a variety of works.
- Compose formal written analyses of texts that demonstrate appropriate academic discourse and the conventions of literary analysis.

### Courses

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

Select one of the following two courses:

ENGL C102	Critical Thinking Through Literature .....4 Units
or ENGL C102H	Critical Thinking Through Literature: Honors.....5

List A - Select two of the following courses:

ENGL C221	World Literature: Antiquity to 17th Century .....3 Units
or ENGL C221H	World Literature: Antiquity to 17th Century: Honors.....4

ENGL C222	World Literature: 17th Century to Present .....	3
or ENGL C222H	World Literature: 17th Century to Present: Honors .....	4
ENGL C231	Survey of British Literature: Beginning-1785 .....	3
ENGL C232	Survey of British Literature: 1785-Present .....	3
ENGL C241	Survey of American Literature I: Beginning-1865 .....	3
ENGL C242	Survey of American Literature II: 1865-Present .....	3

List B - Select one course not already used from List A and one of the following courses; or two of the following courses.

ENGL C141	Introduction to Creative Writing.....	3 Units
ENGL C235	Introduction to Shakespeare .....	3
or ENGL C235H	Introduction to Shakespeare: Honors .....	4
ENGL C245	Women's Literature .....	3
or ENGL C245H	Women's Literature: Honors.....	4
ENGL C249	Multi-Ethnic American Literature .....	3

List C - Select any course not already used from List A or B.

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC—Intersegmental General Education Transfer Curriculum

## Entrepreneurship Certificate of Achievement

This certificate provides students with the fundamental knowledge necessary for starting a business. Students learn how to create a business plan; work with computers and information systems; keep, use, and analyze necessary accounting statements with QuickBooks; and market their business for success.

Complete each course to be applied toward the certificate with a grade of "C" or better.

### Program Learning Outcomes

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

- Apply marketing concepts to small business management and development.
- Create a comprehensive business plan.
- Create, use, and analyze necessary accounting statements with accounting software.
- Use computer applications and information systems concepts for small business management and development.

### Courses

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

Complete all the following courses:

BSAD C098	Fundamentals of Entrepreneurship Accounting .....	4 Units
BSAD C100	Introduction to Business.....	3
BSAD C171	Introduction to Marketing .....	3
IT C101	Introduction to Computer Information Systems.....	3

## General Sciences Associate in Arts Degree

The General Sciences Associate in Arts Degree (60 units total, 20-25 units in the major) is designed to prepare students for upper-division course work after transfer to a four-year science degree program. There are several emphases to the General Sciences Degree in order to meet the needs of students interested in biology, chemistry, and physical sciences. Students will demonstrate mastery of the scientific method, including experimental and empirical methodologies characteristic of modern science.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A

minimum of 12 units must be completed at Cerro Coso Community College.

Your transfer institution may require some of the major courses to be taken for a grade. Please consult a counselor and <http://www.assist.org/> to determine any limitations on pass/no pass grading in major preparation courses.

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. For more information refer to the general education section of the catalog.

**Program Learning Outcomes**

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

- Demonstrate proficient preparation for upper division science courses at the appropriate transfer institution in the chosen emphasis: biology, chemistry, or physical science.
- Perform hands-on laboratory and/or field experiments of all science classes safely.
- Demonstrate mastery of the scientific method, including the experimental and empirical methodologies characteristic of science and the modern methods and tools used in scientific inquiry.
- Demonstrate an ability to communicate scientific results, including as appropriate graphically, verbally and in writing.

**Courses**

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

**BIOLOGY EMPHASIS:** The biology emphasis provides students with the core science courses needed for transfer to a four-year institution. 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. Physics requirements for biology majors can vary among institutions. Students should check with a counselor concerning requirements for specific transfer institutions.

**History Associate in Arts Degree for Transfer (AA-T)**

An Associate in Arts Degree in History for Transfer (60 units total, 18-23 units in the major) prepares students for transfer to earn a baccalaureate in History. History teaches students an introductory foundation of the knowledge and skills to interpret and build understanding of our political, economic, and social past. Upon successful completion of the program students will be able to analyze important events in historical eras, critique the value of varied sources of historical information, and apply the analysis of history, from a diversity of historical opinions and debates, to derive conclusions and assessments using support evidence. These skills can be

Complete all of the following courses:

BIOL C111	General Biology I.....	5 Units
BIOL C112	General Biology II.....	5
or BIOL C112H	General Biology II: Honors.....	6
CHEM C111	General Inorganic Chemistry I.....	5
CHEM C113	General Inorganic Chemistry II.....	5
or CHEM C113H	General Inorganic Chemistry II: Honors.....	6

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

Complete all of the following courses:

CHEM C111	General Inorganic Chemistry I.....	5 Units
CHEM C113	General Inorganic Chemistry II.....	5
or CHEM C113H	General Inorganic Chemistry II: Honors.....	6
CHEM C221	Organic Chemistry I.....	5
CHEM C223	Organic Chemistry II.....	5
or CHEM C223H	Organic Chemistry II: Honors.....	6

**PHYSICAL SCIENCES EMPHASIS:** Provides students who are planning on majoring in physics, geology, astronomy, or other physical sciences with the necessary lower division courses in mathematics and physics. The math, chemistry, and physics requirements for transfer vary among institutions and students should check with a counselor for the specific requirements.

Complete all of the following courses:

MATH C151	Analytic Geometry and Calculus I.....	4 Units
MATH C152	Analytic Geometry and Calculus II.....	4
PHYS C111	Mechanics.....	5
PHYS C113	Electricity and Magnetism.....	5
PHYS C211	Waves, Optics and Modern Physics.....	5

Complete one of the following general education patterns:

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

applied to careers in education, law, politics, information management, business, travel, government, museum, library, archival work, and journalism.

To complete the degree, students must fulfill both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.

- b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0

Completion in all courses for the major or area of emphasis must be a "C" or better. A "P" (Pass) grade is not an acceptable grade for courses in the major.

Please note that our local Cerro Coso general education pattern may not be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.

NOTE: Students who pass the AP US History exam with a 3 or higher will receive subject credit for both HIST C131 and C132, but will only be awarded three units. In order to fulfill the unit minimum for the major, students with AP US History credit must take an additional course from List B.

### Program Learning Outcomes

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

- Analyze important events in historical eras, variables of historical phenomena, and the cause and impact of significant changes in a global context.
- Demonstrate awareness of and critique the value of varied sources of historical information including professional lectures, secondary texts, primary documents, fiction, and/or current journalistic reports.
- Compare and contrast the experiences and issues of subsets of minorities with that of mainstream in power, including concerns of race, class, and gender.
- Apply the analysis of history, from a diversity of historical opinions and debates, to derive conclusions and assessments using support evidence.

### Courses

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

### Required Core: (6 units minimum)

HIST C131	History of the United States to 1877 .....	3 Units
or HIST C131H	History of the U.S. to 1877: Honors .....	4
HIST C132	History of United States from 1877 to Present .....	3
or HIST C132H	History of the U.S. from 1877 to Present: Honors .....	4

### LIST A: Select two (6 units minimum)

HIST C103	Western Civilization - Antiquity to the Renaissance .....	3 Units
or HIST C103H	Western Civilization - Antiquity to the Renaissance: Honors .....	4
HIST C104	Western Civilization - Renaissance to the Modern Era .....	3
or HIST C104H	Western Civilization - Renaissance to the Modern Era: Honors .....	4

### List B: Select one course from each area (6 units minimum)

#### Area 1:

ANTH C141	Introduction to Native American Studies .....	3 Units
ETHN C141	Introduction to Native American Studies .....	3
HIST C209	History of Mexico .....	3
MUSC C118	History of American Pop Music .....	3

#### Area 2:

ANTH C111	Cultural Anthropology .....	3 Units
ANTH C131	Archaeology .....	3
ART C105	Survey of Western Art from Prehistory through the Middle Ages .....	3
ART C106	Survey of Western Art from Renaissance to Contemporary .....	3
or ART C106H	Survey of Western Art from Renaissance to Contemporary: Honors .....	4
ENGL C221	World Literature: Antiquity to 17th Century .....	3
or ENGL C221H	World Literature: Antiquity to 17th Century: Honors .....	4
ENGL C222	World Literature: 17th Century to Present .....	3
or ENGL C222H	World Literature: 17th Century to Present: Honors .....	4
ENGL C242	Survey of American Literature II: 1865-Present .....	3
HIST C118	California History .....	3
PHIL C131	Logic and Critical Reasoning .....	3

### Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC—Intersegmental General Education Transfer Curriculum



## Human Services Associate in Science Degree

The Human Services Associate in Science Degree (60 units total, 23 units in the major) prepares students for employment in a broad range of human services settings. It consists of six core courses and two additional specialized electives courses to develop competencies for specific employment settings.

This degree is not specifically designed for transfer. Courses required for the associate degree major at Cerro Coso Community College may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and <http://www.assist.org/> to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

This program prepares students for careers in social and human services. Employment preparation for careers as adult or child case manager I, recovery specialist I, family education advocate, juvenile corrections officer I, special education tutors, aging and elder advocate, and other occupations in the social and human services field.

### Program Learning Outcomes

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

- Articulate the broad concerns and practices of human services industries.
- Demonstrate four core sets of human services skills: conducting an interview, writing an incident report, participating in team meetings, and providing necessary support and referrals to consumers.

- Assess situations for appropriate entry level professional, legal, and ethical responses.
- Use supervisory feedback for improved performance.
- Analyze the cultural components of a human services situation and recommend culturally appropriate interventions.

### Courses

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

Complete all of the following courses:

HMSV C101	Introduction to Human Services .....	3 Units
HMSV C102	Cultural Competence in Human Services .....	3
HMSV C103	Preparation for Field Work in Human Services .....	3
HMSV C104	Field Work in Human Services .....	4
HMSV C116	Case Management .....	3
BSOT C075	Computer Literacy .....	1

Select 6 units from the following courses:

CHDV C106	Child Growth and Development .....	3 Units
CHDV C241	The Exceptional Child .....	3
HMSV C113	Intervention Skills in Human Services .....	3
PSYC C101	General Psychology .....	3
or PSYC C 101H	General Psychology: Honors .....	4
PSYC C112	Psychology of Substance Abuse .....	3
PSYC C181	Lifespan Development .....	3
PSYC C241	Abnormal Psychology .....	3

Complete one of the following general education patterns:

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

## Human Services Worker Certificate of Achievement

Human Services Worker Certificate of Achievement (27 units): Any student completing the courses required for the human services major qualifies for a certificate in Human Services Worker. The program prepares students in a broad range of human services careers. The certificate consists of seven core courses and two electives.

Complete each course to be applied toward the certificate with a grade of "C" or better.

The Human Services program is open to all students meeting admission requirements for Cerro Coso

Community College. There are no limits on the number of students or entry credentials.

There are no prerequisites to enter the program. There is no state licensing for human services professionals. There is no state approved model curriculum for the human services professionals.

This program prepares students for careers in social and human services. Employment preparation for careers as adult or child case manager I, recovery specialist I, family education advocate, juvenile corrections officer I, special



education tutors, aging and elder advocate, and other occupations in the social and human services field.

### Program Learning Outcomes

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

- Articulate the broad concerns and practices of human services industry.
- Demonstrate four core sets of human services skills: conducting an interview, writing an incident report, participating in team meetings, and providing necessary support and referrals to consumers.
- Assess situations for appropriate entry level professional, legal and ethical responses.
- Use supervisory feedback for improved performance.
- Analyze the cultural components of a human services situation and recommend culturally appropriate interventions.

### Courses

*Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included*

*in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.*

Complete all of the following courses:

HMSV C101	Introduction to Human Services .....	3 Units
HMSV C102	Cultural Competence in Human Services .....	3
HMSV C103	Preparation for Field Work in Human Services .....	3
HMSV C104	Field Work in Human Services .....	4
HMSV C116	Case Management .....	3
BSOT C075	Computer Literacy .....	1
ENGL C070	Introductory Composition .....	4

Select 6 units from the following courses:

CHDV C106	Child Growth and Development .....	3 Units
CHDV C241	The Exceptional Child .....	3
HMSV C113	Intervention Skills in Human Services .....	3
PSYC C101	General Psychology .....	3
or PSYC C101H	General Psychology: Honors .....	4
PSYC C112	Psychology of Substance Abuse .....	3
PSYC C181	Lifespan Development .....	3
PSYC C241	Abnormal Psychology .....	3

## Industrial Process Technician Certificate of Achievement

The Industrial Process Technician Certificate of Achievement (16 units) is designed to develop skills for a rewarding career as an Industrial Process Technician. Upon completion of this certificate, students will be able to demonstrate a general understanding of the equipment in an industrial environment, learn their role that applies to safety, health, and the environment, have a basic understanding of mathematical skills that apply to their daily duties, have the ability to read and comprehend basic blueprints and schematics, and develop an understanding of the proper use of tools used on the job. This program prepares students for careers in petrochemicals and refining, food and beverage processing, pharmaceuticals and bio-manufacturing, paper and pulp, oil and gas exploration, energy and power generation, water and waste water treatment, chemical and agricultural manufacturing, environmental safety, and brewing and distilling process industries.

Each course for this certificate must be completed with a grade of "C" or better.

### Program Learning Outcomes

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

- Apply important industry concepts and principles to draw conclusions about the roles and

responsibilities of a process technician in an industry setting.

- Read and interpret industrial drawings.
- Apply important industry concepts and safe practices to draw conclusions about the roles and responsibilities of a process technician in an environmental setting.
- Solve trade-related word problems using algebra, geometry, and trigonometry.
- Identify tools and their appropriate use

### Courses

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

Complete all the following courses:

DRFT C108	Reading Technical Drawing .....	3 Units
INDE C060	Mathematical Applications for Trades .....	3
MCTL C107	Tool and Equipment Operation .....	2
PTEC C101X	Introduction to Process Technology .....	4
PTEC C110X	Industrial Safety, Health, & Environment ..	4

## Information Technology Associate in Science Degree

The Information Technology Associate in Science Degree (60 units total, 23-24 units in the major) is designed for students pursuing professional employment in information technology for business. This degree program provides students with skills to enter the job market as help desk providers, computer support specialists, entry-level programmers, networking technicians, information assurance technicians, and cybersecurity technicians. 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 IT AS degree are prepared to transfer to an accalaureate program in Information Technology.

Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for the corresponding major at a four-year school. Consult a counselor and visit <http://www.assist.org> to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C" in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

Your transfer institution may require some of the major courses to be taken for a grade. Please consult a counselor and <http://www.assist.org/> to determine any limitations on pass/no pass grading in major preparation courses.

Career opportunities in computer information systems: computer programmer, computer repair (A+ certified), computer operator, computer support specialist, network technician, help desk technician.

### Program Learning Outcomes

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

- Demonstrate competency in client computing and user support including the ability to configure, install, diagnose, and support hardware and software issues.
- Demonstrate competency in database and information management including the ability to design, implement, query, and manage relational databases.
- Demonstrate competency in networking and convergence including the ability to design, analyze, and support computer networks.
- Demonstrate competency in problem solving, programming, and application development including the ability to design, test, debug, and implement complex computer programs.
- Demonstrate competency in working with servers, storage, and virtualization including implementing and evaluating network security solutions.
- Demonstrate an ability to read and interpret technical information, as well as communicate with and write clearly for wide ranges of audiences.

### Courses

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

Complete all of the following courses:

IT C101	Introduction to Computer Information Systems.....	3 Units
IT C142	Information & Communication Technology Essentials .....	4
IT C143	Computer Network Fundamentals .....	3
IT C146	Introduction to Information Systems Security .....	3
IT C251	Introduction to Programming Concepts and Methodologies.....	3
IT C270	Introduction to Database Design/Management.....	3

Select 4-5 units or one course from the following:

MATH C121	Elementary Probability and Statistics .....	4 Units
or MATH C121H	Elementary Probability and Statistics: Honors .....	5
MATH C130	Finite Mathematics.....	4
MATH C131	Basic Functions and Calculus for Business .....	4
MATH C151	Analytic Geometry and Calculus I.....	4

Complete one of the following general education patterns:

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

## Information Technology Certificate of Achievement

The Information Technology Certificate of Achievement (23-24 units) is designed for students pursuing professional employment in information technology for business. This certificate provides students with skills to enter the job market as help desk providers, computer support specialists, entry level programmers, networking technicians, information assurance technicians, and cybersecurity technicians.

Complete each course to be applied toward the certificate with a "C" or better.

This program prepares students for careers in computer information systems: computer programmer, computer repair (A+ certified), computer operator, computer support specialist, network technician, help desk technician.

### Program Learning Outcomes

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

- Demonstrate competency in client computing and user support including the ability to configure, install, diagnose, and support hardware and software issues.
- Demonstrate competency in database and information management including the ability to design, implement, query, and manage relational databases.
- Demonstrate competency in networking and convergence including the ability to design, analyze, and support computer networks.
- Demonstrate competency in problem solving, programming, and application development including the ability to design, test, debug, and implement complex computer programs.

- Demonstrate competency in working with servers, storage, and virtualization including implementing and evaluating network security solutions.
- Demonstrate an ability to read and interpret technical information, as well as communicate with and write clearly for wide ranges of audiences.

### Courses

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

Complete all of the following courses:

IT C101	Introduction to Computer Information Systems.....	3 Units
IT C142	Information & Communication Technology Essentials .....	4
IT C143	Computer Network Fundamentals .....	3
IT C146	Introduction to Information Systems Security .....	3
IT C251	Introduction to Programming Concepts and Methodologies.....	3
IT C270	Introduction to Database Design/Management .....	3

Select 4-5 units from the following:

MATH C121	Elementary Probability and Statistics .....	4 Units
or MATH C121H	Elementary Probability and Statistics: Honors .....	5
MATH C130	Finite Mathematics.....	4
MATH C131	Basic Functions and Calculus for Business .....	4
MATH C151	Analytic Geometry and Calculus I .....	4

## Information Technology: Cloud Computing Certificate of Achievement

The Cloud Computing Certificate of Achievement (19 units) is designed to develop skills needed to architect, design, and support organizations' rapidly expanding need for cloud-based technology solutions. Upon completion of this certificate, students will be able to demonstrate an understanding of cloud environments and cloud support principles and configurations that are commonly used in the industry. Students completing this program will be prepared to configure and architect cloud solutions. They will also be prepared to transition traditional technology architectures to a cloud platform. This program prepares students for careers in the cloud computing area and to enter the workforce as a cloud system administrator, cloud technician, cloud architect, and cloud security officer.

Each course for this certificate must be completed with a grade of "C" or better.

### Program Learning Outcomes

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

- Apply support strategies in client computing and user support, including the ability to configure, install, diagnose, and support hardware and software issues.
- Design, implement, test, and debug a program that uses each of the following fundamental programming constructs: basic computation, simple input/output, standard conditional and iterative structures, and functions.

- Design, analyze, and support computer networks.
- Optimize technology infrastructure that has been migrated from an on-premise environment to a cloud platform.
- Describe existing and emerging technologies and their impact on organizations and society.
- Compare and contrast different cloud networking services

### Courses

*Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite*

*Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.*

Complete all of the following courses:

IT C101	Introduction to Computer Information Systems .....	3 units
IT C142	Information & Communication Technology Essentials .....	4
IT C143	Computer Network Fundamentals .....	3
IT C251	Introduction to Programming Concepts and Methodologies .....	3
IT C280	Introduction to Cloud Computing .....	3
IT C282x	Cloud Architecture .....	3

## Information Technology: Linux Operating System Certificate of Achievement

The Linux Operating System Certificate of Achievement (16 units) is designed to develop skills needed to support systems running on increasingly popular operating systems, such as Linux. Linux operating systems studied in this certificate are increasingly popular in data centers, large server environments, web platforms, and embedded systems. Upon completion of this certificate, students will be able to demonstrate a working knowledge of Linux administration by designing, analyzing, administering and supporting computer systems and networks including end-user stations and servers. Students will have a thorough understanding of system administration from a command-line interface. This program prepares students for careers in network administration, system administration, Linux administration, and database administration.

Each course for this certificate must be completed with a grade of "C" or better

### Program Learning Outcomes

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

- Demonstrate Linux basic foundations including concepts of installation, operations, and maintenance of the Linux Operating System.
- Design, analyze, and support computer networks.
- Configure common network service clients on Linux servers, including automated installation

with Kickstart, task scheduling, the configuration of NFS and SMB networking storage, and configuration of centralized authentication and enhanced security.

- Apply support strategies in client computing and user support, including the ability to configure, install, diagnose, and support hardware and software issues

### Courses

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

Complete all of the following courses:

IT C101	Introduction to Computer Information Systems .....	3 units
IT C142	Information & Communication Technology Essentials .....	4
IT C143	Computer Network Fundamentals .....	3
IT C290	Linux System Administration I .....	3
IT C292	Linux System Administration II .....	3

## Information Technology Plus Certificate of Achievement

The Information Technology Plus Certificate of Achievement (13 units) is designed for students pursuing professional employment in computer information systems for business. This certificate program provides students with skills to enter the job market as help desk providers, computer support specialists, computer repair technicians, networking technicians, information assurance technicians, and cyber security technicians. Designed for both full and part-time students, this program is appropriate to both those currently employed and those seeking to enter this field.

Complete each course to be applied toward the certificate with a "C" or better.

This program prepares students for careers in computer information systems: cybersecurity, information assurance, computer repair, computer networking, computer operator.

### Program Learning Outcomes

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

- Interpret and use technical information in communications, to solve common business programs using information technology systems and applications.

- Demonstrate the ability to support strategies in client computing and user support, including the ability to configure, install, diagnose, and support hardware and software issues.
- Design, analyze, and support computer networks.
- Implement and evaluate network security solutions, related to servers, storage and virtualization.

### Courses

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

Complete all of the following courses:

IT C101	Introduction to Computer Information Systems.....	3 Units
IT C142	Information & Communication Technology Essentials .....	4
IT C143	Computer Network Fundamentals .....	3
IT C146	Introduction to Information Systems Security .....	3

## Kinesiology Associate in Arts Degree for Transfer (AA-T)

The Associate in Arts Degree in Kinesiology for Transfer (60 units total, 23-24 units in major) prepares students for transfer to baccalaureate institutions, where they may complete a Bachelor's degree in Kinesiology or related disciplines. This program is designed to provide students with an introduction to the academic discipline dealing with the art and science contained in human movement. The course of study provides a foundation in the fundamentals of human anatomy, physiology, movement, and the refinement of individual fitness and sport related skills. Opportunities are provided for students to expand their understanding and expertise in a variety of areas. To complete the degree, students must fulfill both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.

2. Obtainment of a minimum grade point average of 2.0

Please note that our local Cerro Coso general education pattern MAY NOT be used to fulfill the requirements of this degree and that all required Courses for the degree must be transferable to CSU.

### Program Learning Outcomes

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

- Analyze the anatomical and physiological principles of human movement in exercise and sport settings.
- Explain the structure and function of the human body.
- Apply the principles of physical fitness development and maintenance and assess the body's systematic responses to physical activity.
- Define the importance and benefits of life-long physical activity and wellness.
- Apply techniques of, and demonstrate an advanced level of knowledge, in at least three areas of physical sport skills.



**Courses**

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

Complete the following courses:

BIOL C251	Human Anatomy.....	4 Units
BIOL C255	Human Physiology .....	4
KINS C101	Introduction to Kinesiology .....	3

Choose a minimum of 12 units from below with at least 3 units from Area A:

Area A - Movement based courses: (maximum 3) select a maximum of one (1) course from any three (3) of the following areas for a maximum of three units:

**Fitness**

KINS C105	Strength Training .....	1 Unit
PHED C103	Aerobic Dance I.....	1
PHED C104	Aerobic Dance II.....	1
PHED C106	Weight Training II.....	1
PHED C107	General Conditioning I.....	1

## Law, Public Policy, and Society Associate in Arts Degree for Transfer (AA-T)

This degree is designed to introduce students to the study of law and the legal field. The interdisciplinary degree focuses on the over breadth of how law affects public policy and society for a socially responsible career in law. The degree prepares students to continue in a related degree such as legal studies, political science, communication, social or behavioral sciences, criminal justice, or other similar degrees. This degree is specifically designed for transfer.

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

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.
  - b. A minimum of 18 semester units in a major, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0.

PHED C108	General Conditioning II.....	1
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**Individual Sports**

KINS C109	Golf .....	1 Unit
KINS C113	Tennis.....	1
PHED C110	Golf II .....	1
PHED C114	Tennis II.....	1

**Team Sports**

KINS C115	Volleyball .....	1 Unit
KINS C123	Softball.....	1
PHED C116	Volleyball II .....	1
PHED C124	Softball II.....	1

Area B - Additional program requirements: Select two courses (9-10 units) from the below listed course offerings:

CHEM C111	General Inorganic Chemistry I .....	5 Units
CHEM C221	Organic Chemistry I .....	5
MATH C121	Elementary Probability and Statistics .....	4
or MATH C121H	Elementary Probability and Statistics: Honors .....	5
PHYS C111	Mechanics.....	5

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

3. Completion of all courses for the major with a "C" or better. A "P" (Pass) grade is not an acceptable grade for courses in the major.

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

**Program Learning Outcomes**

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

- Identify sources of American law and articulate how a law is created.
- Describe the American legal system, including jurisdictional requirements, state and federal court systems, and roles of those in the legal field.
- Locate, critically read, and analyze relevant primary and secondary sources.

- Apply laws, public policy, and/or societal or ethical theories to develop a solution to a legal issue, a public policy issue, and/or a societal concern.
- Describe one's ethical obligation to social responsibility under the laws.

## Courses

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

Complete all of the following courses:

PARA C101	Introduction to Paralegal Studies .....	3 Units
or PARA C240	Criminal Law & Procedure .....	3
ENGL C101	Freshman Composition.....	4
ENGL C102	Critical Thinking Through Literature .....	4
or ENGL C102H	Critical Thinking through Literature: Honors .....	5
HIST C132	History of the United States from 1877 to Present .....	3
Or HIST C132H	History of the United States from 1877 to Present: Honors.....	4
MATH C121	Elementary Probability and Statistics .....	4
Or MATH C121H	Elementary Probability and Statistics: Honors .....	4
PARA C190	Legal Ethics .....	3

POLS C101	American Government .....	3
Or POLS C101H	American Government: Honors.....	3
SPCH C101	Elements of Speech .....	3

List A: Select two courses (6 units) from two of the areas listed below.

## Criminal Justice

ADMJ C101	Introduction to Administration of Justice ..3 Units
ADMJ C115	Legal Aspects of Evidence.....3
ADMJ C131	Juvenile Procedures.....3
SOCI C161	Crime and Society.....3

## Business

BSAD C131	Business Law.....	3
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## Economics

ECON C102	Macroeconomics .....	3
ECON C103	Microeconomics .....	3

## Political Science

POLS C102	Comparative Government .....	3
POLS C103	Introduction to Political Theory .....	3

## Diversity

ANTH C111	Cultural Anthropology .....	3
SOCI C131	Sociology of Sex, Gender, and Sexuality ....	3
SOCI C151	Perspectives on Race and Ethnicity .....	3

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

# Liberal Arts: Arts & Humanities Associate in Arts Degree

The Liberal Arts: Arts & Humanities Associate in Arts Degree (60 units total, 18-24 units in the area of emphasis): The Liberal Arts degrees are designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an area of emphasis. This emphasis allows students to satisfy general education requirements as well as focus on transferable course work. It is ideal for students who plan on transferring to a California State University (CSU) or a University of California (UC) in a major that Cerro Coso does not offer.

Courses in the Liberal Arts: Arts & Humanities AA degree emphasize the study of cultural, literary, humanistic activities, and artistic expression of human beings. Students 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 also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. This degree is appropriate for students intending to transfer into such majors as art, foreign languages, humanities, philosophy, education, and elementary school teaching.

Courses required for the associate degree major at Cerro Coso Community College may not be the same as those required for the corresponding major at a four-year school. In addition, completion of the Cerro Coso Local General Education Pattern DOES NOT prepare a student for transfer. Please consult a counselor and visit [www.assist.org](http://www.assist.org) to identify the courses needed at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must

submit documentation/verification to substantiate the basis for the challenge. Please see a counselor for more information about Prerequisite Challenge.

### Program Learning Outcomes

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

- Describe how people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural expression.
- Evaluate, create, or perform artistic and cultural constructions.

### Courses

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

Select at least 18 units from the following courses, including at least two courses from List A.

#### List A

ANTH C141	Introduction to Native American Studies .....	3 Units
ART C101	Introduction to Art .....	3
ART C105	Survey of Western Art from Prehistory through the Middle Ages .....	3
ART C106	Survey of Western Art from Renaissance to Contemporary .....	3
or ART C106H	Survey of Western Art from Renaissance to Contemporary: Honors .....	4
ART C107	Survey of Asian Art .....	3
ART C108	Modern Art .....	3
ENGL C102	Critical Thinking Through Literature .....	4
or ENGL C102H	Critical Thinking Through Literature: Honors .....	5
ENGL C221	World Literature: Antiquity to 17th Century .....	3
or ENGL C221H	World Literature: Antiquity to 17th Century: Honors .....	4
ENGL C222	World Literature: 17th Century to Present .....	3
or ENGL C222H	World Literature: 17th Century to Present: Honors .....	4
ENGL C231	Survey of British Literature: Beginning-1785 .....	3
ENGL C232	Survey of British Literature: 1785-Present .....	3
ENGL C235	Introduction to Shakespeare .....	3
or ENGL C235H	Introduction to Shakespeare: Honors .....	4
ENGL C241	Survey of American Literature I: Beginning-1865 .....	3
ENGL C242	Survey of American Literature II: 1865-Present .....	3
ENGL C245	Women's Literature .....	3
or ENGL C245H	Women's Literature: Honors .....	4

ENGL C249	Multi-Ethnic American Literature .....	3
ETHN C141	Introduction to Native American Studies .....	3
FILM C211	Hispanic Cinema .....	3
HIST C104	Western Civilization – Renaissance to the Modern Era .....	3
or HIST C104H	Western Civilization – Renaissance to the Modern Era: Honors .....	4
MUSC C101	Music Appreciation .....	3
or MUSC C101H	Music Appreciation: Honors .....	4
MUSC C118	History of American Pop Music .....	3
MUSC C173	Appreciation of Jazz .....	3
PHIL C141	Ethics .....	3
PHIL C161	Introduction to Religious Studies .....	3
SPAN C211	Hispanic Cinema .....	3

#### List B

ART C111	Art and Design Foundations: 2-D .....	3 Units
ART C115	Art and Design Foundations: 3-D .....	3
ART C121	Drawing I .....	3
ART C131	Painting I .....	3
ART C141	Ceramics I .....	3
ART C151	Sculpture I .....	3
ART C221	Drawing II .....	3
ART C231	Painting II .....	3
ART C240	Ceramics II .....	3
ART C253	Sculpture II .....	3
ASL C101	American Sign Language I .....	4
ASL C102	American Sign Language II .....	4
ENGL C141	Introduction to Creative Writing .....	3
ENGL C211	Survey of Literary Genres .....	3
ETHN C210	Race and Ethnicity in Film .....	3
FREN C101	Elementary French I .....	5
HIST C103	Western Civilization – Antiquity to the Renaissance .....	3
or HIST C103H	Western Civilization – Antiquity to the Renaissance: Honors .....	4
HIST C209	History of Mexico .....	3
LATN C101	Elementary Latin I .....	4
LATN C102	Elementary Latin II .....	4
LATN C201	Intermediate Latin I .....	4
LATN C202	Intermediate Latin II .....	4
MUSC C126	Beginning Guitar .....	2
MUSC C131	Orchestra .....	1
MUSC C141	Concert Band .....	1
MUSC C151	Choir .....	1
PHIL C101	Introduction to Philosophy .....	3
PHIL C131	Logic and Critical Reasoning .....	3
SOCI C210	Race and Ethnicity in Film .....	3
SPAN C100	Basic Conversational Spanish .....	3
SPAN C101	Elementary Spanish I .....	5
SPAN C102	Elementary Spanish II .....	5
SPAN C171	Intermediate Conversational Spanish .....	3
SPAN C180	Spanish for Heritage Speakers I .....	5
SPAN C182	Spanish for Heritage Speakers II .....	5
SPCH C101	Elements of Speech .....	3

Complete one of the following general education patterns:

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

## Liberal Arts: Mathematics & Science Associate in Arts Degree

Liberal Arts: Mathematics & Science Associate in Arts Degree (60 units total, 18 units in the major): The Liberal Arts degrees are designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis." This emphasis allows students to satisfy general education requirements as well as focus on transferable course work. It is ideal for students who plan on transferring to a California State University (CSU) or a University of California (UC) in a major that Cerro Coso does not offer.

Courses in the Liberal Arts: Mathematics and Science AA Degree 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. This degree is appropriate for students intending to transfer into such majors as education, various health career programs, or other science-based majors.

Courses required for the associate degree major at Cerro Coso Community College may not be the same as those required for the corresponding major at a four-year school. In addition, completion of the Cerro Coso Local General Education Pattern DOES NOT prepare a student for transfer. Please consult a counselor and visit <http://www.assist.org> to identify the courses needed at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

This program prepares students for careers in Math and Science: broad transfer preparation for such majors as education.

### Program Learning Outcomes

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

- Describe the nature of science, the methods applied in scientific investigations, and the value of those methods in developing a rigorous understanding of the physical world.
- Apply algebraic, graphical, numerical, and other methods to solve applied problems in the areas of mathematics, natural sciences, computer graphics, and computer animation.

### Courses

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

Select at least 18 units from the following courses. At least one course must be from Mathematics and at least two courses from the sciences, including one laboratory or field experience course (\*).

ANTH C121	Biological Anthropology.....	3 Units
or ANTH C121H	Biological Anthropology: Honors.....	4
ANTH C122*	Biological Anthropology Laboratory.....	1
BIOL C101	Principles of Biology.....	3
BIOL C105*	Concepts of Biology.....	4
or BIOL C105H*	Concepts of Biology: Honors.....	5
BIOL C111*	General Biology I.....	5
or BIOL C111H*	General Biology I: Honors.....	6
BIOL C112*	General Biology II.....	5
or BIOL C112H*	General Biology II: Honors.....	6
BIOL C121	Survey of Anatomy and Physiology Lecture.....	3
BIOL C125*	Survey of Anatomy and Physiology.....	4
BIOL C141	Environmental Studies Lecture.....	3
BIOL 145*	Environmental Studies.....	4
BIOL C251*	Human Anatomy.....	4
BIOL C255*	Human Physiology.....	4
BIOL C262*	General Microbiology.....	5
CHEM C101*	Introduction to Chemistry.....	4
CHEMC111*	General Inorganic Chemistry I.....	5
CHEM C113*	General Inorganic Chemistry II.....	5
or CHEM C113H*	General Inorganic Chemistry II: Honors.....	6
CHEM C221*	Organic Chemistry I.....	5
CHEM C223*	Organic Chemistry II.....	5
or CHEM C223H*	Organic Chemistry II: Honors.....	6
CSCI C252	Introduction to Computer Science.....	3
CSCI C254	Object Oriented Programming.....	3
CSCI C255	Discrete Structures.....	3
CSCI C265	Introductory C++ Programming.....	3
CSCI C267	Introduction to JAVA Programming.....	3
GEOG C101	Physical Geography Lecture.....	3
GEOG C111*	Physical Geography.....	4
GEOL C111*	Physical Geology.....	4
IT C251	Introduction to Programming Concepts and Methodologies.....	3
MATH C121	Elementary Probability and Statistics.....	4
or MATH C121H	Elementary Probability and Statistics: Honors.....	5
MATH C130	Finite Mathematics.....	4
MATH C131	Basic Functions and Calculus for Business.....	4
MATH C141	Precalculus: Algebra.....	4
MATH C142	Precalculus: Trigonometry.....	4
MATH C151	Analytic Geometry and Calculus I.....	4
MATH C152	Analytic Geometry and Calculus II.....	4
MATH C251	Analytic Geometry and Calculus III.....	4
MATH C255	Ordinary Differential Equations.....	4



MATH C257	Linear Algebra.....4
PHSC C101	General Earth Sciences Lecture .....3
PHSC C105*	General Earth Sciences .....4
PHSC C115*	Physical Science .....4
PHSC C111	Physical Science Lecture .....3
PHSC C121	Astronomy Lecture .....3
PHSC C125*	Astronomy .....4
PHSC C131	Introduction to Meteorology Lecture .....3
PHSC C132*	Introduction to Meteorology Laboratory .....1

PHSC C135*	Introduction to Meteorology .....4
PHYS C111*	Mechanics.....5
PHYS C113*	Electricity and Magnetism .....5
PHYS C211*	Waves, Optics and Modern Physics .....5

Complete one of the following general education patterns:

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

## Liberal Arts: Social & Behavioral Sciences Associate in Arts Degree

The Liberal Arts: Social & Behavioral Sciences Associate in Arts Degree (60 units total, 18-24 units in the area of emphasis): The Liberal Arts degrees are designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an area of emphasis. This emphasis allows students to satisfy general education requirements as well as focus on transferable course work. It is ideal for students who plan on transferring to a California State University (CSU) or a University of California (UC) in a major that Cerro Coso does not offer.

Courses in the Liberal Arts: Social & Behavioral Sciences AA degree emphasize the perspectives, concepts, theories, and methodologies of the disciplines that comprise study in the social and behavioral sciences. Students 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 allow students to evaluate how societies and social subgroups operate. This degree is appropriate for students intending to transfer into such majors as women's studies, ethnic studies, global studies, social justice, education, and elementary school teaching.

Courses required for the associate degree major at Cerro Coso Community College may not be the same as those required for the corresponding major at a four-year school. In addition, completion of the Cerro Coso Local General Education Pattern DOES NOT prepare a student for transfer. Please consult a counselor and visit <http://www.assist.org> to identify the courses needed at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

This program prepares students for careers in Social and Behavioral Sciences: broad transfer preparation for majoring in the Social and Behavioral Sciences.

### Program Learning Outcomes

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

- Identify and apply the Scientific Method used by social scientists to study human behavior.
- Identify and analyze theories explaining the individual, social, historical, economic, or political activities of humans.

### Courses

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

Select at least 18 units from the following courses:

For depth of study, 2 or more courses in one discipline required. For breadth of study, courses must be taken from 2 or more disciplines within the area of emphasis.

ADMJ C101	Introduction to Administration of Justice .....3 Units
ANTH C111	Cultural Anthropology .....3
ANTH C121	Biological Anthropology.....3
or ANTH C121H	Biological Anthropology: Honors .....4
ANTH C122	Biological Anthropology Laboratory .....1
ANTH C131	Archaeology.....3
ANTH C141	Introduction to Native American Studies .....3
CHDV C104	Child, Family, and Community .....3
CHDV C105	Infant and Toddler Development.....3
CHDV C106	Child Growth and Development .....3
CHDV C107	School Age Development.....3
ECON C101	Introduction to Economics.....3
ECON C102	Macroeconomics .....3
ECON C103	Microeconomics .....3
ETHN C141	Introduction to Native American Studies .....3
ETHN C151	Perspectives on Race and Ethnicity .....3
ETHN C210	Race and Ethnicity in Film.....3
HCRS C250	Cultural Diversity in Health Care.....3
HCRS C260	Ethics for the Health Professional.....3
HIST C103	Western Civilization – Antiquity to the Renaissance.....3



or HIST C103H	Western Civilization – Antiquity to the Renaissance: Honors .....	4
HIST C104	Western Civilization – Renaissance to the Modern Era .....	3
or HIST C104H	Western Civilization – Renaissance to the Modern Era: Honors.....	4
HIST C118	California History .....	3
HIST C131	History of United States to 1877.....	3
or HIST C131H	History of United States to 1877: Honors .....	4
HIST C132	History of United States from 1877 to Present .....	3
or HIST 132H	History of United States from 1877 to Present: Honors.....	4
HIST C209	History of Mexico.....	3
MATH C121	Elementary Probability and Statistics .....	4
or MATH C121H	Elementary Probability and Statistics: Honors .....	5
PHIL C131	Logic and Critical Reasoning .....	3
POLS C101	American Government .....	3
or POLS C101H	American Government: Honors.....	4
POLS C102	Comparative Government .....	3
POLS C103	Introduction to Political Theory .....	3

PSYC C101	General Psychology.....	3
or PSYC C101H	General Psychology: Honors .....	4
PSYC C112	Psychology of Substance Abuse .....	3
PSYC C151	Human Sexuality .....	3
PSYC C181	Lifespan Development .....	3
PSYC C220	Physiological Psychology.....	3
PSYC C241	Abnormal Psychology .....	3
PSYC C271	Research Methods in the Social and Behavioral Sciences .....	3
or SOSC C271	Research Methods in the Social and Behavioral Sciences .....	3
SOCI C101	Introduction to Sociology .....	3
SOCI C131	Sociology of Sex, Gender, and Sexuality ....	3
SOCI C151	Perspectives on Race and Ethnicity .....	3
SOCI C161	Crime and Society .....	3
SOCI C210	Race and Ethnicity in Film.....	3

Complete one of the following general education patterns:

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

## Management Associate in Science Degree

The Management Associate in Science Degree (60 units total, 32 units in the major) is designed to provide students with the management skills necessary to succeed in today's technological business environment. Upon completion of this degree, the student will be able to demonstrate a general understanding of business, apply critical thinking skills to technical and managerial issues, make ethical decisions in a managerial context, and apply management, supervision, and leadership skills in a diverse and complex environment.

This degree is not specifically designed for transfer. Students wishing to transfer are advised to consider the Business Administration AS-T degree.

Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for a major at a four-year school. If you do plan to transfer, consult a counselor and visit <http://www.assist.org/> to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

### Program Learning Outcomes

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

- Demonstrate a general understanding of the nature of business.
- Apply critical thinking skills (analysis, synthesis, evaluation) to technical and managerial issues in a business environment.
- Demonstrate the ability to make ethical decisions in a managerial context.
- Recognize skills necessary to provide management, supervision, and leadership in a diverse and complex environment.

### Courses

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

Complete all of the following courses:

BSAD C100	Introduction to Business.....	3 Units
BSAD C101	Financial Accounting.....	4
BSAD C102	Managerial Accounting.....	4
BSAD C131	Business Law.....	3
BSAD C145	Business Communication.....	3
BSAD C155	Human Resource Management .....	3
BSAD C220	Principles of Project Management .....	3
BSAD C222	Data Analytics for Business.....	3
BSAD C251	Principles of Management and Organizations.....	3

IT C101 Introduction to Computer Information Systems.....3

OPTION B CSU General Education Breadth  
OPTION C IGETC - Intersegmental General Education Transfer Curriculum

Complete one of the following general education patterns:

OPTION A Cerro Coso Local General Education Pattern

## Management Certificate of Achievement

The Management Certificate of Achievement (32 units) is designed to provide the non-degree seeking student with the management skills necessary to succeed in today's technological business environment. Upon completion of this certificate, the student will be able to demonstrate a general understanding of business, apply critical thinking skills to technical and managerial issues, make ethical decisions in a managerial context, and apply management, supervision, and leadership skills in a diverse and complex environment.

Complete each course to be applied toward the certificate with a "C" or better.

### Program Learning Outcomes

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

- Demonstrate a general understanding of the nature of business.
- Apply critical thinking skills (analysis, synthesis, evaluation) to technical and managerial issues in a business environment.
- Demonstrate the ability to make ethical decisions in a managerial context.

- Recognize skills necessary to provide management, supervision, and leadership in a diverse and complex environment.

### Courses

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

Complete all of the following courses:

BSAD C100	Introduction to Business.....	3 Units
BSAD C101	Financial Accounting.....	4
BSAD C102	Managerial Accounting.....	4
BSAD C131	Business Law.....	3
BSAD C145	Business Communication.....	3
BSAD C155	Human Resource Management .....	3
BSAD C220	Principles of Project Management .....	3
BSAD C222	Data Analytics for Business.....	3
BSAD C251	Principles of Management and Organizations.....	3
IT C101	Introduction to Computer Information Systems.....	3

## Mathematics Associate in Science Degree for Transfer (AS-T)

The Associate in Science Degree in Mathematics for Transfer (60 units total, 19 units in major) prepares students for transfer to the CSU system to earn a baccalaureate in applied or theoretical mathematics, mathematics education, statistics, engineering, natural or physical science, or economics. Upon successful completion of the program students will be able to apply advanced mathematical concepts such as extending the concepts of derivatives, differentials, and integrals to include multiple independent variables, solving simple differential equations of the first and second order, and analyzing and modeling the behaviors of physical phenomena using calculus. Baccalaureate options for students include general mathematics, applied mathematics, mathematics education, statistics, physics, chemistry, biology, computer science, engineering, computer information systems, management information systems, and economics. To complete the degree, students must fulfill both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0

Please note that our local Cerro Coso general education pattern MAY NOT be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.

**Program Learning Outcomes**

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

- Use the Cartesian, polar, cylindrical, and spherical coordinate systems effectively.
- Use scalar and vector products in applications.
- Use vector-valued functions to describe motion in space.
- Extend the concepts of derivatives, differentials, and integrals to include multiple independent variables.
- Solve simple differential equations of the first and second order.
- Analyze and model the behaviors of physical phenomena by applying advanced calculus concepts.
- Apply broad mathematical concepts to practical applications.

**Courses**

*Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/*

*verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.*

Complete the following courses:

MATH C151	Analytic Geometry and Calculus I.....4 Units
MATH C152	Analytic Geometry and Calculus II.....4
MATH C251	Analytic Geometry and Calculus III.....4

Choose a minimum of 7 units from below with at least 4 units from Area A:

**Area A**

MATH C255	Ordinary Differential Equations .....4 Units
MATH C257	Linear Algebra.....4

**Area B**

MATH C121	Elementary Probability and Statistics .....4 Units
or MATH C121H	Elementary Probability and Statistics: Honors .....5
CSCI C252	Introduction to Computer Science .....3
CSCI C265	Introductory C++ Programming .....3
IT C251	Introduction to Programming Concepts and Methodologies.....3
PHYS C111	Mechanics.....5

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC - Intersegmental General Education Transfer Curriculum

**Medical Assisting Associate in Science Degree**

Medical Assisting Associate of Science Degree (60 units total, 32 units in the major) is designed around the Model Curriculum established by the California Community Colleges Chancellor's Office for preparation for the State Exam for Medical Assistants (CCBMA). This program provides the students with the opportunity to develop the necessary administrative and clinical skills needed to be an effective medical assistant.

Courses required for the Associate degree major at CCCC may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and <http://www.assist.org/> to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," "C," or "P" in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

This program prepares students for careers in medical assisting. According to the United States Bureau of Labor Statistics, medical assisting is one of the nation's fastest growing careers with an expected growth of 34% between 2012 and 2018. Approximately 62 percent of

medical assistants work in physician offices; 13 percent work in public and private hospitals including inpatient and outpatient facilities; 11 percent work in other health practitioner settings, such as chiropractor's and optometrist's offices.

**Program Learning Outcomes**

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

- Research online and traditional reference materials effectively to stay informed about emerging trends and breakthroughs in healthcare issues related to the medical assistant's role in healthcare.
- Perform medical assisting procedures competently, such as OSHA standards, electronic technologies, and medical records.
- Achieve entry level medical assisting competencies, such as verbal communication, medical and surgical aseptic, basic banking procedures, medical insurance, and physical assessments which satisfy industry needs.
- Identify State of California regulations that govern the healthcare industry for medical assistants.
- Exhibit depth and breadth of knowledge of concepts and principles of medical assisting.

**Courses**

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

Complete all of the following courses:

**Medical Assisting Core Courses**

BSOT C075	Computer Literacy .....	1 Unit
HCRS C130	Communication in Healthcare .....	2
HCRS C131	Medical Law and Ethics for Medical Assistants .....	1.5
HCRS C132	Electronic Health Record .....	1.5
HCRS C150	Medical Terminology for Health .....	3

**Administrative Medical Assisting**

BSOT C121	Beginning Word .....	1 Unit
BSOT C123	Beginning Excel .....	1
HCRS C133	Medical Office Procedures .....	3
HCRS C134	Basic Medical Insurance and Billing .....	3
HCRS C135	Basic ICD and CPT Coding .....	2
HCRS C142	Medical Assistant Administrative Externship .....	1.5

**Clinical Medical Assisting**

HCRS C136	Clinical Medical Assisting I .....	3 Units
HCRS C137	Clinical Medical Assisting II .....	3
HCRS C138	Medication Administration for Medical Assisting .....	2
HCRS C139	Laboratory Procedures .....	2
HCRS C143	Clinical Medical Assistant Externship .....	1.5

Complete one of the following general education patterns:

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

## Medical Assisting: Administrative Medical Assisting Certificate of Achievement

Administrative Medical Assisting Certificate of Achievement (20.5 units) is designed around the Model Curriculum established by the California Community Colleges Chancellor's Office for preparation for the state exam for Medical Assistants (CCBMA). This program provides the students with the opportunity to develop the necessary administrative skills needed to be an effective medical assistant. This certificate focuses on the physician's front office including receptionist, office management, billing, and coding.

Each course for this certificate must be completed with a grade of "C" or better.

This program prepares students for careers in medical assisting. According to the United States Bureau of Labor Statistics, medical assisting is one of the nation's fastest growing careers with an expected growth of 34% between 2012 and 2018. Approximately 62 percent of medical assistants work in physician offices; 13 percent work in public and private hospitals including inpatient and outpatient facilities; 11 percent work in other health practitioner settings, such as chiropractor's and optometrist's offices.

**Program Learning Outcomes**

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

- Research online and traditional reference materials effectively to stay informed about emerging trends and breakthroughs in healthcare

issues related to the medical assistant's administrative role.

- Perform administrative medical assisting procedures competently, such as OSHA standards, electronic technologies, and medical records.
- Achieve entry level administrative medical assisting competencies, such as verbal communication, basic banking procedures, and medical insurance which satisfy industry needs.
- Identify State of California regulations that govern the healthcare industry for medical assistants.

**Courses**

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

Complete all of the following courses:

**Medical Assisting Core Courses**

BSOT C075	Computer Literacy .....	1 Unit
HCRS C130	Communication in Healthcare .....	2
HCRS C131	Medical Law and Ethics for Medical Assistants .....	1.5
HCRS C132	Electronic Health Record .....	1.5
HCRS C150	Medical Terminology for Health .....	3

**Administrative Medical Assisting**

BSOT C121	Beginning Word .....	1 Unit
BSOT C123	Beginning Excel .....	1
HCRS C133	Medical Office Procedures.....	3

HCRS C134	Basic Medical Insurance and Billing .....	3
HCRS C135	Basic ICD and CPT Coding .....	2
HCRS C142	Medical Assistant Administrative Externship.....	1.5

**Medical Assisting: Clinical Medical Assisting Certificate of Achievement**

The Clinical Medical Assisting Certificate of Achievement (20.5 units) is an integral multi-skilled member of the health care team, working under the supervision of the health care provider. The Clinical Medical Assisting has an interdependent role acting as an agent for the health care provider and a consumer advocate by providing professional and technical support in an empathetic and caring manner. This certificate focuses on the physician's back office including patient assessment, physician's laboratory, and medication administration. It is designed around the Model Curriculum established by the California Community Colleges Chancellor's Office for preparation for the state exam for Medical Assistants (CCBMA). This program provides the students with the opportunity to develop the necessary clinical skills needed to be an effective medical assistant.

Each course for this certificate must be completed with a grade of "C" or better, or with a grade of "P" if the course is taken on a pass/no pass basis.

This program prepares students for careers in medical assisting. According to the United States Bureau of Labor Statistics, medical assisting is one of the nation's fastest growing careers with an expected growth of 34% between 2012 and 2018. Approximately 62 percent of medical assistants work in physician offices; 13 percent work in public and private hospitals including inpatient and outpatient facilities; 11 percent work in other health practitioner settings, such as chiropractor's and optometrist's offices.

**Program Learning Outcomes**

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

- Research online and traditional reference materials effectively to stay informed about

emerging trends and breakthroughs in healthcare issues related to the medical assistant's clinical role.

- Perform clinical medical assisting procedures competently, such as OSHA standards, electronic technologies, and medical records.
- Achieve entry level clinical medical assisting competencies, such as verbal communication, medical and surgical aseptic technique, and physical assessments which satisfy industry needs.
- Identify State of California regulations that govern the healthcare industry for medical assistants.

**Courses**

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

Complete all of the following courses:

**Medical Assisting Core Courses**

BSOT C075	Computer Literacy .....	1 Unit
HCRS C130	Communication in Healthcare .....	2
HCRS C131	Medical Law and Ethics for Medical Assistants .....	1.5
HCRS C132	Electronic Health Record .....	1.5
HCRS C150	Medical Terminology for Health .....	3

**Clinical Medical Assisting**

HCRS C136	Clinical Medical Assisting I .....	3 Units
HCRS C137	Clinical Medical Assisting II .....	3
HCRS C138	Medication Administration for Medical Assisting.....	2
HCRS C139	Laboratory Procedures .....	2
HCRS C143	Clinical Medical Assistant Externship.....	1.5

**Medical Billing Certificate of Achievement**

The Medical Billing Certificate (17 units) is designed around the national American Academy of Professional Coder's (AAPC) Certified Professional Biller (CPB) curriculum. This certificate provides the student with the opportunity to develop the necessary skills in the health insurance industry, legal and regulatory issues, and differences in reimbursement methodologies. The student will learn principles of medical billing related to

proper claim form preparation, submission and payment processing, and the follow up process. This certificate is recommended for anyone who is preparing for a career in a medical billing department at a physician's office, clinic, or similar positions. This program is strongly recommended for anyone who is preparing for the AAPC's CPB™ certification exam. This certificate is an adjunct to the Administrative Medical Assistant Program.



It allows the student to further his education in medical billing needed in the doctor's office and advance in his profession. The student is likely to receive higher wages if certified.

Each course for this certificate must be completed with a grade of "C" or better.

### Program Learning Outcomes

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

- Utilize software in the completion of Health Information Management (HIM) processes for billing, data collection, and data reporting.
- Evaluate the accuracy of diagnostic and procedural billing.
- Apply policies and procedures to the use of data required in healthcare reimbursement.
- Analyze current regulations and established guidelines in billing systems.

## Medical Coding Certificate of Achievement

The Medical Coding Certificate (22 units) is designed around the national American Academy of Professional Coders' (AAPC) Certified Professional Coder (CPC) curriculum. The program covers Current Procedural Terminology (CPT), Healthcare Common Procedure Coding System (HCPCS), and International Classification of Diseases (ICD-10-CM) coding. It assures a broad knowledge in reviewing and assigning the correct procedure and diagnosis codes for professional (physician) services. This program is recommended for anyone who is preparing for a career in a medical coding department at a physician's office, clinic, or similar positions. CPC certification represents excellence in medical coding. Potential employers recognize that the CPC credential equates with proven mastery of all code sets (CPT®, ICD-10-CM, HCPCS), evaluation and management (E/M) principles, surgical coding, and adherence to documentation and coding guidelines.

Each course for this certificate must be completed with a grade of "C" or better.

### Program Learning Outcomes

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

- Evaluate the accuracy of medical coding and groupings in data mining of client data.
- Apply medical coding conventions and coding guidelines to the use of healthcare reimbursement.
- Apply the coding and sequencing principles to a wide variety of client services and procedures using Current Procedural Terminology (CPT),

### Courses

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

#### Medical Assisting Core Courses

HCRS C130	Communication in Healthcare .....	2 Units
HCRS C131	Medical Law and Ethics for Medical Assistants.....	1.5
HCRS C132	Electronic Health Record .....	1.5
HCRS C150	Medical Terminology for Health .....	3

#### Required Courses

HCRS C133	Medical Office Procedures.....	3 Units
HCRS C134	Basic Medical Insurance and Billing.....	3
HCRS C144	Advanced Medical Billing.....	3

International Classification of Diseases (ICD-10-CM), and Healthcare Common Procedure Coding System (HCPCS) codes.

- Determine the levels of 'evaluation and management' (E/M) services.
- Utilize software in the completion of Health Information Management (HIM) processes for coding, grouping, data collection, and data reporting.
- Develop appropriate strategies to query physicians to resolve data and coding discrepancies.

### Courses

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

#### Medical Assisting Core Courses

HCRS C130	Communication in Healthcare .....	2 Units
HCRS C131	Medical Law and Ethics for Medical Assistants.....	1.5
HCRS C132	Electronic Health Record .....	1.5
HCRS C133	Medical Office Procedures.....	3
HCRS C150	Medical Terminology for Health .....	3

#### Required Courses

HCRS C134	Basic Medical Insurance and Billing.....	3 Units
HCRS C135	Basic ICD and CPT Coding .....	2
HCRS C145	Advanced Medical Coding .....	4
HCRS C146	Medical Coding Externship .....	2

## Paralegal Studies Associate in Science Degree

The Paralegal Studies Associate in Science Degree (27 units in the major): This program is designed to prepare students for work in the legal environment as professional paralegals. Students receive training in all aspects of the legal system including the court system, legal research, client interviews and communication, legal ethics, preparation of legal documents, memoranda, and correspondence, and federal and state civil procedures. This degree is not specifically designed for transfer.

Courses required for the associate degree major at Cerro Coso Community College may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and <http://www.assist.org/> to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

The program prepares students for various areas of legal employment including law firms, local court jurisdictions, government offices, corporate law offices, private and public sector positions, and self-employment as a contract paralegal or California Legal Document Assistant (LDA).

### Program Learning Outcomes

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

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

- Conduct ethical legal research and use other investigative functions to gather relevant information.
- Process and draft legal documents, written correspondence, records, and court forms including tracking and maintaining case and court deadlines.
- Apply ethical principles and rules when performing duties within the legal field.

### Courses

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

Complete all of the following courses:

PARA C101	Introduction to Paralegal Studies .....	3 Units
PARA C112	Legal Research & Writing I .....	3
PARA C122	Legal Research & Writing II .....	3
PARA C130	Civil Litigation & Procedure .....	3
PARA C190	Legal Ethics .....	3
PARA C210	California Civil Procedure and Legal Forms.....	3

Select a minimum of 9 units from the following courses:

PARA C150	Law Office Management.....	3 Units
PARA C220	Bankruptcy Law .....	3
PARA C240	Criminal Law & Procedure .....	3
PARA C250	Family Law .....	3
PARA C260	Personal Injury and Tort Litigation .....	3
PARA C215X	Legal Document Assistant.....	3

Complete one of the following general education patterns:

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

## Paralegal Studies Certificate of Achievement

Paralegal Studies Certificate Of Achievement (27 units): This program is designed to prepare students for work in the legal environment as professional paralegals. Students receive training in all aspects of the legal system including the court system, legal research, client interviews and communication, legal ethics, preparation of legal documents, memoranda, and correspondence, and federal and state civil procedures.

Each course for this certificate must be completed with a grade of "C" or better.

The program prepares the student for various areas of legal employment including law firms, local court

jurisdictions, government offices, corporate law offices, private and public sector positions, and self-employment as a contract paralegal or California Legal Document Assistant (LDA).

### Program Learning Outcomes

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

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

- Conduct ethical legal research and use other investigative functions to gather relevant information.
- Process and draft legal documents, written correspondence, records, and court forms including tracking and maintaining case and court deadlines.
- Apply ethical principles and rules when performing duties within the legal field.

### Courses

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

*counselor for more information regarding Prerequisite Challenge.*

Complete all of the following courses:

PARA C101	Introduction to Paralegal Studies .....	3 Units
PARA C112	Legal Research & Writing I .....	3
PARA C122	Legal Research & Writing II .....	3
PARA C130	Civil Litigation & Procedure .....	3
PARA C190	Legal Ethics .....	3
PARA C210	California Civil Procedure and Legal Forms .....	3

Select a minimum of 9 units from the following courses:

PARA C150	Law Office Management .....	3 Units
PARA C220	Bankruptcy Law .....	3
PARA C240	Criminal Law & Procedure .....	3
PARA C250	Family Law .....	3
PARA C260	Personal Injury and Tort Litigation .....	3
PARA C215X	Legal Document Assistant .....	3

## Political Science Associate in Arts Degree for Transfer (AA-T)

An Associate in Arts Degree in Political Science for Transfer (60 units total, 18-23 units in the major) prepares students for transfer to earn a baccalaureate in Political Science at CSU institutions. Political Science teaches students to think critically about voting and elections, political parties, campaign financing, interest groups, media, law and courts, civil rights and liberties, political theory and ideology, and international relations. Upon successful completion of the program, students will be able to identify the structure and operation of the U.S. and other political systems, to apply their knowledge of politics by using the major analytic and theoretical frameworks, and to distinguish among the diverse and competing ideas and theories that inform politics in the U.S. and other political systems. These skills can be applied to careers in government (at all levels), international organizations, nonprofit associations and organizations, legal organizations, campaign and electoral work, education, and journalism.

To complete the degree, students must fulfill both of the following requirements.

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0

Please note that our local Cerro Coso general education pattern may not be used to fulfill the requirements of this

degree and that all required courses for the degree must be transferable to CSU.

### Program Learning Outcomes

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

- Identify the structure and operation of the U.S. and other political systems.
- Distinguish among the diverse and competing ideas and theories that inform politics in the U.S. and other political systems.
- Analyze the theoretical and practical benefits and responsibilities of citizenship in nation-states and democracies, and the U.S. specifically.
- Apply the major analytic and theoretical frameworks in the different fields of political science and be able to formulate questions and evaluate argument and hypotheses based on these frameworks.
- Analyze the social institutions and social and cultural norms in the U.S. and other political systems in terms of how they influence, and are influenced by, political and government institutions and processes.

### Courses

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

**Required Core: 3 units minimum**

POLS C101	American Government .....	3 Units
or POLS C101H	American Government: Honors.....	4

**List A: 9 units minimum**

POLS C102	Comparative Government .....	3 Units
POLS C103	Introduction to Political Theory .....	3
PSYC C271	Research Methods in the Social and Behavioral Sciences .....	3
or SOS C271	Research Methods in the Social and Behavioral Sciences .....	3
or MATH C121	Elementary Probability and Statistics .....	4
or MATH C121H	Elementary Probability and Statistics: Honors .....	5

**List B: 6 units minimum**

ANTH C111	Cultural Anthropology .....	3 Units
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ECON C101	Introduction to Economics.....	3
ECON C102	Macroeconomics .....	3
ETHN C151	Perspectives on Race and Ethnicity .....	3
HIST C131	History of the United States to 1877 .....	3
or HIST C131H	History of the U.S. to 1877: Honors.....	4
HIST C132	History of United States from 1877 to Present .....	3
or HIST C132H	History of the U.S. from 1877 to Present: Honors.....	4
SOCI C101	Introduction to Sociology .....	3
SOCI C131	Sociology of Sex, Gender, and Sexuality ....	3
SOCI C151	Perspectives on Race and Ethnicity .....	3
SOCI C161	Crime and Society .....	3

**Complete one of the following general education patterns:**

OPTION B	CSU General Education Breadth
OPTION C	IGETC—Intersegmental General Education Transfer Curriculum

## Private and Proprietary Security Academy Job Skills Certificate

The Private and Proprietary Security Academy Job Skills Certificate (2.5 units) is designed for students pursuing employment as a registered security guard or private security officer and shall follow the standards prescribed by section 7583.6(b) of the Business and Professions Code. The program will provide the student with the required 40 hours of training for state licensure as a security guard through the Bureau of Security and Investigative Services, and includes the state mandated licensure exam. Upon completion of this training and successfully passing the state exam, the student may apply to the state for licensure as a security guard. State licensure is contingent on completing the training, obtaining a passing score on the state exam, and a Livescan.

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

This program prepares students for careers in private and proprietary security: private security guard, loss prevention/assets protection specialist, proprietary security officer, and proprietary investigator.

**Program Learning Outcomes**

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

- Apply statutory and case law to the principles and practice of private security.
- Describe the individual functions and integrations of the components of the criminal justice system

and explain how they interact with the private security sector.

- Explain the underlying causes of terrorism.
- Use legal research skills to locate, analyze, and discuss the content of statutory and case law as it applies to merchant privilege and liability.

**Courses**

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

**Complete all of the following courses:**

ADMJ C050	Powers to Arrest & Weapons of Mass Destruction.....	0.5 Units
ADMJ C051	Public Relations and Liability .....	0.5
ADMJ C052	Communication, Observation and Documentation .....	0.5

**Complete two of the following courses:**

ADMJ C053	Search, Seizure, and Preservation of the Scene.....	0.5 Units
ADMJ C054	Officer Safety and First Aid/CPR .....	0.5
ADMJ C055	Conflict Management and Crowd Control.....	0.5

## Psychology Associate in Arts Degree for Transfer (AA-T)

The Associate in Arts in Psychology for Transfer (60 units total, 19-23 units in the major): This course of study prepares students for transfer to the CSU system to earn a baccalaureate in applied or basic psychology. Upon successful completion of the program students will be able to apply psychological principles to the development of interpersonal, social and occupational skills, compare and contrast major theoretical perspectives in psychology and evaluate psychological and social and cultural data using the scientific method. Baccalaureate options for students include basic psychology, applied psychology, elementary and secondary education, human resources and social work.

To complete the degree, students must fulfill both of the following requirements.

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0

Please note that our local Cerro Coso general education pattern may not be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.

### Program Learning Outcomes

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

- The student will be able to apply psychological principles to the development of interpersonal, social, and occupational skills.
- The student will be able to compare and contrast the major theoretical perspectives in psychology.

- The student will be able to evaluate psychological data and apply the scientific method to psychological theory.

### Courses

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

Complete all of the following courses:

MATH C121	Elementary Probability and Statistics .....	4 Units
or MATH C121H	Elementary Probability and Statistics: Honors .....	5
PSYC C101	General Psychology.....	3
or PSYC C101H	General Psychology: Honors .....	4
PSYC C271	Research Methods in the Social and Behavioral Sciences .....	3

List A - Select one course:

BIOL C105	Concepts of Biology .....	4 Units
or BIOL C105H	Concepts of Biology: Honors.....	5
PSYC C220	Physiological Psychology.....	3

List B - Select one course or any list A course not used above:

PSYC C181	Lifespan Development.....	3 Units
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List C - Select one course or any course not selected above:

PSYC C151	Human Sexuality .....	3 Units
PSYC C241	Abnormal Psychology .....	3
SOCI C101	Introduction to Sociology .....	3

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC—Intersegmental General Education Transfer Curriculum



## Sociology Associate in Arts Degree for Transfer (AA-T)

An Associate in Arts in Sociology for Transfer Degree (60 units total, 19-20 units in the major) prepares students for transfer to the CSU system to earn a baccalaureate in Sociology. Sociology teaches students to think critically about society and their place in it. Upon successful completion of the program, students will be able to critically analyze society and culture, understand the role of social institutions such as family, media, education, and government, and evaluate cross-cultural data using the scientific method. These skills can be applied to careers in sociology, social work, law, business, politics, education, criminology, and human services.

To complete the degree, students must fulfill both of the following requirements.

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0

Please note that our local Cerro Coso general education pattern may not be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.

### Program Learning Outcomes

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

- Use the scientific method to analyze social and cultural patterns among human groups.
- Identify and define core sociological theories and how they inform the sociological perspective.
- Analyze the way identities such as race, class, gender, age, sexual orientation, religion, and nationality contribute to a range of social experiences and social perspectives.
- Use sociological theory to analyze the role of social institutions and how they reflect dominant social values.

### Courses

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

Required Core: Complete all courses.

MATH C121	Elementary Probability and Statistics .....	4 Units
or MATH C121H	Elementary Probability and Statistics: Honors .....	5
PSYC C271	Research Methods in the Social and Behavioral Sciences .....	3
or SOSC C271	Research Methods in the Social and Behavioral Sciences .....	3
SOCI C101	Introduction to Sociology .....	3

List A: Choose two courses

ETHN C151	Perspectives on Race and Ethnicity .....	3 Units
SOCI C131	Sociology of Sex, Gender, and Sexuality ....	3
SOCI C151	Perspectives on Race and Ethnicity .....	3
SOCI C161	Crime and Society .....	3

List B: Choose any unused course from List A or choose one course listed below

ETHN C210	Race and Ethnicity in Film .....	3 Units
SOCI C210	Race and Ethnicity in Film .....	3

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC—Intersegmental General Education Transfer Curriculum

## Spanish Associate in Arts Degree for Transfer (AA-T)

An Associate in Arts Degree in Spanish for Transfer (60 units total, 22-25 units in the major) prepares students for transfer to the CSU system to earn a baccalaureate in Spanish language, linguistics, literature, culture, and translation. The Spanish AA-T degree provides students with a strong foundation in fundamental language skills (listening, reading, speaking, and writing) and a better understanding and appreciation of the diverse cultures of the Spanish-speaking world. The Associate in Arts in Spanish for Transfer degree also serves as supplementary preparation for diverse professional fields such as healthcare, the legal system, social work, business, customer service, foreign service, public relations, journalism, hospitality, travel industry, bilingual education, translation and interpretation, and non-profit organizations.

NOTE: Students who pass the AP Spanish Language and Culture exam or the AP Spanish Literature and Culture exam with a 3 or higher will receive credit for SPAN C101.

To complete the degree, students must fulfill both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The California State University General Education-Breadth requirements.
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0. Completion in all courses for the major or area of emphasis must be a "C" or better.

Please note that neither our local Cerro Coso general education pattern nor IGETC may be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.

### Program Learning Outcomes

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

- Use proper Spanish in oral and written communication in real-world settings by integrating advanced grammar, vocabulary and idiomatic expressions.

- Interpret Spanish-language literary and cultural readings in a critically analytical way.
- Express intercultural awareness, appreciation and understanding of the diverse Latin cultures.

### Courses

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

Required Core: Option 1 or 2 (19-20 units)

#### Option 1

SPAN C101	Elementary Spanish I .....	5 Units
SPAN C102	Elementary Spanish II .....	5
SPAN C180	Spanish for Native Speakers .....	5
SPAN C182	Spanish for Heritage Speakers .....	5

or

#### Option 2

ANTH C111	Cultural Anthropology .....	3 Units
ENGL C249	Multi-Ethnic American Literature .....	3
SOCI C151	Perspectives on Race and Ethnicity .....	3
SPAN C180	Spanish for Heritage Speakers I .....	5
SPAN C182	Spanish for Heritage Speakers II .....	5

#### List A: Select one (3-5 units)

HIST C209	History of Mexico.....	3 Units
FREN C101	Elementary French I.....	5
LATN C101	Elementary Latin I.....	4
LATN C102	Elementary Latin II.....	4
LATN C201	Intermediate Latin I.....	4
LATN C202	Intermediate Latin II.....	4
SPAN C211	Hispanic Cinema .....	3

Complete the following general education pattern:

OPTION B	CSU General Education Breadth
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## Studio Arts Associate in Arts Degree for Transfer (AA-T)

The Associate in Arts Degree in Studio Arts for Transfer (60 units total, 24 units in major) prepares students for transfer to complete work for a baccalaureate degree in arts, studio arts, fine arts, art history, or art education. Upon successful completion of the program, students will know how to analyze and interpret the formal, technical, and expressive aspects of a work of art, whether as a viewer or creator. They will also demonstrate proficiency in basic art techniques. The program is appropriate for students going on to professional art school, as well as those completing their studies in fine arts, design fields (such as graphic and media arts, industrial and product design), art education, or art therapy.

To complete the degree, students must fulfill both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth requirements.
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0

Please note that our local Cerro Coso general education pattern MAY NOT be used to fulfill the requirements of this degree and that all required courses for the degree must be transferable to CSU.

### Program Learning Outcomes

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

- Demonstrate knowledge of the arts through associated terminology, historical practices and contemporary developments.
- Identify the formal, technical and expressive aspects in visual artworks, using critical skills to describe, analyze, interpret and evaluate such works.

- Demonstrate proficiency in basic foundation level art techniques and practices.
- Use a wide range of materials and means of expression to communicate visual ideas, including traditional or digital studio practices.

### Courses

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

Complete all of the following courses:

ART C106	Survey of Western Art from Renaissance to Contemporary .....	3 Units
or ART C106H	Survey of Western Art from Renaissance to Contemporary: Honors.....	4s
ART C111	Two Dimensional Design.....	3
ART C115	Three Dimensional Design .....	3
ART C121	Drawing I.....	3

Select 3 units from the following courses:

ART C105	Survey of Western Art from Prehistory through the Middle Ages.....	3 Units
ART C101	Introduction to Art.....	3

Select 9 units from the following courses:

ART C131	Painting I.....	3 Units
ART C141	Ceramics I .....	3
ART C151	Sculpture I.....	3
ART C221	Drawing II.....	3
ART C231	Painting II .....	3
ART C240	Ceramics II .....	3

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC—Intersegmental General Education Transfer Curriculum

## Vocational Nursing Associate in Science Degree

Vocational Nursing Associate in Science Degree (60 units total, 47.5 units in the major): This course of study 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).

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.

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.

This degree is not specifically designed for transfer. Courses required for the associate degree major at Cerro Coso Community College may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and <http://www.assist.org/> to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

This program prepares students for careers in vocational nursing. Vocational Nurses work in physician offices, acute care settings, and long term care settings.

### Program Learning Outcomes

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

- Identify the etiology, pathophysiology, and signs and symptoms of disorders of all body systems and stages of development.
- Demonstrate an understanding of the nursing process.

- Take a leadership role in both the profession of Vocational Nursing and in the community.
- Successfully pass the State Mandated NCLEX-PN Boards.

### Courses

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

Complete all of the following courses:

#### Semester I

HCRS C100	Fundamentals of Nursing.....	3 Units
HCRS C103	Medical Surgical Nursing .....	3
HCRS C107	Basic Pharmacology Vocational Nursing ....	2
HCRS C113	Vocational Nursing Lab I .....	6
EMTC C070	CPR for the Healthcare Provider .....	0.5

#### Semester II

HCRS C204	Medical Surgical Nursing II.....	9 Units
HCRS C214	Clinical Nursing II .....	6

#### Semester III

HCRS C205	Medical Surgical Nursing III.....	3.5 Units
HCRS C206	Maternal/Child Nursing .....	3
HCRS C207	Advanced Pharmacology .....	1
HCRS C208	Critical Thinking and Leadership for the Vocational Nurse.....	1.5
HCRS C216	Clinical Nursing III .....	6

Select 3 units from the following courses:

HCRS C230	Pharmacology for the Health Professional	3 Units
HCRS C250	Cultural Diversity in Health Care.....	3
HCRS C255	Basic Cardiac Rhythm Interpretation .....	3
HCRS C260	Ethics for the Health Professional.....	3

Complete one of the following general education patterns:

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

### Conditions of Enrollment

Vocational nursing requires the completion of prerequisite courses for entrance into the program.

BIOL C125	Survey of Anatomy and Physiology.....	4 Units
or BIOL C251	Human Anatomy.....	4
and BIOL C255	Human Physiology .....	4
BSOT C075	Computer Literacy .....	1
HCRS C055	Certified Nursing Assistant .....	5
HCRS C150	Medical Terminology for Health .....	3
PSYC C101	General Psychology.....	3
or PSYC C101H	General Psychology: Honors .....	4

Enrollment is through counseling only.

## Vocational Nursing Certificate of Achievement

Vocational Nursing Certificate of Achievement (47.5 units):

This course of study 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).

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.

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.

This program prepares students for careers in vocational nursing. Vocational nurses work in physician offices, acute care settings, and long term care settings.

### Program Learning Outcomes

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

- Identify the etiology, pathophysiology, and signs and symptoms of disorders of all body systems and stages of development.
- Demonstrate an understanding of the nursing process.
- Take a leadership role in both the profession of Vocational Nursing and in the community.
- Successfully pass the State Mandated NCLEX-PN Boards.

### Courses

*Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included*

*in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.*

Complete all of the following courses:

#### Semester I

HCRS C100	Fundamentals of Nursing.....	3 Units
HCRS C103	Medical Surgical Nursing .....	3
HCRS C107	Basic Pharmacology Vocational Nursing .....	2
HCRS C113	Vocational Nursing Lab I .....	6
EMTC C070	CPR for the Healthcare Provider .....	0.5

#### Semester II

HCRS C204	Medical Surgical Nursing II.....	9 Units
HCRS C214	Clinical Nursing II .....	6

#### Semester III

HCRS C205	Medical Surgical Nursing III.....	3.5 Units
HCRS C206	Maternal/Child Nursing .....	3
HCRS C207	Advanced Pharmacology .....	1
HCRS C208	Critical Thinking and Leadership for the Vocational Nurse.....	1.5
HCRS C216	Clinical Nursing III .....	6

Select 3 units from the following courses:

HCRS C230	Pharmacology for the Health Professional .....	3 Units
HCRS C250	Cultural Diversity in Health Care.....	3
HCRS C255	Basic Cardiac Rhythm Interpretation .....	3
HCRS C260	Ethics for the Health Professional.....	3

### Conditions of Enrollment

Vocational nursing requires the completion of prerequisite courses for entrance into the program.

BIOL C125	Survey of Anatomy and Physiology.....	4 Units
or BIOL C251	Human Anatomy.....	4
and BIOL C255	Human Physiology .....	4
BSOT C075	Computer Literacy .....	1
HCRS C055	Certified Nursing Assistant .....	5
HCRS C150	Medical Terminology for Health .....	3
PSYC C101	General Psychology.....	3
or PSYC C101H	General Psychology: Honors .....	4

Enrollment is through counseling only.



## Web Fundamentals Certificate of Achievement

The Web Fundamentals Certificate (18 units) is designed to prepare students for career entry in the Web industry by emphasizing standards-based coding and scripting, creative problem solving, digital imaging, layout and typography, usability, accessibility, customization of content management systems, and project management. The curriculum has the objective of developing technical and design skills, a combination of competencies that employers and clients value. Students develop realistic expectations about work conditions through individual and collaborative work-based projects and by learning in the same technological environment in which they will eventually work. Any student completing 18 units required for the major qualifies for a certificate in web fundamentals.

Each course for this certificate must be completed with a grade of "C" or better, or with a grade of "P" if the course is taken on a pass/no pass basis.

In contrast to the 28-unit Web Professional program, which prepares students for employment in website design, website development, content management system development, content management theme design, web database development, mobile web development, eCommerce development, or search engine optimization consulting, the Web Fundamentals Certificate provides students with entry level skills in website design or development. Students can expect to find opportunities in traditional employment and self-employment as a freelancer. Both programs prepare students for Certified Internet Web Professional certifications, requested by the employer advisory committee. Students must be computer literate upon entrance to the program.

### Program Learning Outcomes

Upon successful completion of the program, students will be able to:

- Identify concepts of Internet technology, networking, databases, and electronic communications.
- Demonstrate technical and creative mastery of the creation of Web media, such as graphics, motion graphics, and interactive media.
- Use valid markup, cascading style sheets, semantic encoding, accessibility compliance, and error-free scripting in the creation of Web content.
- Apply design principles to solve visual communication problems.

### Courses

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

Complete all the following courses:

DMA C102	Digital Imaging.....	3	Units
DMA C111	Fundamentals of Web Development.....	3	
DMA C113	Accessibility and UX Design.....	3	
DMA C117	Web Design.....	3	
DMA C211	Web Scripting with JavaScript.....	3	
IT C101	Introduction to Computer Information Systems.....	3	

## Web Professional Associate in Science Degree

The Web Professional Associate of Science Degree is designed to prepare students for employment or self-employment in the Web industry by emphasizing standards-based coding and scripting, creative problem solving, usability, accessibility, media production, e-commerce concepts, project management, and networking. Students may obtain skills in Adobe Creative Cloud applications, such as Photoshop, Dreamweaver, Illustrator, InDesign, and Premier, as well as open source products, such as WordPress. The curriculum has the objective of developing technical and design skills, a combination of competencies that employers and clients value. Students develop realistic expectations about work conditions through individual and collaborative work-based projects and by learning in the same technological environment in which they will eventually work. The

curriculum is also designed to equip students for Certified Internet Web Professional certifications.

This degree is NOT specifically designed for transfer. Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for a major at a four-year school. If you do plan to transfer, consult a counselor and visit <http://www.assist.org/> to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C" in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

P/NP grading may not be used for courses in a student's major field.

### Program Learning Outcomes

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

- Describe contemporary concepts of Internet technology, networking, databases, electronic communications, and copyright law.
- Apply skills of software mastery in the creation of Web media, such as graphics, motion graphics, and interactive media.
- Use valid markup, cascading style sheets, semantic encoding, accessibility compliance, and error-free scripting in the creation of Web content.
- Apply design principles to creatively solve visual communication problems.
- Collaborate successfully through effective verbal and visual communication, leadership, and project management and the use of software productivity tools.

### Courses

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

Complete all of the following courses:

IT C101	Introduction to Computer Information Systems.....	3 Units
DMA C102	Digital Imaging.....	3
DMA C111	Fundamentals of Web Development.....	3
DMA C113	Accessibility and UX Design.....	4
DMA C280	Production Management.....	3

Select 12 units from the following courses:

IT C251	Introduction to Programming Methodologies and Concepts.....	3 Units
DMA C107	Computer Illustration and Design.....	3
DMA C117	Web Design.....	3
DMA C119	Advanced Web Development.....	3
DMA C131	Digital Video and Audio Production.....	3
DMA C201	E-Commerce.....	3
DMA C211	Web Scripting with JavaScript.....	3
DMA C213	Web Development with PHP and MySQL..	3

Complete one of the following general education patterns:

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

## Web Professional Certificate of Achievement

The Web Professional Certificate of Achievement (28 units) is designed to prepare students for employment or self-employment as web designers or developers, emphasizing standards-based coding, usability, accessibility, and creative problem solving. Adding to this foundation, students choose one of two options: design or development. With the former, students acquire multimedia design skills, and with the latter they acquire web programming skills. Students obtain skills in Adobe applications, as well as open source products. Students develop realistic expectations about work conditions through individual and collaborative work-based projects and by learning in the same technological environment in which they will eventually work. The web development option is also designed to equip students for Certified Internet Web Professional certifications, including the Web Foundations Associate Series and the Web Design Specialist certifications.

Each course for this certificate must be completed with a grade of "C" or better, or with a grade of "P" if the course is taken on a pass/no pass basis.

### Program Learning Outcomes

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

- Describe contemporary concepts of Internet technology, networking, databases, electronic communications, and copyright law.
- Apply skills of software mastery in the creation of Web media, such as graphics, motion graphics, and interactive media.
- Use valid markup, cascading style sheets, semantic encoding, accessibility compliance, and error-free scripting in the creation of Web content.
- Apply design principles to creatively solve visual communication problems.

- Collaborate successfully through effective verbal and visual communication, leadership, and project management and the use of software productivity tools.

### Courses

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

Complete all of the following courses:

IT C101	Introduction to Computer Information Systems.....	3 Units
DMA C102	Digital Imaging.....	3
DMA C111	Fundamentals of Web Development.....	3
DMA C113	Accessibility and UX Design.....	4
DMA C280	Production Management.....	3

Select 12 units from the following courses:

IT C251	Introduction to Programming Methodologies and Concepts.....	3 Units
DMA C107	Computer Illustration and Design.....	3
DMA C117	Web Design.....	3
DMA C119	Advanced Web Development.....	3
DMA C131	Digital Video and Audio Production.....	3
DMA C201	E-Commerce.....	3
DMA C211	Web Scripting with JavaScript.....	3
DMA C213	Web Development with PHP and MySQL.....	3

## Welding Processes Certificate of Achievement

Welding Processes Certificate of Achievement (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 each course to be applied toward the certificate with a grade of “C” or better.

### Program Learning Outcomes

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

- Demonstrate competency in major welding processes used in industry.
- Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
- Accurately fabricate items from technical drawings using appropriate math skills.

- Apply and practice workplace safety policies and procedures while learning welding and related skills.

### Courses

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

Complete all of the following courses:

WELD C101	Oxyacetylene Welding.....	3 Units
WELD C102	Shielded Metal Arc Welding (SMAW).....	2
WELD C200	Gas Metal Arc Welding (GMAW).....	2
WELD C203	Gas Tungsten Arc Welding (GTAW).....	2
WELD C210	Welding Fabrication.....	3

## Welding Technology Associate in Science Degree

The Welding Technology Associate in Science Degree (60 units total, 23 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. Career 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.

This degree is not specifically designed for transfer. Courses required for the associate degree major at Cerro Coso Community College may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and <http://www.assist>.

[org/](#) to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

You must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of “A,” “B,” “C,” or “P” in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

Fees are required for four welding courses @\$40.00 and two @\$50.00 each.

**Program Learning Outcomes**

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

- Demonstrate competency in major welding processes used in industry.
- Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
- Accurately fabricate items from technical drawings using appropriate math skills.
- Apply and practice workplace safety policies and procedures while learning welding and related skills.

**Courses**

*Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite*

*Challenge to be considered, you must submit documentation/ verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.*

Complete all of the following courses:

DRFT C108	Reading Technical Drawings.....3 Units
INDE C060	Mathematical Applications for the Trades.....3
MCTL C107	Tool and Equipment Operation.....2
WELD C101	Oxyacetylene Welding .....3
WELD C102	Shielded Metal Arc Welding (SMAW) .....2
WELD C200	Gas Metal Arc Welding (GMAW) .....2
WELD C203	Gas Tungsten Arc Welding (GTAW) .....2
WELD C204	Pipe and Tube Welding .....3
WELD C210	Welding Fabrication .....3

Complete one of the following general education patterns:

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

**Welding Technology Certificate of Achievement**

Welding Technology Certificate of Achievement (23 units): This course of study 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. Any student completing the courses required for the Welding Technology major qualifies for a certificate in Welding Technology.

Each course for this certificate must be completed with a grade of "C" or better, or with a grade of "P" if the course is taken on a pass/no pass basis.

This program prepares students for careers in mining, manufacturing, marine welding, ship building, metal art sculpting, machine shops, construction, railroads, automotive, as well as the aircraft, aerospace and renewable energy industries.

Fees are required for four welding courses @\$40.00 and two @\$50.00 each.

**Program Learning Outcomes**

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

- Demonstrate competency in major welding processes used in industry.
- Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
- Accurately fabricate items from technical drawings using appropriate math skills.
- Apply and practice workplace safety policies and procedures while learning welding and related skills.

**Courses**

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

Complete all of the following courses:

DRFT C108	Reading Technical Drawings.....3 Units
INDE C060	Mathematical Applications for the Trades.....3
MCTL C107	Tool and Equipment Operation.....2
WELD C101	Oxyacetylene Welding .....3
WELD C102	Shielded Metal Arc Welding (SMAW) .....2
WELD C200	Gas Metal Arc Welding (GMAW) .....2
WELD C203	Gas Tungsten Arc Welding (GTAW) .....2
WELD C204	Pipe and Tube Welding .....3
WELD C210	Welding Fabrication .....3

# Course Descriptions

Cerro Coso Community College offers a comprehensive program of instruction for students who wish to transfer to four-year institutions, complete an Associate degree, train for specific occupations, or develop basic 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	Non-credit or Adult Education courses.
020-049	Courses which prepare students to enroll in degree-level courses and/or provide enrichment opportunities. These courses do not carry degree credit.
050-099	Associate-degree and certificate level. Baccalaureate transferability is subject to review by individual transfer institutions.
100-199	Associate-degree and certificate level courses that are generally baccalaureate transferable as freshman level. (Course-by-course designations of transferability are noted in course descriptions according to the key listed below.)
200-299	Associate-degree and certificate courses that are generally baccalaureate transferable as sophomore level.
800-899	Non-credit or Adult Education courses.
H	Any course with an "H" designator (e.g., MUSC 101H) is an honors program course.
S	A course with an "S" (e.g., ENGL C101S) is a supplemental course that supports success for students concurrently enrolled in the associated course (e.g., ENGL C101) and must be taken with the associated course. "S" courses do not carry degree credit regardless of number.
X	A course with an "X" designator indicates an advanced career course that may not be CSU or UC transferable.

### Course Level and Transfer Codes

The level and transfer applicability of each course is designated by the following letter symbols:

A	Applicable to all Associate degree and certificate programs.
CSU	Baccalaureate transferable to the California State University system.
NC	Non-credit courses.
P	Preparatory courses which do not carry degree-level credit.
UC	Baccalaureate transferable to the University of California



## Academy

### ACAD C070 A 0.50 Units Advanced Officer Training I

*Limitation on Enrollment: Enrollment is limited per Government Code 1029 and 1031. Must complete a background check and/or clear live scan DOJ under Penal Code 13511.5.*

*Repeatability Status: Not repeatable*

0-16 hours lecture/0-40 hours laboratory in-service training. This course is designed to meet the two-year perishable skills training cycle requirements for California peace officers. Instruction may include tactical communication, first aid/CPR update, tactical firearms, arrest and control techniques, and additional topics determined by legislative mandates and/or regional needs.

### ACAD C071 A 0.50 Units Advanced Officer Training II

*Limitation on Enrollment: Enrollment is limited per Government Code 1029 and 1031. Must complete a background check and/or clear live scan DOJ under Penal Code 13511.5.*

*Repeatability Status: Not repeatable*

0-16 hours lecture/0-40 hours laboratory in-service training. This course is designed to meet the two-year perishable skills training cycle requirements for California peace officers. Course content consists of instructional blocks that update and advance the student's existing knowledge and skill set associated with providing public safety in dynamic and multicultural environments. Instruction includes strategic communication, first aid/CPR update, tactical firearms, arrest and control, and may include additional topics determined by legislative mandates and/or regional needs.

### ACAD C072 A 1.00 Unit Advanced Officer Training III

*Limitation on Enrollment: Enrollment is limited per Government Code 1029 and 1031. Must complete a background check and/or clear live scan DOJ under Penal Code 13511.5.*

*Repeatability Status: Not repeatable*

8-24 hours lecture/0-40 hours laboratory in-service training. This course is designed to meet the two-year perishable skills training cycle requirements for California peace officers. Instruction may include tactical communication, first aid/CPR update, tactical firearms, arrest and control techniques, and additional topics determined by legislative mandates and/or regional needs.

### ACAD C073 A 1.00 Unit Advanced Officer Training IV

*Limitation on Enrollment: Enrollment is limited per Government Code 1029 and 1031. Must complete a background check and/or clear live scan DOJ under Penal Code 13511.5.*

*Repeatability Status: Not repeatable*

8-24 hours lecture/0-40 hours laboratory in-service training. This course is designed to meet the two-year perishable skills training cycle requirements for California peace officers. Instruction may include tactical communication, first aid/CPR update, tactical firearms, arrest and control techniques, and additional topics determined by legislative mandates and/or regional needs.

### ACAD C080 A 2.50 Units POST P.C. 832 Arrest

*Limitation on Enrollment: Enrollment is limited per Government Code 1029 and 1031. Must complete a background check and/or clear live scan DOJ under Penal Code 13511.5.*

*Repeatability Status: Not repeatable*

40 hours lecture/40 hours laboratory. This course is designed to follow the California Commission on Peace Officer Standards and Training (POST) for Penal Code 832 Arrest. Typically taken in series with ACAD C081 - POST P.C. 832 Firearms, together these courses achieve state standards for employment in a variety of limited peace officer positions, such as code enforcement, arson investigations, detentions, school safety, and more. This course requires special arrest control equipment that is provided for the students.

### ACAD C081 A 1.50 Units POST P.C. 832 Firearms

*Limitation on Enrollment: Enrollment is limited per Government Code 1029 and 1031. Must complete a background check and/or clear live scan DOJ under Penal Code 13511.5.*

*Repeatability Status: Not repeatable*

12 hours lecture/48 hours laboratory. This course is designed to follow the California Commission on Peace Officer Standards and Training (POST) for Penal Code 832 Firearms. Typically taken in series with ACAD C080 - POST P.C. 832 Arrest, together these courses achieve state standards for employment in a variety of limited peace officer positions, such as code enforcement, arson investigations, detentions, school safety, and more. This course requires special firearms equipment that must be provided by the student.

### ACAD C100X A 3.00 Units STC Corrections Academy I

*Limitation on Enrollment: Enrollment is limited per Government Code 1029 and 1031. Must complete a background check and/or clear live scan DOJ under Penal Code 13511.5.*

*Repeatability Status: Not repeatable*

52.5 hours lecture/22.5 hours laboratory. This orientation course prepares students for the Standard and Training for Corrections (STC) Core Detentions Academy and initiates the first week of the academy. A series of written and physical self-assessment activities, such as the Cooper's Assessment and report writing, help students understand the Academy challenges and requirements. This course is presented in a rigorous and disciplined training environment of a state-certified detentions academy. Enrollment must be pre-approved per California Penal Code and is taken in sequence: ACAD C100X, ACAD C101X, and ACAD C102X.

**ACAD C101X                      A                      7.00 Units**  
**STC Corrections Academy II**

*Limitation on Enrollment: Enrollment is limited per Government Code 1029 and 1031. Must complete a background check and/or clear live scan DOJ under Penal Code 13511.5.*  
*Repeatability Status: Not repeatable*

40 hours lecture/280 hours laboratory. This is a California Standard and Training for Corrections (STC) approved Adult Corrections Officer CORE Course and part of a series. This course is designed to teach students under the state certification for STC for work in detentions, corrections, or jails and serves as the introductory lecture, activity, and lab coursework as part of a sequence: ACAD C100X, C101X, and C102X.

**ACAD C102X                      A                      5.00 Units**  
**STC Corrections Academy III**

*Limitation on Enrollment: Fingerprint and background check required per Government Code Sections 1029 and 1031*  
*Repeatability Status: Not repeatable*

60 hours lecture/90 hours laboratory. This is a California Standards and Training for Corrections (STC) approved Adult Corrections Officer Core Course, which is designed to develop and train STC certified detentions officers through lecture, activity, and lab learning as part of the sequence: ACAD C100X, C101X, and C102X. It also includes POST PC 832 Arrest and Firearms.

**ACAD C200X                      A                      3.00 Units**  
**POST Police Academy I**

*Limitation on Enrollment: Enrollment is limited per Government Code 1029 and 1031. Must complete a background check and/or clear live scan DOJ under Penal Code 13511.5.*  
*Repeatability Status: Not repeatable*

37.5 hours lecture/30 hours laboratory/15 hours activity. This course is designed to fulfill the training requirements established by the California Commission on Peace Officer Standards and Training (POST) for basic peace officer training. This is the first course in a sequence that includes ACAD C200X, C201X, and C202X. Prospective students need to go through the selection process given by the certification holder.

**ACAD C201X                      A                      13.50 Units**  
**POST Police Academy II**

*Limitation on Enrollment: Enrollment is limited per Government Code 1029 and 1031. Must complete a background check and/or clear live scan DOJ under Penal Code 13511.5.*  
*Repeatability Status: Not repeatable*

108 hours lecture/270 hours laboratory/90 hours activity. This course is designed to fulfill the training requirements established by the California Commission on Peace Officer Standards and Training (POST) for basic peace officer training. This is the second course in a sequence that includes ACAD C200X, C201X, and C202X. Prospective students need to go through the selection process given by the certification holder.

**ACAD C202X                      A                      13.50 Units**  
**POST Police Academy III**

*Limitation on Enrollment: Enrollment is limited per Government Code 1029 and 1031. Must complete a background check and/or clear live scan DOJ under Penal Code 13511.5.*  
*Repeatability Status: Not repeatable*

108 hours lecture/270 hours laboratory/90 hours activity. This course is designed to fulfill the training requirements established by the California Commission on Peace Officer Standards and Training (POST) for basic peace officer training. This is the third course in a sequence that includes ACAD C200X, C201X, and C202X. Prospective students need to go through the selection process given by the certification holder.

## Addiction Studies

**ADST C101                      A/CSU                      3.00 Units**  
**Introduction to Addiction Studies**

C-ID: ADS 110 X Introduction to Addiction Studies

*Advisory: ENGL C101*

*Repeatability Status: Not repeatable*

54 hours lecture. This career-oriented course introduces historical and sociological perspectives on the use, abuse, and social control of psychoactive, psychopharmaceutical, and/or psychotropic drugs. Students receive information about the bio-psycho-social nature of addiction; the impact of addiction on children, families, and society; contemporary treatment and prevention approaches; and the addiction counseling profession.

**ADST C102X                      A                      3.00 Units**  
**Physiological Effects of Addiction**

C-ID: ADS 140 X Pharmacology of Alcohol and Other Drugs

*Advisory: ENGL C101*

*Repeatability Status: Not repeatable*

54 hours lecture. This career-oriented course presents an overview of the physiological processes and impacts of psychoactive drugs on the person, including risk factors related to addiction, acute and chronic health problems, communicable diseases, and fetal impacts. Issues related to synergistic risk factors, detoxification, and withdrawal are also reviewed.

**ADST C103X                      A                      3.00 Units**  
**Addiction Prevention, Intervention, Treatment, and Recovery**

C-ID: ADS 150 X Prevention, Intervention, and Recovery

*Advisory: ENGL C101*

*Repeatability Status: Not repeatable*

54 hours lecture. This course describes the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of prevention, intervention, treatment, recovery, and continuing care for addiction and other substance-related problems. Professional and ethical codes of conduct and behavior are also reviewed and emphasized.

**ADST C104X                      A                      3.00 Units****Co-occurring Disorders**

C-ID: ADS 190 X Co-occurring Disorders

*Advisory: ENGL C101**Repeatability Status: Not repeatable*

54 hours lecture. This course reviews the major concepts, definitions, and features of co-occurring mental health disorders associated with addiction (either as cause or consequence). Skills in recognizing co-occurring disorders, referral and case management of clients, and appropriate scope of practice are emphasized. Common types of mental health issues associated with addiction, including mood, anxiety, and adjustment disorders, post-traumatic stress disorder, and unresolved issues of childhood abuse are covered. An overview of appropriate treatment and management approaches is discussed.

neglect for adult children. Typical values, norms, roles, and beliefs of the family system are covered as well as the common patterns of adaptation. The dynamics of these relationships are examined as students develop treatment strategies to assist families and significant others throughout various stages of active addiction, treatment, long-term recovery and relapse prevention. Family involved approaches include adolescent drug use issues, codependency, enabling, and support for adult children of individuals with substance use disorders using an interdisciplinary perspective. The approach is experiential in format and students participate in exercises that lead to the development of specific skills.

**ADST C105X                      A                      3.00 Units****Counseling Skills in Addiction Treatment**

C-ID: ADS 120 X Basic Counseling Skills

*Advisory: ENGL C101**Repeatability Status: Not repeatable*

54 hours lecture. This course provides an introduction to case management, treatment planning, goal-setting, and progress charting when working with individual clients. Students learn theoretical models of counseling and concepts of treatment like skills deficits, social skills deficits, and psychological deficits. Current scientific and research addiction counseling strategies are presented for individual and group activities. This course provides a strong component in self-care and professional readiness as students are given tools and techniques to analyze appropriate content and applications.

**ADST C108X                      A                      3.00 Units****Case Management of Addiction Counseling**

C-ID: ADS 170 X Case Management

*Prerequisite: ADST C101**Advisory: ENGL C101, ADST C106X**Repeatability Status: Not repeatable*

54 hours lecture. This course develops basic competencies in case management strategies for situations common in the addiction treatment setting, with attention to appropriate strategies of intervention, the admission process, and documentation of information as it pertains to clients with substance use disorders. Students are trained to screen, assess, and refer, if necessary, clients/patients to services which may apply the following: behavioral health counseling, criminal justice interventions; domestic violence; suicide; sexual abuse; Post Traumatic Stress Disorders (PTSD); distressed, agitated, or dangerous clients; and other relevant issues that can affect the outcome of successful treatment. The importance of appropriate case management and referral in crisis intervention is covered.

**ADST C106X                      A                      3.00 Units****Law and Ethics in Addiction Counseling**

C-ID: ADS 160 X Law and Ethics

*Advisory: ENGL C101**Repeatability Status: Not repeatable*

54 hours lecture. This course introduces students to issues associated with the dignity and worth of individual human beings and the protection of fundamental human rights. Professional ethics, clients' rights, confidentiality, and other relevant material related to the field of addictions are explored. Topics include discussing situations for setting, boundaries and an overview of current federal legislation pertaining to client confidentiality and release of information.

**ADST C109X                      A                      3.00 Units****Group Treatment**

C-ID: ADS 130 X Group Process and Group Leadership

*Prerequisite: ADST C101**Advisory: ENGL C101, ADST C106X**Repeatability Status: Not repeatable*

54 hours lecture. This course introduces the major goals, stages, and processes of group counseling in addiction treatment programs. The role, responsibilities, and ethics of the group leader are emphasized along with strategies and techniques for facilitating group processes as a means of changing behavior. The factors involved in problems of communication, effective emotional responses, and personal growth are highlighted. Students practice and demonstrate competencies through group leadership participation as well as other measurable indicators.

**ADST C107X                      A                      3.00 Units****Family Dynamics of Addiction**

C-ID: ADS 180 X Family and Addiction

*Prerequisite: ADST C101**Advisory: ENGL C101, ADST C102X, ADST C106X**Repeatability Status: Not repeatable*

54 hours lecture. This course is designed to explore methods of assisting significant others (family, employer, etc.) to understand and cope in dealing with the alcohol and drug abuse of individuals with substance use disorders. It explores the multigenerational nature of substance use disorders in family systems with an emphasis on the risk factors for addictive behaviors; the dynamics of dysfunctional families; and the impacts of child abuse and

**ADST C110X                      A                      4.50 Units**  
**Addiction Studies Field Experience**

*Prerequisite:* ADST C101, ADST C102X, ADST C103X, ADST C104X, ADST C105X, ADST C106X, ADST C107X, ADST C108X, ADST C109X  
*Corequisite:* ADST C111X  
*Repeatability Status:* Not repeatable

255 hours laboratory. This course provides experience in the addictions field, enabling students to practice skills they have learned. Supervised field experience in a community organization, agency, or institution allows students to apply knowledge and learn new skills outside of the classroom environment. This course is designed to provide students with an opportunity to develop skills that would facilitate gaining employment in the addiction or human services field. Minimum of 255 hours of field experience. (Note: more hours may be required if student is paid). Participation in a placement setting requires drug and background screening.

**ADST C111X                      A                      2.50 Units**  
**Addiction Studies Field Experience Seminar**

C-ID: ADS 210 X Addiction Studies Field Experience Seminar

*Prerequisite:* ADST C101, ADST C102X, ADST C103X, ADST C104X, ADST C105X, ADST C106X, ADST C107X, ADST C108X, ADST C109X  
*Corequisite:* ADST C110X  
*Repeatability Status:* Not repeatable

45 hours lecture. This course is a study of substance use disorder treatment with an emphasis on developing the skills and abilities of the student-as-intern. Emphasis is placed on supporting students enrolled in an addiction studies internship. Throughout this course, students engage in critical analysis of their strengths and weaknesses as interns and as potential professionals in the field. Students must be accepted for an internship at an approved substance abuse treatment facility. This course is intended for students only in their final semester of an Addiction Studies program. Students are expected to create a weekly journal reflecting feedback, issues, and concerns arising during the fieldwork experience, as well as a final reflective essay. Participation in a placement setting requires drug and background screening.

## Administration of Justice

**ADMJ C050                      A                      0.50 Unit**  
**Powers to Arrest & Weapons of Mass Destruction**

*Limitation on Enrollment:* Student must have reached their 18th birthday prior to completion of the course. Required by Statute.  
*Repeat Status:* Not repeatable

9 hours lecture. This course familiarizes and instructs the individual on the training topics delineated at Business and Professions Code section 7583.7, including legal aspects, techniques, liability, and company requirements relating to the arrest of an individual. The training utilizes the Department of Consumer Affairs: Power to Arrest Training Manual. In addition the students learn the subject matter and observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event. The training utilizes the Department of Consumer Affairs: Weapons of Mass Destruction & Terrorism Awareness for Security

Professionals course consisting of a Digital Video Disk (DVD), Student Workbook, and Facilitator Manual. 9 hours lecture.

**ADMJ C051                      A                      0.50 Unit**  
**Public Relations and Liability**

*Prerequisite:* ADMJ C050  
*Limitation on Enrollment:* Student must have reached their 18th birthday prior to completion of the course. Required by Statute.  
*Repeat Status:* Unlimited

9 hours lecture. This course covers the required learning domains outlined in section 7583.6(b) of the Business and Professions Code for newly licensed security officers concerning the importance of public relations with both community and customer. The course provides important information concerning discrimination, diversity, substance abuse, and the mentally ill. The course includes communication skills and de-escalation techniques for crisis intervention. The course also provides the required learning domains surrounding security officers and liability in the course of their duties.

**ADMJ C052                      A                      0.50 Unit**  
**Communication, Observation and Documentation**

*Prerequisite:* ADMJ C050  
*Limitation on Enrollment:* Student must have reached their 18th birthday prior to completion of the course. Required by Statute.  
*Repeat Status:* Unlimited

9 hours lecture. This course covers the required learning domains as prescribed by the Bureau of Security and Investigative Services in section 7583.6(b) of the Business and Professions Code in reference to communication, observation, and documentation. Approved for IGETC Area 5, CSU GE Area D.

**ADMJ C053                      A                      0.50 Unit**  
**Search, Seizure, and Preservation of the Scene**

*Prerequisite:* ADMJ C050  
*Limitation on Enrollment:* Student must have reached their 18th birthday prior to completion of the course. Required by Statute.  
*Repeat Status:* Unlimited

9 hours lecture. This course is designed to provide the student with information concerning the legal powers of a security/proprietary officer to perform a search and/or seizure. The course also covers the methods for, and importance of, preserving the incident scene.

**ADMJ C054                      A                      0.50 Unit**  
**Officer Safety and First Aid/CPR**

*Prerequisite:* ADMJ C050  
*Limitation on Enrollment:* Student must have reached their 18th birthday prior to completion of the course. Required by Statute.  
*Repeat Status:* Unlimited

9 hours lecture. This course provides the student with the knowledge and skills required to identify potentially hazardous situations including environmental, chemical, biological, and situational dangers. The student also receives instruction on basic first aid and CPR.



**ADMJ C055                      A                      0.50 Unit**  
**Conflict Management and Crowd Control**

*Prerequisite: ADMJ C050*

*Limitation on Enrollment: Student must have reached their 18th birthday prior to completion of the course. Required by Statute.*

*Repeat Status: Unlimited*

9 hours lecture. This course provides the student with the knowledge and skills necessary for conflict management in a private security setting. The course provides information on verbal diffusion and negotiations. The student also learns the various tactics and tools employed in crowd control situations.

**ADMJ C101                      A/UC/CSU                      3.00 Units**  
**Introduction to Administration of Justice**

C-ID: AJ 110 Introduction to Criminal Justice

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. 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 explores the development of the criminal justice system, including all sub-systems, relationship between the sub-systems and their role expectations, theories on crime, adjudication, punishment, rehabilitation, education and training for the continued professionalism of the entire system. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2.

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

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. 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. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2.

**ADMJ C115                      A/CSU                      3.00 Units**  
**Legal Aspects of Evidence**

C-ID: AJ 124 Legal Aspects of Evidence

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. 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 degrees of evidence and the rules that govern the admissibility, judicial decisions interpreting individual rights and case studies.

**ADMJ C121                      A/UC/CSU                      3.00 Units**  
**Multiculturalism and the American Justice System**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course examines the complex, dynamic relationship between communities and the justice system

in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. The course will focus on the consensus and conflicting values in culture, religion, and law. This course is cross-listed with ETHN C121. Approved for Local GE Area 2 & 6.

**ADMJ C125                      A/CSU                      3.00 Units**  
**Principles of Investigation**

C-ID: AJ 140 Criminal Investigation

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course provides 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.

**ADMJ C131                      A/CSU                      3.00 Units**  
**Juvenile Procedures**

C-ID: AJ 220 Juvenile Procedures

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. 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.

**ADMJ C140                      A/CSU                      0.50 Unit**  
**Law Enforcement Training Academy Orientation**

*Repeat Status: Not repeatable*

9 hours lecture. This orientation course prepares students for the Law Enforcement Academy. A series of self-assessment activities and exercises help students understand the Academy challenges and requirements. This course is presented in a rigorous and disciplined training environment. Students participate in activities designed to simulate the Cerro Coso Law Enforcement Academy to assess individual emotional, mental and physical readiness for the Academy.

**ADMJ C142                      A/CSU                      5.00 Units**  
**Basic Peace Officer Academy Module III**

*Limitation on Enrollment: Must successfully pass a fingerprint check through the California Department of Justice and meet the entry requirements established by the California Commission on Peace Officer Standards and Training (POST) for this course.*

*Repeat Status: Not repeatable*

45 hours lecture/135 hours laboratory. This course provides basic instruction designed to prepare students for the performance of limited peace officer duties. The curriculum is established through the requirements set by the California Commission on 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.



**ADMJ C143                      A/CSU                      10.00 Units**  
**Basic Peace Officer Academy Modular Format Level II**

*Prerequisite: ADMJ C142*

*Limitation on Enrollment: Must successfully pass a fingerprint check through the California Department of Justice and meet the entry requirements established by the California Commission on Peace Officer Standards and Training (POST) for this course.*

*Repeat Status: Not repeatable*

162 hours lecture/54 hours laboratory. This course is designed to fulfill State of California Peace Officer Standards and Training requirements for Level I academy certification. This course prepares students to successfully transition to the Basic Academy Modular Level I Course. A successful Livescan fingerprint background check is required.

**ADMJ C144X                      A                      15.00 Units**  
**Basic Peace Officer Academy Modular Format Level I**

*Limitation on Enrollment: Enrollment is limited per Government Code 1029 and 1031. Must complete a background check and/or clear live scan DOJ under Penal Code 13511.5.*

*Repeatability Status: Not repeatable*

180 hours lecture/270 hours laboratory. This course, in conjunction with the Basic Peace Officer Modulares III and II, prepares students for the performance of peace-officer duties. The curriculum is established through the requirements set by the California Commission on 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.

**ADMJ C145                      A/CSU                      20.00 Units**  
**Basic Peace Officer Training Academy**

*Limitation on Enrollment: Prospective students will need to go through the selection process given by the course certification holder, the Kern County Sheriff's Department.*

*Repeat Status: Not repeatable*

90 hours lecture/810 hours laboratory. This course is designed to fulfill the training requirements established by the California Commission on Peace Officer Standards and Training (POST) for basic peace officer training.

**ADMJ C149                      A/CSU                      10.00 Units**  
**Corrections Core Course**

*Advisory: ENGL C040*

*Limitation on Enrollment: Prospective students need to go through the selection process given by the course certification holder.*

*Repeat Status: Not repeatable*

108 hours lecture/216 hours laboratory. This is a California Standards and Training for Corrections (STC) approved Adult Corrections Officer Core Course. It is 324 hours and includes PC 832 Arrest and Firearms, Defensive Tactics, Force Options, and Officer Safety for Detentions.

**ADMJ C151                      A/CSU                      3.00 Units**  
**Introduction to Corrections**

C-ID: AJ 200 Introduction to Corrections

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. A course designed to give students an overview of the role correction's play 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.

**ADMJ C230                      A/CSU                      3.00 Units**  
**Forensic Crime Scene Investigation**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course enables students to attain a comprehensive understanding of the processes used to respond to, secure, document, and collect evidence at a crime scene. The legal, ethical, and practical issues involving crime scene investigations are covered in greater detail. The coursework includes identifying and working a crime scene in the field.

## American Sign Language

**ASL C101                      A/UC/CSU                      4.00 Units**  
**American Sign Language I**

*Repeat Status: Not repeatable*

72 hours lecture. This course is an introduction to American Sign Language (ASL), a visual-gesture language used by the Deaf community in the United States and some parts of Canada. Students develop basic conversation skills used within the Deaf community and knowledge of Deaf culture and history. Approved for IGETC Area 6, CSU GE Area C2, Local GE Area 3.

**ASL C102                      A/UC/CSU                      4.00 Units**  
**American Sign Language II**

*Prerequisite: ASL C101*

*Repeat Status: Not repeatable*

72 hours lecture. In this follow-up to 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. Approved for IGETC Area 6, CSU GE Area C2, Local GE Area 3.

## Anthropology

### ANTH C111 A/UC/CSU 3.00 Units Cultural Anthropology

C-ID: ANTH 120 Introduction to Cultural Anthropology

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course analyzes social and cultural factors of human behavior in the recent past and present. Students compare and contrast cultural traditions, practices and beliefs, discussing the associated environmental and social factors that shape human cultures. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2 & 6.

### ANTH C121 A/UC/CSU 3.00 Units Biological Anthropology

C-ID: ANTH 110 Introduction to Biological Anthropology

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. 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 among modern populations. Approved for IGETC Area 4 or 5B, CSU GE Area B2 or D, Local GE Area 1 or 2.

### ANTH C121H A/UC/CSU 4.00 Units Biological Anthropology: Honors

C-ID: ANTH 110 Introduction to Biological Anthropology

*Prerequisite: ENGL C070*

*Limitation on Enrollment: Acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor.*

*Repeat Status: Not repeatable*

72 hours lecture. 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 among modern populations. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Approved for IGETC Area 4 or 5B, CSU GE Area B2 or D, Local GE Area 1 or 2.

### ANTH C122 A/UC/CSU 1.00 Unit Biological Anthropology Laboratory

C-ID: ANTH 115L Biological Anthropology Laboratory

*Co-requisite: ANTH C121 or ANTH C121H*

*Repeat Status: Not repeatable*

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

evolution. Approved for IGETC Area 5C, CSU GE Area B3, Local GE Area 1.

### ANTH C131 A/UC/CSU 3.00 Units Archaeology

C-ID: ANTH C150 Introduction to Archaeology

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course is an introduction to the study of archaeology. The course includes a discussion of the nature of scientific inquiry, the history and interdisciplinary nature of archaeological research, dating techniques, methods of survey, excavation, analysis, and interpretation, cultural resource management, professional ethics, and selected cultural sequences. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2.

### ANTH C141 A/UC/CSU 3.00 Units Introduction to Native American Studies

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This ethnic studies course is a survey of the Native peoples and cultures of North America. It emphasizes native languages, history, culture, intellectual traditions, social organizations, religion, world view, artistic representations, social struggles, and social justice movements. Students critically examine the impact of tribal nations on each other, as well as the interactions with other groups of people. This course examines the roots of present-day conditions of Native communities and the contributions of Native Americans to the cultures of the Americas. This course is cross-listed with ETHN C141. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2 or 3, & 6.

### ANTH C161 A/UC/CSU 3.00 Units Anthropology of Religion, Magic, and Witchcraft

*Advisory: ENGL C101*

*Repeat Status: Not repeatable*

54 hours lecture. This course is a cross-cultural study of religion, magic, and witchcraft, using the methodology and theories of anthropology. The course emphasizes the role of supernatural beliefs, rituals, magic, symbolism, syncretism, altered states of consciousness, and religious change on cultural belief structures and institutions in order to provide insight into the general functions of belief in human life. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2 or 3, & 6.

### ANTH C831 NC 0.00 Units Archaeology for the Community

*Repeatability Status: Repeatable*

54 hours lecture. This is a non-credit course. This course is intended for community members with an interest in archaeology. It includes a discussion of the nature of scientific inquiry; the history and interdisciplinary nature of archaeological research; dating techniques; methods of survey, excavation, analysis, and interpretation; cultural resource management; professional ethics; and selected cultural sequences. This course is specifically geared toward older adults; however, there are no age or other restrictions on enrollment.

**Art****ART C101                      A/UC/CSU                      3.00 Units**  
**Introduction to Art***Repeat Status: Not repeatable*

27 hours lecture/81 hours laboratory. \$10 materials fee. This course provides a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures. In addition, the student is given studio art experiences dealing with various studio media in order to reinforce the concepts presented. Approved for IGETC Area 3A, CSU GE Area C1, Local GE Area 3 & 6.

**ART C105                      A/UC/CSU                      3.00 Units**  
**Survey of Western Art from Prehistory through the Middle Ages**

C-ID: ARTH 110 Survey of Western Art from Prehistory Through the Middle Ages

*Advisory: ENGL C070**Repeat Status: Not repeatable*

54 hours lecture. This course provides an overview of western art and architecture from prehistory through the Middle Ages. Approved for IGETC Area 3A, CSU GE Area C1, Local GE Area 3.

**ART C106                      A/UC/CSU                      3.00 Units**  
**Survey of Western Art from Renaissance to Contemporary**

C-ID: ARTH 120 Survey of Western Art from Renaissance to Contemporary

*Advisory: ENGL C070**Repeat Status: Not repeatable*

54 hours lecture. This course provides an overview of art and architecture from the Renaissance to the Contemporary period. (ART C105 is not a prerequisite for ART C106.) Approved for IGETC Area 3A, CSU GE Area C1, Local GE Area 3.

**ART C106H                      A/UC/CSU                      4.00 Units**  
**Survey of Western Art from Renaissance to Contemporary: Honors**

C-ID: ARTH 120 Survey of Western Art from Renaissance to Contemporary

*Prerequisite: ENGL C070*

*Limitation on Enrollment: Acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor.*

*Repeat Status: Not repeatable*

72 hours lecture. This course provides an overview of art and architecture from the Renaissance to the Contemporary period. The honors section provides more content and requires greater intensity and depth of study than the non-honors class. (ART C105 is not a prerequisite for ART C106H.) Approved for IGETC Area 3A, CSU GE Area C1, Local GE Area 3.

**ART C107                      A/UC/CSU                      3.00 Units**  
**Survey of Asian Art**

C-ID: ARTH 130 Survey of Asian Art

*Advisory: ENGL C070**Repeat Status: Not repeatable*

54 hours lecture. This course provides a select overview of art and architecture from India, Southeast Asia, China, Korea, and Japan from pre-history to modern times. Approved for IGETC Area 3A, CSU GE Area C1, Local GE Area 3 & 6.

**ART C108                      A/UC/CSU                      3.00 Units**  
**Modern Art**

C-ID: ARTH 150 Survey of Modern Art

*Advisory: ENGL C070**Repeat Status: Not repeatable*

54 hours lecture. This course provides an overview of art and architecture from the Western modern period of the 19th and 20th centuries. Approved for IGETC Area 3A, CSU GE Area C1, Local GE Area 3.

**ART C111                      A/UC/CSU                      3.00 Units**  
**Art and Design Foundations: 2-D**

C-ID: ARTS 100 2-D Foundations

*Advisory: ENGL C101**Repeat Status: Not repeatable*

27 hours lecture/81 hours laboratory. \$10 materials fee. This course provides an introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of basic design principles and elements of line, shape, texture, value, and color. A combined lecture and studio approach provides students with the opportunity to develop a visual vocabulary for creative expression through traditional, hands-on art production methods and materials. Digital tools are not used in this course. Course previously known as Two Dimensional Design. Approved for CSU GE Area C1, Local GE Area 3.

**ART C115                      A/UC/CSU                      3.00 Units**  
**Art and Design Foundations: 3-D**

C-ID: ARTS 101 3-D Foundations

*Advisory: ENGL C101**Repeat Status: Not repeatable*

27 hours lecture/81 hours laboratory. \$20 materials fee. This course is an introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. A combined lecture and studio approach provides the student with the opportunity to develop a visual vocabulary for creative expression. The course uses traditional hands-on art production methods and materials for representational and non-representational three-dimensional studio projects. Digital tools are not used in this course. Course previously known as Three-Dimensional Design. Approved for Local GE Area 3.

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

C-ID: ARTS 110 Fundamentals of Drawing

*Repeat Status: Not repeatable*

27 hours lecture/81 hours laboratory. \$10 materials fee. This is a studio course that introduces the principles, elements, and practices of drawing, employing a range of subject matter and drawing media. A strong focus is placed on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. \$10 materials fee. Approved for CSU GE Area C1, Local GE Area 3.

drawing mediums, techniques, and methodologies. Students in this course build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. Approved for Local GE Area 3.

**ART C231                      A/UC/CSU                      3.00 Units**  
**Painting II**

*Prerequisite: ART C131*

*Repeat Status: Not repeatable*

27 hours lecture/81 hours laboratory. \$10 materials fee. This course provides students opportunities for advanced projects in painting. Students in this course build on fundamental painting skills to develop personalized approaches to content and materials, while exploring complex subject matter, artistic concepts, styles, and creative expression. Approved for Local GE Area 3.

**ART C131                      A/UC/CSU                      3.00 Units**  
**Painting I**

C-ID: ARTS 210 Introduction to Painting

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

27 hours lecture/81 hours laboratory. \$10 materials fee. This course is a beginning level studio arts course introducing the materials, methods, and techniques of painting as a means of creating two dimensional art images. The course focuses on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. Approved for CSU GE Area C1, Local GE Area 3.

**ART C240                      A/UC/CSU                      3.00 Units**  
**Ceramics II**

*Prerequisite: ART C141*

*Repeat Status: Not repeatable*

27 hours lecture/81 hours laboratory. \$20 materials fee. This course provides an opportunity for advanced work in basic ceramic techniques, glaze and clay formulation, and kiln firing. Approved for Local GE Area 3.

**ART C141                      A/UC/CSU                      3.00 Units**  
**Ceramics I**

*Advisory: ENGL C101*

*Repeat Status: Not repeatable*

27 hours lecture/81 hours laboratory. \$10 materials fee. This course introduces students to ceramics materials, concepts, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. The course covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures. Approved for CSU GE Area C1, Local GE Area 3.

**ART C253                      A/UC/CSU                      3.00 Units**  
**Sculpture II**

*Prerequisite: ART C151*

*Repeat Status: Not repeatable*

27 hours lecture/81 hours laboratory. \$20 materials fee. This course introduces intermediate sculptural principles, concepts, processes, and techniques. A combined lecture and studio approach provides students with the opportunity to develop perceptual skills that enable them to create sculptures for personal artistic expression. Approved for Local GE Area 3.

**ART C151                      A/UC/CSU                      3.00 Units**  
**Sculpture I**

*Repeat Status: Not repeatable*

27 hours lecture/81 hours laboratory. \$20 materials fee. This course introduces sculptural principles, concepts, processes and techniques. Modern materials and their relationship to design, form, and three-dimensional space are examined. A combined lecture and studio approach provides students with the opportunity to develop perceptual skills that enable them to create sculptures for personal artistic expression. Approved for CSU GE Area C1, Local GE Area 3.

**ART C821                      NC                      0.00 Units**  
**Intermediate Drawing**

*Advisory: ART C121*

*Repeatability Status: Repeatable*

27 hours lecture/81 hours laboratory. This is a noncredit class. This studio course provides students with opportunities for creative expression and communication through an exploration of artistic concepts, styles, and materials in intermediate-level drawing, focusing on complex subject matter and concepts and using a variety of drawing mediums, techniques, and methodologies. Students in this course build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. This course is specifically geared toward older adults; however, there are no age or other restrictions on enrollment.

**ART C221                      A/UC/CSU                      3.00 Units**  
**Drawing II**

*Prerequisite: ART C121*

*Repeat Status: Not repeatable*

27 hours lecture/81 hours laboratory. \$10 materials fee. This studio course provides an exploration of artistic concepts, styles, and creative expression in intermediate-level drawing, focusing on complex subject matter and concepts and using a variety of

ART C831 NC 0.00 Units

### Intermediate Painting

*Advisory: ART C131*

*Repeatability Status: Repeatable*

27 hours lecture/81 hours laboratory. This is a noncredit class. This course provides students opportunities for advanced projects in painting, focusing on complex subject matter and concepts using a variety of paint mediums. This course is specifically geared toward older adults; however, there are no age or other restrictions on enrollment.

ART C841 NC 0.00 Units

### Intermediate Ceramics

*Advisory: ART C141*

*Repeatability Status: Repeatable*

27 hours lecture/81 hours laboratory. This is a noncredit class. This studio course provides students with opportunities for intermediate to advanced work in basic ceramic techniques, glaze and clay formulation, and kiln firing. This course is specifically geared toward older adults; however, there are no age or other restrictions on enrollment.

## Biology

BIOL C101 A/UC/CSU 3.00 Units

### Concepts of Biology Lecture

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course provides a biological survey for non-majors. Topics cover principles of organization, cell structure and function, metabolism, genetics, organ systems of plants and animals, ecology, evolution, and biodiversity. Approved for IGETC Area 5B, CSU GE Area B2, Local GE Area 1.

BIOL C105 A/UC/CSU 4.00 Units

### Concepts of Biology

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. 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, reproduction (plant and animal), ecology, evolution, and animal behavior. The course is not open to students with credit in BIOL C101. Approved for IGETC Area 5B & 5C, CSU GE Area B2 & B3, Local GE Area 1.

BIOL C105H A/UC/CSU 5.00 Units

### Concepts of Biology: Honors

*Prerequisite: ENGL C070*

*Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.*

*Repeat Status: Not repeatable*

72 hours lecture/54 hours laboratory. 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, 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. Approved for IGETC Area 5B & 5C, CSU GE Area B2 & B3, Local GE Area 1.

BIOL C111 A/UC/CSU 5.00 Units

### General Biology I

C-ID: BIOL 130 S Organismal Biology, Ecology and Evolution

*Prerequisite: MATH C055*

*Advisory: CHEM C101, ENGL C070*

*Repeat Status: Not repeatable*

72 hours lecture/54 hours laboratory. 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. Approved for IGETC Area 5B & 5C, CSU GE Area B2 & B3, Local GE Area 1.

BIOL C111H A/UC/CSU 6.00 Units

### General Biology I: Honors

C-ID: BIOL 130 S Organismal Biology, Ecology and Evolution

*Prerequisite: ENGL C070, MATH C055*

*Advisory: CHEM C101*

*Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.*

*Repeat Status: Not repeatable*

90 hours lecture/54 hours laboratory. 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. Approved for IGETC Area 5B & 5C, CSU GE Area B2 & B3, Local GE Area 1.

BIOL C112 A/UC/CSU 5.00 Units

### General Biology II

C-ID: BIOL 130 S Organismal Biology, Ecology and Evolution

*Prerequisite: ENGL C101, MATH C055*

*Repeat Status: Not repeatable*

72 hours lecture/54 hours laboratory. This course is for students majoring in biological sciences and related subjects. It covers organism diversity and examines the basic principles governing evolution of organisms and their interactions with the environment. The course sequence includes evolutionary biology, phylogenetics, anatomy and physiology of plants, ecology, and the major taxa of protists, fungi, plants, and animals. BIOL C111 is not a prerequisite of BIOL C112. Approved for IGETC Area 5B & 5C, CSU GE Area B2 & B3, Local GE Area 1.



**BIOL C112H                      A/UC/CSU                      6.00 Units**  
**General Biology II: Honors**

C-ID: BIOL 130 S Organismal Biology, Ecology and Evolution

*Prerequisite: ENGL C101, MATH C055*

*Limitation on Enrollment: Enrollment in this honors course is limited to students enrolled in the associated course. Students will be required to read and comprehend challenging materials and analyze in depth a chosen topic appropriate for intensified study, and must be able to maintain a minimum standard of coursework at the honors level.*

*Repeat Status: Not repeatable*

90 hours lecture/54 hours laboratory. This course is for students majoring in biological sciences and related subjects. It covers organism diversity and examines the basic principles governing evolution of organisms and their interactions with the environment. The course sequence includes evolutionary biology, phylogenetics, anatomy and physiology of plants, ecology, and the major taxa of protists, fungi, plants, and animals. The honors class provides more content and requires greater intensity and depth of study than the non-honors class. BIOL C111 is not a prerequisite for this course. Approved for IGETC Area 5B & 5C, CSU GE Area B2 & B3, Local GE Area 1.

**BIOL C121                      A/UC/CSU                      3.00 Units**  
**Survey of Anatomy and Physiology Lecture**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This is an introductory anatomy and physiology course. Emphasis is on the structure and function of human cells, tissues, organs, and organ systems. Human development and heredity are also covered. Not open to students who have completed BIOL 125. Approved for IGETC Area 5B, CSU GE Area B2, Local GE Area 1.

**BIOL C125                      A/UC/CSU                      4.00 Units**  
**Survey of Anatomy and Physiology**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. 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. The laboratory component provides a hands-on approach to learning anatomical structures and their physiology. Not open to students who have completed BIOL 121. Approved for IGETC Area 5B & 5C, CSU GE Area B2 & B3, Local GE Area 1.

**BIOL C141                      A/UC/CSU                      3.00 Units**  
**Environmental Studies Lecture**

*Prerequisite: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course explores environmental science with a focus on the scientific method. It explores human interactions with the environment and their consequences for living and nonliving systems. Topics include ecologic principles, environmental resources and ways of protecting these resources. Critical evaluation of environmental issues and problems is a focus of this course. Not open to students who have completed BIOL C145. Approved for IGETC Area 5B, CSU GE Area B2, Local GE Area 1.

**BIOL C145                      A/UC/CSU                      4.00 Units**  
**Environmental Studies**

*Prerequisite: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. This course explores environmental science with a focus on the scientific method. It explores human interactions with the environment and their consequences for living and non-living systems. Topics include ecologic principles, environmental resources and ways of protecting these resources. Critical evaluation of environmental issues and problems is a focus of this course. Lab, field and computer tools will be used to study the scientific method, experimental design, sampling methods, data gathering and analysis for hands-on experience of environmental sciences. Not open to students who have completed BIOL C141. Field trips required. Approved for IGETC Area 5B & 5C, CSU GE Area B2 & B3, Local GE Area 1.

**BIOL C251                      A/UC/CSU                      4.00 Units**  
**Human Anatomy**

C-ID: BIOL 110B Human Anatomy with Lab

*Prerequisite: ENGL C101*

*Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. This course covers the structural organization of the human body and includes the study of microscopic and gross anatomy of body organs and systems, including skeletal, muscular, nervous, circulatory, lymphatic, respiratory, digestive, urinary, endocrine, reproductive, and integumentary systems. Approved for IGETC Area 5B & 5C, CSU GE Area B2 & B3, Local GE Area 1.

**BIOL C255                      A/UC/CSU                      4.00 Units**  
**Human Physiology**

C-ID: BIOL 120B Human Physiology with Lab

*Prerequisite: ENGL C101*

*Advisory: BIOL C125, CHEM C101, MATH C055*

*Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. This course provides students with an understanding of the function and regulation of the human body and physiological integration of the organ systems to maintain homeostasis. Course content includes neural and hormonal homeostatic control mechanisms, as well as functions of the integumentary, musculoskeletal, circulatory, respiratory, digestive, urinary, lymphatic and immune, reproductive, and endocrine systems. Approved for IGETC Area 5B & 5C, CSU GE Area B2 & B3, Local GE Area 1.

**BIOL C262**                      **A/UC/CSU**                      **5.00 Units**  
**General Microbiology**

*Prerequisite: BIOL C255, ENGL C101*

*Advisory: CHEM C101*

*Repeat Status: Not repeatable*

54 hours lecture/108 hours laboratory. 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. Approved for IGETC Area 5B & 5C, CSU GE Area B2 & B3, Local GE Area 1.

issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

**BSAD C102**                      **A/UC/CSU**                      **4.00 Units**  
**Managerial Accounting**

C-ID: ACCT 120 Managerial Accounting

*Prerequisite: BSAD C101*

*Advisory: BSOT C070*

*Repeat Status: Not repeatable*

72 hours lecture. This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. It focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. It includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

## Business Administration

**BSAD C098**                      **A**                      **4.00 Units**  
**Fundamentals of Entrepreneurship**

*Advisory: BSOT C070, BSOT C072*

*Repeatability Status: Not repeatable*

72 hours lecture. This is the study of the fundamentals of both financial and managerial accounting. It details the elements of bookkeeping as well as internal controls and financial statement analysis. It also focuses on the decision criteria used in managerial accounting such as job and process-order costing, break-even analysis, budgeting, standard costing, differential and product analysis, and capital Investments. The basics for using Quickbooks are also provided in this course.

**BSAD C110**                      **A/CSU**                      **3.00 Units**  
**Introduction to Personal Finance**

*Advisory: ENGL C101, MATH C055*

*Repeat Status: Not repeatable*

54 hours lecture. This course introduces students to the principles of personal financial management. Topics include budgeting, career decisions, tax structure, consumer credit, insurance, retirement, purchasing decisions, savings, and investment.

**BSAD C100**                      **A/UC/CSU**                      **3.00 Units**  
**Introduction to Business**

C-ID: BUS 110 Introduction to Business

*Advisory: ENGL C101*

*Repeat Status: Not repeatable*

54 hours lecture. This is a survey course in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. Topics include the impact of these influences on the primary areas of business including the following: organizational structure and design, leadership, human resource management, organized labor practices, marketing, organizational communication, technology, entrepreneurship, legal, accounting, financial practices, the stock and securities market.

**BSAD C131**                      **A/UC/CSU**                      **3.00 Units**  
**Business Law**

C-ID: BUS 125 Business Law

*Advisory: ENGL C101*

*Repeat Status: Not repeatable*

54 hours lecture. This course covers the fundamental legal principles pertaining to business transactions and is an introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.

**BSAD C145**                      **A/CSU**                      **3.00 Units**  
**Business Communication**

*Advisory: BSOT C121, ENGL C101*

*Repeat Status: Not repeatable*

54 hours lecture. This course presents the principles and techniques of effective written and oral business communication. Students discuss, critique, and practice business-writing strategies to produce messages, letters, reports, and presentations, while developing critical thinking skills. Students are evaluated on their knowledge of grammar, writing skills, punctuation, and sentence structure.

**BSAD C101**                      **A/UC/CSU**                      **4.00 Units**  
**Financial Accounting**

C-ID: ACCT 110 Financial Accounting

*Advisory: BSOT C070, BSOT C072*

*Repeat Status: Not repeatable*

72 hours lecture. This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. It includes

**BSAD C152                      A/CSU                      3.00 Units**  
**Managing Diversity in the Workplace**

*Advisory: ENGL C101*  
*Repeat Status: Not repeatable*

54 hours lecture. 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. It also examines specific groups and categories such as Blacks/African Americans, Latinos/Hispanics, Asians, Whites/Caucasians, Native Americans, and Multi-Racial groups. Case studies, exercises for developing competency, and projects are used to assist the students in understanding the material and in developing managerial skills. Approved for Local GE Area 6.

**BSAD C155                      A/CSU                      3.00 Units**  
**Human Resource Management**

*Advisory: BSAD C100, ENGL C101*  
*Repeat Status: Not repeatable*

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

**BSAD C171                      A/CSU                      3.00 Units**  
**Introduction to Marketing**

*Advisory: BSAD C145, ENGL C101*  
*Repeat Status: Not repeatable*

54 hours lecture. This course introduces the nature and scope of the marketing activity as demonstrated by an integrated, analytic, and practical study of marketing concepts. Topics include Distribution and sales of products and ideas; analysis of consumer behavioral patterns; and development of strategies, plans, forecasts, and evaluations of the marketing process. This course provides the foundation needed to understand how marketing concepts and procedures work in the marketplace.

**BSAD C220                      A/CSU                      3.00 Units**  
**Principles of Project Management**

*Advisory: BSAD C100, ENGL C101, IT C101*  
*Repeat Status: Not repeatable*

54 hours lecture. This course introduces students to the principles of project management. Topics include project management theory, project initiation, planning, and implementation. Additionally, techniques for selecting, monitoring, and controlling are introduced. Students make extensive use of project management software to track resources, tasks, and milestones.

**BSAD C222                      A/CSU                      3.00 Units**  
**Data Analytics for Business**

*Advisory: BSAD C100, ENGL C101, IT C101, MATH C055*  
*Repeat Status: Not repeatable*

54 hours lecture. This course teaches students how to use computer applications and critical thinking skills to analyze and solve real-world business problems with analytics. Students integrate the use of word processing, spreadsheet, database management, and other software tools to manage and analyze data in order to solve problems. Emphasis is placed on the use of software tools, analysis, and modeling techniques to manage and manipulate data sources for business decision-making.

**BSAD C251                      A/CSU                      3.00 Units**  
**Principles of Management and Organizations**

*Advisory: ENGL C101*  
*Repeat Status: Not repeatable*

54 hours lecture. This course covers the formal organization, its environment and structure. Elements of planning, decision making, organizing, staffing, leading, controlling, and evaluating are covered. Case studies, competency (experiential) exercises, and projects are used to develop managerial skills. This course is a "capstone" for business career students.

## Business Office Technology

**BSOT C070                      A                      3.00 Units**  
**Practical Math for Business and Consumers**

C-ID: BSOT 115 X Practical Math for Business and Consumers

*Repeat Status: Not repeatable*

54 hours lecture. This course introduces practical mathematical applications for business information students. Topics include solving business problems using an electronic calculator, banking, payroll, invoicing, markups/markdowns, interest, present and future value, credit cards, student loans, types of insurance, installment buying, and mortgages. Learners are required to access 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.

**BSOT C072                      A                      3.00 Units**  
**Introduction to Accounting**

C-ID: BSOT 127 X Introduction to Accounting

*Advisory: BSOT C070*  
*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course covers basic accounting concepts and procedures that are required to complete the accounting cycle. Account types (assets, liabilities, equity, revenue, expenses) as well as procedures for bank reconciliations, petty cash, and payroll are introduced. Learners complete business transactions from day-to-day economic activities to closing entries, and prepare year end documents such as a balance sheet, income statement, and statement of owner's equity. Students must complete and prepare lab assignments which will reinforce the concepts of the course. An introduction to Quickbooks is also incorporated in this course as an automated software option.

<b>BSOT C075</b>	<b>A</b>	<b>1.00 Unit</b>	<b>BSOT C125</b>	<b>A/CSU</b>	<b>1.00 Unit</b>
<b>Computer Literacy</b>			<b>Beginning Access</b>		
<i>Repeat Status: Not repeatable</i>			C-ID: BSOT 113 X MS Access I		
9 hours lecture/27 hours laboratory. This 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 are also introduced. (Formerly CSCI C070.)			<i>Advisory: BSOT C075, ENGL C101</i>		
			<i>Repeat Status: Not repeatable</i>		
			9 hours lecture/27 hours laboratory. This hands-on computer course provides a beginning understanding of the Microsoft Access database management program. Topics include fundamental relational database design and management as well as building and editing basic tables, forms, queries, and reports. This course begins preparation for the core level Microsoft Access Office Specialist certification exam.		
<b>BSOT C100</b>	<b>A/CSU</b>	<b>3.00 Units</b>	<b>BSOT C127</b>	<b>A/CSU</b>	<b>1.00 Unit</b>
<b>Introduction to Business Information</b>			<b>MS PowerPoint</b>		
C-ID: BSOT 100 X Introduction to Business Information Worker			C-ID: BSOT 114 X MS PowerPoint I		
<i>Advisory: BSOT C075, ENGL C101</i>			<i>Advisory: BSOT C075, ENGL C101.</i>		
<i>Repeat Status: Not repeatable</i>			<i>Repeat Status: Not repeatable</i>		
54 hours lecture. This course provides the learner with a survey of skills and topics covered in the Business Information Worker certificates and degree program. Business English, entry level office procedures, the role of a business information professional, the workplace environment, workplace communication, ethics, customer focus, and teamwork are covered. The focus is an introduction to skills that are relevant to success as an office clerk, administrative assistant, office manager, or other business information worker roles.			9 hours lecture/27 hours laboratory. This course provides the learner with experience in planning, creating, editing, viewing, and printing PowerPoint presentations. Included is the opportunity to add and modify both text and graphics; insert and modify information graphics and multimedia; apply, modify, and create master pages; and apply, modify, and create templates. Integration with other Microsoft programs is included. It is designed for all individuals including professionals acquiring or updating basic skills in creating and editing professional presentations. This course prepares for the Microsoft Office User Certification in MS PowerPoint.		
<b>BSOT C121</b>	<b>A/CSU</b>	<b>1.00 Unit</b>	<b>BSOT C129</b>	<b>A/CSU</b>	<b>1.00 Unit</b>
<b>Beginning Word</b>			<b>Microsoft Outlook</b>		
C-ID: BSOT 111 X MS Word I			C-ID: BSOT 106 X MS Outlook		
<i>Advisory: ENGL C101</i>			<i>Advisory: BSOT C075, ENGL C101.</i>		
<i>Repeat Status: Not repeatable</i>			<i>Repeat Status: Not repeatable</i>		
9 hours lecture/27 hours laboratory. This course provides the learner with a basic understanding of word processing with Microsoft Word, including document creation, formatting, and editing. Learners create, edit, and format business letters, multiple-page reports, newsletters, and cover letters. This course begins preparation for the Microsoft Office User certification exam for Word.			9 hours lecture/27 hours laboratory. This course introduces personal management software and use of Microsoft Outlook functions. Topics include management of e-mail, organization of contacts, creation and scheduling of events using the calendar, and creation and management of tasks for personal and business use. Customization of Outlook features is also covered.		
<b>BSOT C123</b>	<b>A/CSU</b>	<b>1.00 Unit</b>	<b>BSOT C131</b>	<b>A/CSU</b>	<b>1.00 Unit</b>
<b>Beginning Excel</b>			<b>Basic Computer Keyboarding</b>		
C-ID: BSOT 112 X MS Excel I			C-ID: BSOT 110 X Keyboarding I		
<i>Advisory: BSOT C075, ENGL C101</i>			<i>Advisory: BSOT C075, ENGL C101</i>		
<i>Repeat Status: Not repeatable</i>			<i>Repeat Status: Not repeatable</i>		
9 hours lecture/27 hours laboratory. This course provides a basic understanding of Microsoft Excel beginning with spreadsheet design, creation, revision, formatting, and printing a workbook. Basic formulas, functions, and syntax are introduced along with an introduction to using charts and graphs. Problem solving for Excel solutions is also emphasized. This course begins preparation for the Microsoft Office User Certification exam for Excel.			9 hours lecture/27 hours laboratory. This is a beginning-level keyboarding course designed to develop effective keyboarding skills with an emphasis on building correct touch-typing techniques for alphanumeric, symbol, and punctuation keys. A foundation in keyboarding speed and accuracy is developed and proofreader's marks are introduced. Successful completion of this class results in a minimum keyboarding speed of 15 net words per minute on a two-minute timed writing.		

**BSOT C132**                      **A/CSU**                      **1.00 Unit**

### **Intermediate Computer Keyboarding**

C-ID: BSOT 120 X Keyboarding II

*Advisory: BSOT C131, ENGL C101*

*Repeat Status: Not repeatable*

9 hours lecture/27 hours laboratory. This is an intermediate-level course that builds 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 using Microsoft Word. Successful completion of this class results in minimum keyboarding speed of 30 net words per minute on a three-minute timed writing.

**BSOT C133**                      **A/CSU**                      **1.00 Unit**

### **Advanced Computer Keyboarding**

C-ID: BSOT 130 X Keyboarding III

*Prerequisite: BSOT C132*

*Repeat Status: Not repeatable*

9 hours lecture/27 hours laboratory. This is an advanced-level keyboarding course that builds 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 document production with advanced formatting using MS Word and individualized remedial drills. Successful completion of this class results in minimum keyboarding speed of 45 net words per minute (wpm) or better on a five-minute timed writing.

**BSOT C135**                      **A/CSU**                      **1.00 Unit**

### **Beginning Adobe Acrobat**

C-ID: BSOT 125 X Adobe Acrobat

*Advisory: BSOT C075, BSOT C131*

*Repeat Status: Not repeatable*

9 hours lecture/27 hours laboratory. This course provides a basic understanding of Adobe Acrobat. Topics include creating portable document files (PDF), working with PDF files, annotating and editing files, plus interactive forms and problem solving. Management of PDFs is also covered.

**BSOT C151**                      **A/CSU**                      **1.00 Unit**

### **Intermediate Word**

C-ID: BSOT 121 X MS Word II

*Prerequisite: BSOT C121*

*Repeat Status: Not repeatable*

9 hours lecture/27 hours laboratory. This course provides an intermediate understanding of word processing concepts. Learners create, edit, and format documents including business plans, form letters, and mailing labels, and learn how to collaborate with others on the creation of complex documents. Features of templates, outlines, mail merge, and online distribution of web-based documents are also included. This course continues preparation for the Microsoft Office Application Specialist certification exam for Microsoft Word.

**BSOT C153**                      **A/CSU**                      **1.00 Unit**

### **Intermediate Excel**

C-ID: BSOT 122 X MS Excel II

*Prerequisite: BSOT C123*

*Repeat Status: Not repeatable*

9 hours lecture/27 hours laboratory. This course provides an intermediate understanding of Microsoft Excel, covering data analysis, multiple worksheets and functions, pivot tables, conflict resolution, change-tracking, data validation, chart formatting, template usage, and macro operation. Problem solving for Excel solutions is also emphasized. This course continues preparation for the Microsoft Office User Certification exam for Excel.

**BSOT C155**                      **A/CSU**                      **1.00 Unit**

### **Intermediate Access**

C-ID: BSOT 123 X MS Access II

*Prerequisite: BSOT C125*

*Repeat Status: Not repeatable*

9 hours lecture/27 hours laboratory. This course provides an intermediate understanding of database design and management. Advanced queries, table design, custom forms, and reports as well as integration of Access with the Web and other programs is covered. This course continues preparation for the Microsoft Office User Specialist exam for MS Access.

**BSOT C161**                      **A/CSU**                      **1.00 Unit**

### **Advanced Word**

C-ID: BSOT 131 X MS Word III

*Prerequisite: BSOT C151*

*Repeat Status: Not repeatable*

9 hours lecture/27 hours laboratory. This course provides an advanced understanding of word processing with Microsoft Word, including creation of templates, macros, advanced table formatting, and use of long documents and subdocuments. Customizing and automating work and online forms are also covered. This course completes preparation for the Microsoft Office User exam for Word.

**BSOT C163**                      **A/CSU**                      **1.00 Unit**

### **Advanced Excel**

C-ID: BSOT 132 X MS Excel III

*Prerequisite: BSOT C153*

*Repeat Status: Not repeatable*

9 hours lecture/27 hours laboratory. This course provides an advanced understanding of Microsoft Excel. Financial and what-if analysis, data tables, scenario management, importing and exporting data, enhancing with Visual Basic, sub-routines, modifying default settings, collaborating on shared workbooks, and problem-solving tools are covered. This course completes preparation for the Microsoft Office User Certification exam for Excel.



BSOT C165 A/CSU 1.00 Unit

**Advanced Access**

C-ID: BSOT 133 X MS Access III

*Prerequisite: BSOT C155**Repeat Status: Not repeatable*

9 hours lecture/27 hours laboratory. This hands-on computer course provides an advanced understanding of Microsoft Access. Action queries, table relationship properties, and automating tasks with macros are covered. Visual Basic for Applications is introduced to enhance database construction and functionality. Managing with replication and synchronization, as well securing with the user level Security Wizard, is included. This course completes the study of skills required to prepare for the Microsoft Application Specialist exam for Access.

BSOT C190 A/CSU 3.00 Units

**Business Information Professional**

C-ID: BSOT 150 X Business Information Professional

*Prerequisite: BSOT C100, BSOT C132**Advisory: BSAD C145, BSOT C127, BSOT C153, BSOT C161**Repeat Status: Not repeatable*

54 hours lecture. Designed for the last semester of study in the Business Office Technology/ Business Information Professional major, this course integrates and refines business information skills presented throughout the program in advanced preparation for the administrative professional occupation. Procedures such as travel arrangements, organizing meetings or conferences, and electronic records management are introduced. Emphasis is placed on time management, customer service, human relations, workplace ethics, and effective communication. A final focus on job applications, interviewing, and employment documents is included. (Formerly BSOT C154 Office Personnel Seminar.)

## Chemistry

CHEM C101 A/UC/CSU 4.00 Units

**Introduction to Chemistry**

C-ID: CHEM 101 Introduction to Chemistry

*Prerequisite: MATH C055**Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. This course covers measurement and units in chemistry, properties of matter, the structure of the atom, inorganic compounds, organic compounds, the periodic table, calculations from balanced chemical equations, basic chemical bonding, the ideal gas law, properties of aqueous systems, solutions and other liquids. Approved for IGETC Area 5A & 5C, CSU GE Area B1 & B3, Local GE Area 1.

CHEM C111 A/UC/CSU 5.00 Units

**General Inorganic Chemistry I**

C-ID: CHEM 120 S General Chemistry for Science Majors Sequence A

*Prerequisite: MATH C055**Repeat Status: Not repeatable*

72 hours lecture/54 hours laboratory. 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. Approved for IGETC Area 5A & 5C, CSU GE Area B1 & B3, Local GE Area 1.

CHEM C113 A/UC/CSU 5.00 Units

**General Inorganic Chemistry II**

C-ID: CHEM 120 S General Chemistry for Science Majors Sequence A

*Prerequisite: CHEM C111**Repeat Status: Not repeatable*

72 hours lecture/54 hours laboratory. 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 organic chemistry. Approved for IGETC Area 5A & 5C, CSU GE Area B1 & B3, Local GE Area 1.

CHEM C113H A/UC/CSU 6.00 Units

**General Inorganic Chemistry II: Honors Undergraduate Laboratory Research***Prerequisite: CHEM C111**Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.**Repeat Status: Not repeatable*

72 hours lecture/108 hours laboratory. In this course students learn about 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. Approved for IGETC Area 5A & 5C, CSU GE Area B1 & B3, Local GE Area 1.

CHEM C221 A/UC/CSU 5.00 Units

**Organic Chemistry I**

C-ID: CHEM 150 Organic Chemistry for Science Majors I, with Lab

C-ID: CHEM 160 S Organic Chemistry for Science Majors Sequence A

*Prerequisite: CHEM C111**Repeat Status: Not repeatable*

72 hours lecture/54 hours laboratory. This course covers structure and bonding, polar bonds, alkanes, cycloalkanes, stereochemistry, synthesis, structure and reactivity of alkenes, synthesis, structure and reactivity of alkynes, handedness in chemistry, synthesis, structure and reactivity of alkyl halides, carbocations, the concept of resonance, nucleophilic substitutions and eliminations, basic biochemistry, mass spectrometry, infrared, nuclear magnetic resonance and ultraviolet spectroscopy and aromaticity. This Organic Chemistry I course is taught according to standards developed by the American Chemical Society. Approved for IGETC Area 5A & 5C, CSU GE Area B1 & B3, Local GE Area 1.

**CHEM C223                      A/UC/CSU                      5.00 Units**  
**Organic Chemistry II**

C-ID: CHEM C160 S Organic Chemistry for Science Majors Sequence A

*Prerequisite: CHEM C221*

*Repeat Status: Not repeatable*

72 hours lecture/54 hours laboratory. This course covers the chemistry of aromatic compounds, alcohols, thiols, ethers, epoxides and sulfides, aldehydes, ketones, carboxylic acids and carboxylic acid derivatives, amino acids, proteins, amines, phenols, carbohydrates, lipids, heterocycles, polymers, and biological systems. Pericyclic carbonyl condensation, alpha substitution, and other reaction mechanisms are also covered. This Organic Chemistry II course is taught according to the standards developed by the American Chemical Society.

**CHEM C223H                      A/UC/CSU                      6.00 Units**  
**Organic Chemistry II: Honors Undergraduate Laboratory Research**

C-ID: CHEM C160 S Organic Chemistry for Science Majors Sequence A

*Prerequisite: CHEM C221*

*Prerequisite or Co-requisite: ENGL C101*

*Limitation on Enrollment: Enrollment in this honors course is limited to students enrolled in the associated course. Students will be required to read and comprehend challenging materials and analyze in depth a chosen topic appropriate for intensified study, and must be able to maintain a minimum standard of coursework at the honors level.*

*Repeat Status: Not repeatable*

72 hours lecture/108 hours laboratory. In this course, students learn about the chemistry of aromatic compounds, alcohols, thiols, ethers, epoxides and sulfides, aldehydes, ketones, carboxylic acids and carboxylic acid derivatives, amino acids, proteins, amines, phenols, carbohydrates, lipids, heterocycles, polymers, and biological systems. Pericyclic carbonyl condensation, alpha substitution, and other reaction mechanisms are also covered. This Organic Chemistry II course is taught according to the standards developed by the American Chemical Society. Approved for IGETC Area 5A & 5C, CSU GE Area B1 & B3.

## Child Development

**CHDV C100                      A/ CSU                      3.00 Units**  
**Principles and Practices of Teaching Young Children**

C-ID: ECE 120 Principles & Practices of Teaching Young Children

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course provides historical context and theoretical perspectives of developmentally appropriate practices in early care and education for children from birth through age eight. The course emphasizes best practices for developmentally appropriate learning environments, curriculum, and effective pedagogy for young children including how play contributes to children's learning, growth, and development. Topics include professional ethics, career pathways, professional standards, and the typical roles and expectations of early childhood educators. Students are required to observe children in a group setting.

**CHDV C102                      A/CSU                      3.00 Units**  
**Introduction to Materials and Curriculum**

C-ID: ECE 130 Introduction to Curriculum

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course explores developmentally appropriate curriculum and environments for children from birth through age eight. Students use knowledge of children's development, theories of learning and development, and examples from various models of developmentally appropriate practice to plan environments and curriculum in all content areas to support children's development and learning integrated throughout indoor and outdoor settings. Students are required to observe children in a group setting.

**CHDV C104                      A/UC/CSU                      3.00 Units**  
**Child, Family, and Community**

C-ID: CDEV 110 Child Family and Community

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course examines the processes of socialization focusing on the interrelationship of family, school, and community, and the influence of multiple societal contexts. Students explore the role of collaboration between family, community, and schools in supporting children's development, from birth through adolescence. Students are required to observe children in a group setting. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2.

**CHDV C105                      A/UC/CSU                      3.00 Units**  
**Infant and Toddler Development**

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course is a study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Students apply theoretical frameworks to interpret behavior and interactions between heredity and environment. This course emphasizes the role of family and relationships in development. Students are required to observe children in a group setting. Note: University of California grants transfer credit for either CHDV C105 or CHDV C106 but not both. Approved for CSU GE Area D, Local GE Area 2.

**CHDV C106                      A/UC/CSU                      3.00 Units**  
**Child Growth and Development**

C-ID: CDEV 100 Child Growth and Development

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course examines progression of development in the physical, cognitive, social, and emotional domains and identifies developmental milestones for children from conception through adolescence. There is an emphasis on interactions between biological processes and environmental factors. Students observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories. Note: University of California grants transfer credit for either CHDV C105 or CHDV C106 but not both. Approved for IGETC Area 4, CSU GE Area D or E, Local GE Area 2.

**CHDV C107                      A/CSU                      3.00 Units**  
**School Age Development**

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. 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. Students are required to observe school-aged children in an out-of-school setting. Approved for Local GE Area 2.

**CHDV C111                      A/CSU                      3.00 Units**  
**Principles of Child Guidance**

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course introduces positive and effective approaches for guiding children's behavior in the classroom and family settings. Students are required to observe children in a group setting.

**CHDV C121                      A/CSU                      3.00 Units**  
**Health, Safety, & Nutrition**

C-ID: ECE 220 Health, Safety and Nutrition

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course introduces the laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in care and education settings for children from birth through middle childhood. Topics covered include the teacher's role in prevention strategies; nutrition and meal planning; integrating health, safety, and nutrition experiences into daily routines; and overall risk management. Students are required to observe children in a group setting. Approved for Local GE Area 7.

**CHDV C125                      A/CSU                      3.00 Units**  
**Diversity in Education**

C-ID: ECE 230 Teaching in a Diverse Society

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course examines the impact of various societal influences on the development of children's social identity, covering developmentally appropriate, inclusive, culturally relevant, and anti-bias approaches. Self-examination and reflection on issues related to social identity, stereotypes, and bias are explored. Students are required to observe children and environments where children are in a group setting. Approved for Local GE Area 6.

**CHDV C141                      A/CSU                      3.00 Units**  
**Introduction to Children with Special Needs**

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course introduces the variations in development of children with special needs, ages birth through eight, and the resulting impact on families. The course includes

an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. Students are required to observe children in a group setting. Approved for Local GE Area 6.

**CHDV C145                      A/CSU                      3.00 Units**  
**Language and Literature**

*Advisory: CHDV C102, CHDV C106, CHDV C107, ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course covers the skills and knowledge needed to effectively plan, document, and implement developmentally appropriate activities and strategies in an emergent curriculum that supports the developing language and literacy skills of children. Students are required to observe children in a group setting.

**CHDV C149                      A/CSU                      3.00 Units**  
**Play and Meaning**

*Advisory: CHDV C102, CHDV C106, ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course delves into the intricacies of play in the classroom and how children use play to develop meaning. Special emphasis is placed on building play into the curriculum for children aged birth to school-age. Students are required to observe children in a group setting.

**CHDV C156                      A/CSU                      3.00 Units**  
**Introduction to Dual Language in Early Childhood**

*Advisory: CHDV C104, ENGL C101, LIBR C100*

*Repeatability Status: Not repeatable*

54 hours lecture. This course explores cultural and linguistic responsiveness in early childhood settings with emphasis on the importance of the child's home language. It provides a historical overview of dual language programs in the United States. Special attention is given to building a foundation for understanding theories of language development and child development through the context of dual language learners. Students are required to observe children in a group setting. Approved for Local GE Area 2 & 6.

**CHDV C200                      A/CSU                      3.00 Units**  
**Observation and Assessment**

C-ID: ECE 200 Observation and Assessment

*Advisory: CHDV C102, CHDV C104, CHDV C106, CHDV C125, ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course focuses on the appropriate use of assessment and observation tools and strategies to document young children's development and learning. This course emphasizes the use of findings to inform and plan learning environments and experiences. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored, along with strategies for collaboration with families and professionals. Students are required to observe children in a group setting.

**CHDV C203                      A/CSU                      3.00 Units**  
**Practicum - Field Experience**

C-ID: ECE 210 Practicum in Early Childhood Education

*Prerequisite: CHDV C100, CHDV C102, CHDV C104, CHDV C106, CHDV C121, CHDV C125, CHDV C200.*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. In this course, students demonstrate developmentally appropriate early childhood planning and teaching competencies under the supervision of Early Childhood Education/Child Development (ECE/CD) faculty and other qualified early education professionals. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Reflective practice is emphasized as student teachers design, implement, and evaluate approaches, strategies, and techniques that promote development and learning. This course includes exploration of career pathways, professional development, and teacher responsibilities. 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) and immunization clearance.

of children in inclusive and natural environments. The course emphasizes the role of the teacher as a professional working with families, collaborating with interdisciplinary teams, and developing cultural competence. Students will be required to observe children in a group setting. Approved for Local GE Area 6.

**CHDV C251                      A/CSU                      3.00 Units**  
**Administration I: Programs in Early Childhood Education**

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course introduces the administration of early childhood programs. It covers program types, budget, management, regulations, laws, and development and implementation of policies and procedures. The course examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. Students are required to observe licensed or license-exempt programs in their community.

**CHDV C252                      A/CSU                      3.00 Units**  
**Administration II: Personnel and Leadership in Early Childhood Education**

*Prerequisite: CHDV 251*

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course presents effective strategies for personnel management and leadership in early care and education settings. The course includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. Students are required to observe licensed or license-exempt programs in their community.

**CHDV C205                      A/CSU                      3.00 Units**  
**Care and Education for Infants and Toddlers**

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. In this course, students learn to apply current theory and research to the care and education of infants and toddlers in group settings. The course examines essential policies, principles, and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. Students are required to observe infants and/or toddlers in a group setting.

**CHDV C256                      A/CSU                      3.00 Units**  
**Strategies and Curriculum for Dual Language Learners in Early Childhood**

*Prerequisite: CHDV C156*

*Advisory: CHDV C102*

*Repeatability Status: Not repeatable*

54 hours lecture. This course includes principles and strategies for culturally and linguistically responsive teaching, building strong connections with families, classroom environments, curriculum, and authentic assessment. Students explore strategies to effectively support all dual language learners in an early childhood setting from infancy through preschool. Students are required to observe children in a group setting.

**CHDV C207                      A/CSU                      3.00 Units**  
**School Age Curriculum**

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course provides instruction on how to implement quality programs for school-age children. Students learn assessment, planning, implementation, and evaluation of programs. Students use standards for school-age care to assess quality indicators in the areas of human relationships, indoor and outdoor environments, and curriculum. Students are required to observe school-aged children in out-of-school settings.

**CHDV C241                      A/CSU                      3.00 Units**  
**Curriculum and Strategies for Children with Special Needs**

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course covers curriculum and intervention strategies for working with children with special needs in partnership with their families. The course focuses on the use of observation and assessment in meeting the individualized needs



**CHDV C281                      A/CSU                      3.00 Units**  
**Adult Supervision and Mentoring in Early Care and Education**

*Advisory: ENGL C101, LIBR C100*  
*Repeat Status: Not repeatable*

54 hours lecture. This course addresses the methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. There is an emphasis on the roles and development of early education professionals as mentors and leaders. Students are required to observe licensed and license-exempt programs in their community. This course satisfies the adult supervision requirement for the Master Teacher level of the Child Development Permit Matrix.

## College Success

**COLL C052                      A                      1.00 Unit**  
**Becoming a Successful Online Student**

*Repeat Status: Not repeatable*

18 hours lecture. This course provides preparation for online course work by focusing on the fundamentals of the online educational environment. Topics include email use, online class interactions such as discussion groups, the differences between online and onsite courses, equipment needs, and other introductory information. (Formerly PDEV C052.)

**COLL C100                      A/CSU                      3.00 Units**  
**Student Success Career Pathway**

*Advisory: ENGL C070*  
*Repeat Status: Not repeatable*

54 hours lecture. This classroom-based guidance experience teaches students a quantifiable decision-making process that helps them identify and plan for their education and career goals. Students explore academic interests, skills, values, and personality types, and research employers and industries. Students improve public speaking and interview skills through practice, familiarize themselves with college and job search tools, and learn goal setting. The culmination of this process is the development of an internet-based education and career ten-year plan that can be used for advisory and academic coaching purposes and updated as needed. (Formerly PDEV C100.)

**COLL C101                      A/UC/CSU                      3.00 Units**  
**Foundations for Success in College and Life**

*Advisory: ENGL C101*  
*Repeat Status: Not repeatable*

54 hours lecture. This course emphasizes effective strategies that can be applied in college and life. It focuses on lifelong understanding and development of the self in physical, social, and psychological aspects. Course content includes time management, note-taking, memory skills, reading comprehension, and exam preparation. Topics such as goal setting, decision making, career choice, transfer preparation, and healthy lifestyles are also explored. The course introduces a variety of campus and internet resources. Note: University of California grants a maximum of 3 semester units for COLL C101 and COLL C102 combined. Approved for CSU GE Area E. (Formerly PDEV C101 Becoming a Master Student.)

**COLL C102                      A/UC/CSU                      2.00 Units**  
**Tools for College Success**

*Advisory: ENGL C070*  
*Repeat Status: Not repeatable*

36 hours lecture. This course introduces students to the process of academic and career planning by means of personal and group exercises. Skills such as thinking critically, using college resources, developing personal awareness, and identifying motivational factors are explored, and topics of diversity are addressed. Note: University of California grants a maximum of 3 semester units for COLL C101 and COLL C102 combined. (Formerly COUN C101.)

**COLL C131                      A/CSU                      1.00 Unit**  
**Making Transfer Easy**

*Advisory: ENGL C070*  
*Repeat Status: Not repeatable*

18 hours lecture. This course provides an introduction to majors and careers, goal setting and major selection, the transfer research and application process, and long-term educational planning. Transfer agreements, application completion, housing, and supportive services for public and private colleges and universities, particularly in California, are evaluated. (Formerly PDEV C131.)

## Computer Science

**CSCI C252                      A/UC/CSU                      3.00 Units**  
**Introduction to Computer Science**

C-ID: COMP 122 Programming Concepts and Methodology I  
*Prerequisite: MATH C055*  
*Advisory: IT C101*  
*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course explores topics that provide students with a foundation in computer science. This course covers the fundamental issues of algorithms, computer organization, software, computational theory, fundamental object oriented programming and social and ethical issues of computing.

**CSCI C254                      A/UC/CSU                      3.00 Units**  
**Object Oriented Programming**

C-ID: COMP 132 Programming Concepts and Methodology II  
*Prerequisite: CSCI C252*  
*Advisory: MATH C151*  
*Repeat Status: Not repeatable*

54 hours lecture. This course follows the Introduction to Computer Science course with a focus on object oriented programming and design. A greater emphasis is placed on abstraction and using programming to solve a wide range of problems. Intermediate data structures are also addressed including trees, graphs, stacks, queues and linked lists. Students learn how to use the program development life cycle to design, code, and test programs.



CSCI C255      A/UC/CSU      3.00 Units

**Discrete Structures**

C-ID: COMP 152 Discrete Structures

*Prerequisite: CSCI C252**Repeat Status: Not repeatable*

54 hours lecture. This course covers mathematical topics essential for work in computer science, including number bases, mathematical induction, sets, functions, recursion, probability, graphs, trees, logic, Boolean algebra, and proof techniques.

CSCI C257      A/UC/CSU      3.00 Units

**Computer Architecture and Organization**

C-ID: COMP 142 Computer Architecture and Organization

*Advisory: CSCI C252**Repeat Status: Not repeatable*

54 hours lecture. This course covers basic hardware and software structure; I/O and main memory organization, internal representation of data, addressing methods, program control, microprocessors and multiprocessors, and RISC architectures. There is some assembly language programming.

CSCI C265      A/UC/CSU      3.00 Units

**Introductory C++ Programming***Prerequisite: CSCI C252 or IT C251**Repeat Status: Not repeatable*

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

CSCI C267      A/UC/CSU      3.00 Units

**Introduction to Java Programming***Prerequisite: IT C101, MATH C055**Repeat Status: Not repeatable*

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

## Digital Media Arts

DMA C102      A/ UC/CSU      3.00 Units

**Digital Imaging***Advisory: BSOT C075, ENGL C101**Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course covers beginning through intermediate concepts in digital image capture and creation. Topics covered include photograph retouching and enhancing, original creation of composite images from photographs and artwork, drawing and painting original digital artwork, and the creation of web graphics. Students learn techniques for high quality image acquisition and how to evaluate the application of copyright law in specific scenarios.

DMA C107      A/CSU      3.00 Units

**Computer Illustration and Design***Advisory: BSOT C075, ENGL C101**Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course enables students to develop computer illustration and graphic design skills through visual design exercises and projects, including logos, technical and creative illustrations, package designs, and brochures. Students learn principles of page layout and typography. Students also develop proficiency through the intermediate levels in the use Adobe Illustrator and Adobe InDesign. No prior knowledge of the software is required.

DMA C111      A/CSU      3.00 Units

**Fundamentals of Web Development***Advisory: BSOT C075, ENGL C101**Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This entry-level course provides students with the skills to create web pages in Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) using a text editor. This course emphasizes current web standards which include code validation, semantics, and separating content from style. Students also learn how to select a web hosting provider, purchase a domain name, and construct a web site with WordPress.

DMA C113      A/CSU      4.00 Units

**Accessibility and UX Design***Advisory: DMA C111**Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. This course introduces students to user-centered design. Topics include web content accessibility, usability, and interaction design. Analysis of intended audience is carefully considered. Students also use several software tools from the Adobe Creative Cloud for rapid prototyping. Students should be proficient in Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) upon enrolling in this course. Approved for Local GE Area 6.

DMA C117      A/CSU      3.00 Units

**Web Design***Advisory: DMA C102, DMA C111**Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. In this course, students develop an understanding of graphic design periods and styles, and they apply principles of design, color theory, and typography to web page designs. Students develop intermediate proficiency in Adobe Dreamweaver. Students also acquire skills in customizing WordPress themes. Students should be proficient in Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and digital imaging in order to be successful in this class.

**DMA C119                      A/CSU                      3.00 Units**  
**Advanced Web Development**

*Advisory: DMA C111, DMA C211*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course provides students with the skills to develop content for mobile devices using Hypertext Markup Language 5 (HTML5). Particular emphasis is given to designing for small screens, including interface design, usability, and aesthetic style.

**DMA C131                      A/CSU                      3.00 Units**  
**Digital Video and Audio Production**

*Advisory: DMA C102, ENGL C101*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course introduces digital video production techniques that are well-suited for web and social media publishing. Course topics include planning and scriptwriting, camera operation, sound recording, lighting, camera direction, non-linear editing of clips, titling, transitions, effects, compositing, and output. Students also learn techniques for producing professional-quality podcasts and screencasts, as well as how to utilize video and audio publishing platforms.

**DMA C201                      A/CSU                      3.00 Units**  
**E-Commerce and Social Media Marketing**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course provides students with a foundation in market analysis, business administration, sales and marketing, management, customer service, product or service development, and financial planning. The course also provides students with an understanding of legal, tax, regulatory, and security issues that apply to e-commerce. Students develop a business concept and create a functioning e-commerce website.

**DMA C211                      A/CSU                      3.00 Units**  
**Web Scripting with JavaScript**

*Advisory: DMA C111, MATH C050*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course provides students with the skills to create interactive web pages with JavaScript, which first requires learning the principles of JavaScript language. Practical application of JavaScript includes navigation rollover effects, manipulating windows, manipulating form data, validating forms, and creating drop down menus. Students must be proficient in Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) to be successful in this class.

**DMA C213                      A/CSU                      3.00 Units**  
**Web Development with PHP and MySQL**

*Advisory: DMA C211*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course provides students with the skills to create dynamic web pages with PHP Hypertext Preprocessor (PHP) and Structured Query Language (MySQL). Practical applications of PHP include web form data processing and work with MySQL databases using sessions. Students must have existing proficiency in Hypertext Markup

Language (HTML) and Cascading Style Sheets (CSS) and have an understanding of basic programming concepts to be successful in this class.

**DMA C280                      A/CSU                      3.00 Units**  
**Web Production Management**

*Prerequisite: DMA C111*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This is a course in web site or application project planning and production. Students work in teams to design and complete a commercial project. Students develop an understanding of team roles, workflow, budgeting, and legal and technical considerations for completing a project. This is the capstone course and should be taken in the last semester of the program. Ideally, all courses in the Web Design or Web Development option should be previously completed or taken concurrently with this course.

## Drafting

**DRFT C108                      A/CSU                      3.00 Units**  
**Reading Technical Drawings**

*Repeat Status: Not repeatable*

54 hours lecture. 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.

## Economics

**ECON C101                      A/UC/CSU                      3.00 Units**  
**Introduction to Economics**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course covers macro and micro economic concepts as they apply to current economic problems for the non-economics and non-business major. Students analyze the market forces of supply and demand, evaluate economic issues, and examine the efficiency of resource allocation. Economics C101 is a survey of economics for non-economics majors. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2.

**ECON C102                      A/UC/CSU                      3.00 Units**  
**Macroeconomics**

C-ID: ECON 202 Principles of Macroeconomics

*Prerequisite: MATH C050*

*Advisory: ENGL C070, MATH C055*

*Repeat Status: Not repeatable*

54 hours lecture. This is an introductory course focusing on aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2.

ECON C103      A/UC/CSU      3.00 Units  
**Microeconomics**

C-ID: ECON 201 Principles of Microeconomics

*Prerequisite: MATH C050*

*Advisory: ENGL C070, MATH C055*

*Repeat Status: Not repeatable*

54 hours lecture. This is an introductory course focusing on choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2.

## Education

EDUC C004      NC      0.00 Units  
**Supervised Tutoring**

*Repeatability Status: Repeatable*

54 hours open laboratory. This is a non-credit course. This class provides tutoring in various academic subjects, through a designated learning center to augment classroom instruction. The course requires a referral from a subject-area instructor, counselor, or Learning Assistance Center instructor.

EDUC C170      A/CSU      0.50 Unit  
**Tutor Training**

*Repeat Status: Not repeatable*

10 hours lecture. The purpose of tutor training is to develop tutoring methods and skills for students who plan to work as tutors. This training can be applied to International Tutor Certification Program requirements from College Reading and Learning Association. This course is open to any student; however, training does not ensure a student will be hired as a tutor.

EDUC C805      NC      0.00 Units  
**Preparation for the General Education Development Exam (GED)**

*Repeatability Status: Repeatable*

54 hours laboratory. This is a non-credit course. This course prepares students for the General Educational Development Examination (GED). Instruction is provided for all subject areas of the GED with emphasis on reading, writing, and mathematics and review of general science, humanities, and social studies. Instruction is tailored to student need based on instructor assessment and performance on pretests by subject area. Students demonstrate progress and readiness for the GED through practice exams.

## Emergency Medical Technology

EMTC C070      A      0.50 Unit  
**CPR for the Healthcare Provider**

*Repeat Status: Not repeatable*

10 hours lecture. This is a Healthcare Provider - Cardiopulmonary Resuscitation (CPR) Course that meets 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 in a particular setting. This course also includes one and two rescuer CPR, use of barrier devices, Automated External Defibrillator (AED) use and the prevention of disease transmission.

EMTC C105      A/CSU      9.50 Units  
**Emergency Medical Technician**

*Advisory: ENGL C101, HCRS C150*

*Repeat Status: Not repeatable*

162 hours lecture/27 hours laboratory. This course provides instruction in pre-hospital techniques in the evaluation and emergency medical care through the recognition of signs and symptoms of illnesses and injuries. This course also includes instruction in the care rendered on scene and during transportation by EMT personnel. The student shall meet health requirements to participate in the clinical section of the course. Any expenses involved in meeting the health requirement are at the student's expense. Failure to meet the health requirements results in student ineligibility for clinical objectives. Upon successful completion of the mandated course criteria the student receives a Certificate of Completion and this qualifies the student to apply and take the national exam for the Emergency Medical Technician, to ultimately qualify for application within the State of California to become certified. The student must provide a valid American Heart Association Healthcare Provider CPR/AED card to the instructor at the first class session to remain enrolled in this course.

EMTC C106      A/CSU      0.50 Unit  
**First Aid/Cardio Resuscitation/Automated External Defibrillator**

*Repeat Status: Not repeatable*

10 hours lecture. 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 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.

EMTC C107      A/CSU      9.50 Units  
**Emergency Medical Technician for Law Enforcement**

*Prerequisite: ADMJ C145 or equivalent*  
*Repeat Status: Unlimited*

162 hours lecture/27 hours laboratory. This course provides instruction to law enforcement officers in response, scene safety, security, evaluation, and emergency medical care. This course also includes instruction in the care rendered on specialty response situations managed by law enforcement until traditional medical personnel are clear to enter the scene. The student shall meet health requirements to participate in the clinical section of the course. Mandatory physical examination/immunizations will be required within two weeks of the beginning of the course and are at the student's expense. Failure to meet these requirements will result in student ineligibility for clinical objectives. Upon successful completion of the mandated course criteria the student receives a Certificate of Completion. This qualifies the student to apply for and take the national exam for the Emergency Medical Technician, to ultimately qualify for application within the State of California to become certified. The student must provide a valid American Heart Association Healthcare Provider CPR/AED card to the instructor at the first class session to remain enrolled in this course.

EMTC C205      A/CSU      1.50 Units  
**Emergency Medical Technician Refresher**

*Limitation on Enrollment: Current Certification as an Emergency Medical Technician or successful completion of the EMTC C105 Emergency Medical Technician course within the previous 24 months; or have an expired Emergency Medical Technician certification no greater than 24 months.*  
*Repeat Status: Not repeatable*

24 hours lecture/8 hours laboratory. This course provides a review of the current standards and techniques used by Emergency Medical Technicians in evaluating and providing emergency medical care through recognition of signs and symptoms of illnesses and injuries. This is required for renewal of core competencies, practical skill application and current standards and procedures of emergency care and transportation aspects required for Emergency Medical Technicians. 24 hours of continuation education units will be issued upon successful completion and meeting standards with an 80% or greater. Successful completion of this course qualifies the student to receive 24-hours of continuing education and a state practical skill form. This course may be used for candidates extending their eligibility to apply and take the national exam for the Emergency Medical Technician, to ultimately qualify for application within the State of California. To enroll in this course, students must have completed the EMTC C105 course within the previous 24 months; or be currently certified as an Emergency Medical Technician; or not have lapsed as a certified Emergency Medical Technician for greater than 24 months as per state requirements.

## English

ENGL C030      P      4.00 Units  
**Basic Writing Skills**

*Repeat Status: Not repeatable*

72 hours lecture. ENGL C030 teaches students to develop and organize ideas in short writings with coherent, unified, and developed paragraphs. The course also covers how to build paragraphs into short essays and how to revise and edit for correctness. Major principles of grammar are reviewed.

ENGL C040      P      4.00 Units  
**Improving Basic Writing Skills**

*Prerequisite: ENGL C030*  
*Repeat Status: Not repeatable*

72 hours lecture. This course, which is preparation for introductory composition, is designed to teach students to write short compositions (500-750 words each) with clear organization, development, keywords, thesis, topic sentences, and sufficient supporting details. Students become familiar with a variety of rhetorical modes and are introduced to expository and text-based writing. Major and minor principles of grammar are reviewed.

ENGL C070      A      4.00 Units  
**Introductory Composition**

*Prerequisite: ENGL C040*  
*Advisory: LIBR C100*  
*Repeat Status: Not repeatable*

72 hours lecture. In this course which prepares students to take university-level classes, students analyze and respond to college-level readings, compose expository and argumentative essays for a variety of rhetorical situations, incorporate outside sources into their writing using proper documentation techniques, and revise for coherence, unity, and development. Students write four to five text-based expository essays (total: 3,500 words).

ENGL C101      A/UC/CSU      4.00 Units  
**Freshman Composition**

C-ID: ENGL 100 College Composition  
*Prerequisite: ENGL C070*  
*Repeat Status: Not repeatable*

72 hours lecture. In this composition course for transfer to four-year institutions, students write expository and argumentative essays that respond to a variety of rhetorical situations and incorporate university-level research. The course emphasizes critical reading, effective use of language, and analysis of university-level concepts presented in outside sources. Students write four to five expository essays including a lengthy research paper (total: 7,000 words). Approved for IGETC Area 1A, CSU GE Area A2, Local GE Area 4.

**ENGL C101S**                      **P**                      **2.00 Units**  
**Academic Support for Freshman Composition**

*Co-requisite: ENGL C101*  
*Repeat Status: Not repeatable*

36 hours lecture. Limited to students concurrently enrolled in the co-requisite ENGL C101 class, ENGL C101S provides students with additional support for college-level composition. This course offers additional instruction and practice in reading strategies, writing process, sentence craft, metacognitive reflection, and college success skills. A passing grade in this class is dependent upon successful completion of the ENGL C101 co-requisite. (Units for this course are non-degree applicable.)

**ENGL C102**                      **A/UC/CSU**                      **4.00 Units**  
**Critical Thinking through Literature**

C-ID: ENGL 110 Argumentative Writing and Critical Thinking Through Literature

*Prerequisite: ENGL C101*  
*Repeat Status: Not repeatable*

72 hours lecture. In this composition course for transfer to four year institutions, students develop composition, analytical, and critical reasoning skills through study of literary works (fiction, poetry, and drama). The course emphasizes critical analysis, principles of logic, use of research, and presentation of carefully reasoned written arguments while developing students' close reading skills and promoting an appreciation for the aesthetic qualities of literature. Students write several expository essays demonstrating sophisticated application of critical thinking skills to literature (total: 8,000 words). Approved for IGETC Area 1B, CSU GE Area A3, Local GE Area 3 or 4.

**ENGL C102H**                      **A/UC/CSU**                      **5.00 Units**  
**Critical Thinking through Literature: Honors**

C-ID: ENGL 110 Argumentative Writing and Critical Thinking Through Literature

*Prerequisite: ENGL C101*  
*Limitation on Enrollment: Enrollment in this honors course is limited to students enrolled in the associated course. Students will be required to read and comprehend challenging materials and analyze in depth a chosen topic appropriate for intensified study, and must be able to maintain a minimum standard of coursework at the honors level.*  
*Repeat Status: Not repeatable*

90 hours lecture. In this composition course for transfer to four-year institutions, students develop composition, analytical, and critical reasoning skills through study of literary works (fiction, poetry, and drama). The course emphasizes critical analysis, principles of logic, use of research, and presentation of carefully reasoned written arguments while developing students' close reading skills and promoting an appreciation for the aesthetic qualities of literature. Students write several expository essays demonstrating sophisticated application of critical thinking skills to literature (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. Approved for IGETC Area 1B, CSU GE Area A3, Local GE Area 3 or 4.

**ENGL C141**                      **A/UC/CSU**                      **3.00 Units**  
**Introduction to Creative Writing**

C-ID: ENGL 200 Introduction to Creative Writing

*Advisory: ENGL C101*  
*Repeat Status: Not repeatable*

54 hours lecture. This course is an introduction to the craft of creative writing through the study and analysis of the works of established and peer writers. Students practice writing in various genres and are introduced to the workshop method. Approved for CSU GE Area C2, Local Area 3.

**ENGL C211**                      **A/CSU/UC**                      **3.00 Units**  
**Survey of Literary Genres**

*Prerequisite: ENGL C101*  
*Repeat Status: Not repeatable*

54 hours lecture. This course introduces representative works from major genres, develops students' close reading and analytical writing skills, and promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3.

**ENGL C221**                      **A/UC/CSU**                      **3.00 Units**  
**World Literature: Antiquity to 17th Century**

C-ID: ENGL 140 Survey of World Literature 1

*Prerequisite: ENGL C101*  
*Repeat Status: Not repeatable*

54 hours lecture. This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the mid or late seventeenth century. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3.

**ENGL C221H**                      **A/UC/CSU**                      **4.00 Units**  
**World Literature: Antiquity to 17th Century: Honors**

C-ID: ENGL 140 Survey of World Literature 1

*Prerequisite: ENGL C101*  
*Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.*  
*Repeat Status: Not repeatable*

72 hours lecture. This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the mid or late seventeenth 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. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3.



**ENGL C222                      A/UC/CSU                      3.00 Units**  
**World Literature: 17th Century to Present**

C-ID: ENGL 145 Survey of World Literature 2

*Prerequisite: ENGL C070**Repeat Status: Not repeatable*

54 hours lecture. This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from the mid or late seventeenth century to the present. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3.

**ENGL C222H                      A/UC/CSU                      4.00 Units**  
**World Literature: 17th Century to Present: Honors**

C-ID: ENGL 145 Survey of World Literature 2

*Prerequisite: ENGL C070*

*Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.*  
*Repeat Status: Not repeatable*

72 hours lecture. This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from the mid or late seventeenth century to the present. 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. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3.

**ENGL C231                      A/UC/CSU                      3.00 Units**  
**Survey of British Literature: Beginning–1785**

C-ID: ENGL 160 Survey of British Literature 1

*Prerequisite: ENGL C101**Repeat Status: Not repeatable*

54 hours lecture. This course surveys the literature written in the British Isles up to the last quarter of the 18th century. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3.

**ENGL C232                      A/UC/CSU                      3.00 Units**  
**Survey of British Literature: 1785–Present**

C-ID: ENGL 165 Survey of British Literature 2

*Prerequisite: ENGL C101**Repeat Status: Not repeatable*

54 hours lecture. This course surveys British literature from the late eighteenth century to contemporary British and post-colonial texts. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3.

**ENGL C235                      A/UC/CSU                      3.00 Units**  
**Introduction to Shakespeare***Prerequisite: ENGL C101**Repeat Status: Not repeatable*

54 hours lecture. 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. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3.

**ENGL C235H                      A/UC/CSU                      4.00 Units**  
**Introduction to Shakespeare: Honors***Prerequisite: ENGL C101*

*Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.*

*Repeat Status: Not repeatable*

72 hours lecture. 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. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3.

**ENGL C241                      A/UC/CSU                      3.00 Units**  
**Survey of American Literature: Beginning-1865**

C-ID: ENGL 130 Survey of American Literature 1

*Prerequisite: ENGL C101**Repeat Status: Not repeatable*

54 hours lecture. This course introduces students to America's literary traditions from their beginnings to the second half of the nineteenth century. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3.

**ENGL C242                      A/UC/CSU                      3.00 Units**  
**Survey of American Literature II: 1865–Present**

C-ID: ENGL 135 Survey of American Literature 2

*Prerequisite: ENGL C070**Repeat Status: Not repeatable*

54 hours lecture. 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. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3.

**ENGL C245                      A/UC/CSU                      3.00 Units**  
**Women's Literature***Prerequisite: ENGL C101**Repeat Status: Not repeatable*

54 hours lecture. This course studies the literary achievements of women writers and examines the extent to which literature mirrors or shapes historical and social attitudes with particular emphasis on the roles, images, and concerns of women as expressed in literature. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3 & 6.

**ENGL C245H                      A/UC/CSU                      4.00 Units**  
**Women's Literature: Honors**

*Prerequisite: ENGL C101*

*Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.*  
*Repeat Status: Not repeatable*

72 hours lecture. This course studies the literary achievements of women writers and examines the extent to which literature mirrors or shapes historical and social attitudes with particular emphasis on the roles, images, and concerns of women as expressed in literature. 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. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3 & 6.

**ENGL C249                      A/UC/CSU                      3.00 Units**  
**Multi-Ethnic American Literature**

*Prerequisite: ENGL C101*

*Repeat Status: Not repeatable*

54 hours lecture. This course studies the contributions to American literature by African Americans, Latino Americans, Asian Americans, Native Americans, and other ethnic minorities. It examines the extent to which literature mirrors or shapes historical and social attitudes, with particular emphasis on the roles, images, and concerns of ethnic groups as expressed in literature. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3 & 6.

## Ethnic Studies

**ETHN C121                      A/CSU/UC                      3.00 Units**  
**Multiculturalism and the American Justice System**

*Advisory: ENGL C101*

*Repeat Status: Not repeatable*

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. The course will focus on the consensus and conflicting values in culture, religion, and law. This course is cross-listed with ADMJ C121. Approved for Local GE Area 2 & 6.

**ETHN C141                      A/CSU/UC                      3.00 Units**  
**Introduction to Native American Studies**

*Advisory: ENGL C101, LIBR C100*

*Repeatability Status: Not repeatable*

54 hours lecture. This ethnic studies course is a survey of the Native peoples and cultures of North America. It emphasizes native languages, history, culture, intellectual traditions, social organizations, religion, world view, artistic representations, social struggles, and social justice movements. Students critically examine the impact of tribal nations on each other, as well as the interactions with other groups of people. This course examines the roots of present-day conditions of Native communities and the contributions of Native Americans to the cultures of the Americas. This course is cross-listed with ANTH C141. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2 or 3, & 6.

**ETHN C151                      A/CSU/UC                      3.00 Units**  
**Perspectives on Race and Ethnicity**

*Advisory: ENGL C101, LIBR C100*

*Repeatability Status: Not repeatable*

54 hours lecture. In this course, students apply critical reasoning skills to the analysis of race, ethnicity, and racism. The course covers the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, and the patterns of interaction among various racial and ethnic groups. Through multiple and varied readings and classroom discussion, students discover the interrelatedness of concepts such as race, class, and gender, and the roots and future of our "melting pot" society. This course is cross listed with SOCI C151. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2 or 3, & 6.

**ETHN C210                      A/CSU/UC                      3.00 Units**  
**Race and Ethnicity in Film**

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. Through a multidisciplinary examination 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 society and culture in the United States. There is analysis, discussion, and written critique of selected films and readings, with an emphasis on race and ethnicity. This course also provides an opportunity for project based learning in anti-racism outreach. Students may be required to rent films or subscribe to a video streaming service. This course is cross-listed with SOCI C210. Approved for IGETC Area 4, CSU D, Local GE Area 2 or 3, & 6.

## Film

**FILM C211                      A/UC/CSU                      3.00 Units**  
**Hispanic Cinema**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This class studies Hispanic civilization and culture through films, videos and documentaries, as well as varied readings. There is analysis, discussion, and written critique of selected films from Spain, Latin America, and the United States. The class covers a variety of cultural issues such as the art, music, history, and politics of the Hispanic world. There is an emphasis on issues of multiculturalism and diversity as illustrated by the films and readings on issues such as race, class, gender, and immigration. Films are subtitled; no knowledge of Spanish is required. This course is cross listed with SPAN C211. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 2 or 3, & 6.

## Fire Fighter Technology

FFT C050                      A                      0.50 Units  
**Introduction to the Incident Command System**

*Repeatability Status: Not repeatable*

8 hours lecture. This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features, principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

FFT C051                      A                      0.50 Units  
**Introduction to Wildland Fire Behavior**

*Repeatability Status: Not repeatable*

8 hours lecture. This course provides students with wildland fire behavior knowledge applicable for safe and effective fire management activities (wildfire or prescribed fire). Students are introduced to characteristics and interactions of the wildland fire environment (fuels, weather, and topography) that affect wildland fire behavior for safety purposes. This course satisfies the S-190 course requirement for a Firefighter Technician 2. Incident Position Description (IPD) Alignment: This course aligns with the NWCG (National Wildlife Coordinating Group) IPDs that serve as the single authoritative source for the essential duties and responsibilities of a NWCG incident position. IPDs ensure connection between the position and established operation standards. Each unit in this course will identify the related IPD statement.

FFT C052                      A                      0.50 Units  
**Introduction to the National Incident Management System (NIMS)**

*Repeatability Status: Not repeatable*

8 hours lecture. This course provides an overview of the National Incident Management System (NIMS), which defines the comprehensive approach guiding the whole community - all levels of government, non-governmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides students with a basic understanding of NIMS concepts, principles, and components. This course satisfies the National Wildlife Coordinating Group (NWCG) requirement for IS-700 as part of a Firefighter Technician 2 certification.

FFT C053                      A                      0.25 Units  
**Human Factors in the Wildland Fire Service**

*Repeatability Status: Not repeatable*

4 hours lecture. This course is designed to satisfy the L-180 course requirement for certification as a Firefighter Technician 2. In this course, the instructor exposes students to human performance concepts as part of basic wildland firefighter training. The course is specifically designed for entry-level operational personnel; however, this course also applies to all wildland fire service personnel, including non-operational personnel. At the end of the course, students are able to practice decision-making skills in an interactive simulation as a member of a fire crew, and students apply their human factors knowledge to a variety of scenarios. Throughout the simulation, students answer questions

and make decisions regarding situational awareness and hazard identification, decision-making, and team cohesion. Responses are tracked and then reported at the end of the activity.

FFT C054                      A                      1.50 Units  
**Firefighter Training**

*Prerequisite: FFT C051*

*Repeatability Status: Not repeatable*

29 hours lecture. This course is designed to satisfy the National Wildfire Coordinating Group (NWCG) requirements of S-130. The intent of this course is to train new firefighters in the basic skills needed to perform fire suppression and fuel management duties in adverse climate, fuel, and terrain conditions. Units 8–12 are intended to be taught as hands-on presentations in the field. Facilitation should include the tools and equipment referenced in those units and they should be available as props for instructors and hands-on implements for students. If field presentation is not possible, Units 8 – 12 can be taught as a PowerPoint presentation in a classroom, utilizing the tools and equipment as reference. This course aligns with the NWCG Incident Position Descriptions (IPDs) that serve as the single authoritative source for the essential duties and responsibilities of an NWCG incident position. IPDs ensure the connection between the position and established operational standards. Each unit in this course identifies the related IPD statement.

FFT C060                      A                      0.25 Units  
**Wildland Fire Safety Training Annual Refresher (WFSTAR)**

*Prerequisite: FFT C051, FFT C052, FFT C053, FFT C054*

*Repeatability Status: Not repeatable*

4 hours lecture. This course is designed to satisfy the RT-130 annual training requirement established and maintained by the National Wildfire Coordinating Group and is required for continued certification as a Firefighter Technician 2. The intent of RT-130, Wildland Fire Safety Training Annual Refresher (WFSTAR) is to focus line-going personnel on operations and decision-making issues related to fireline in order to recognize and mitigate risk, maintain safe and effective practices, and reduce accidents.

## French

FREN C101                      A/UC/CSU                      5.00 Units  
**Elementary French I**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

90 hours lecture. This is an introductory course in which students learn basic grammar and vocabulary for speaking, reading, understanding, and writing at the beginning level as well as the culture and civilization of the French-speaking world. Approved for IGETC Area 6, CSU GE Area C2, Local GE Area 3.

**FREN C110**      **A/UC/CSU**      **5.00 Units**  
**Elementary French II**

*Prerequisite: FREN C101*

*Repeat Status: Not repeatable*

90 hours lecture. This course is a continuation of the introduction to the French language presented in French C101. The course continues to focus on the grammar and vocabulary necessary for speaking, reading, listening, and writing at the high-beginner level, as well as learning about the culture and civilization of the French-speaking world. Approved for IGETC Area 6, CSU GE Area C2, Local GE Area 3 & 6. (Formerly FREN C102.)

## Geography

**GEOG C101**      **A/UC/CSU**      **3.00 Units**  
**Physical Geography Lecture**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This lecture course covers the study of the Earth as an integrated system, including 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 and examining current world problems from a geographical perspective. Not open to students who have completed GEOG C111. Approved for IGETC Area 5A, CSU GE Area B1, Local GE Area 1.

**GEOG C111**      **A/UC/CSU**      **4.00 Units**  
**Physical Geography**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. This lecture and laboratory course covers the study of the Earth as an integrated system. Lecture topics include 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 and examining current world problems from a geographical perspective. Meanwhile, laboratory provides practical experience in field techniques and supplemental exercises that enhance and reinforce topics covered in lecture. Not open to students who have completed GEOG C101. Approved for IGETC Area 5A & 5C, CSU GE Area B1 & B3, Local GE Area 1.

## Geology

**GEOL C111**      **A/UC/CSU**      **4.00 Units**  
**Physical Geology**

C-ID: GEOL 100 Physical Geology

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. 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. Approved for IGETC Area 5A & 5C, CSU GE Area B1 & B3, Local GE Area 1.

## Health Careers

**HCRS C055**      **A**      **5.50 Units**  
**Certified Nursing Assistant**

*Prerequisite or Co-requisite: EMTC C070*

*Repeat Status: Not repeatable*

63 hours lecture/108 hours laboratory. This course develops the skills necessary to pass the state mandated test to become a Certified Nurses Assistant (CNA). 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 to be eligible to take the California CNA exam. In a Health Careers course, students are required to complete the following prior to clinical rotations: physical, questionnaire, TB screening, confirm immunization, background check, and drug screening. Students are required to complete a Live Scan and application for the California Department of Public Health (CDPH) upon enrollment into this course.

**HCRS C057**      **A**      **2.00 Units**  
**Home Health Aide**

*Prerequisite: Certified Nursing Assistant Certificate*

*Repeat Status: Not repeatable*

27 hours lecture/27 hours clinical. This course is designed to prepare the student to work with clients in a home setting doing hands-on patient care. This course focuses on the skills for basic care of residents who need assistance with activities of daily living, including bathing, hygiene measures, transfers, bed making, cleaning, and homemaking tasks. The State Department of Licensing requires a grade of C or better.

**HCRS C075**      **A**      **1.50 Units**  
**Principles of Intravenous Therapy and Blood Withdrawal**

*Prerequisite Required by Statute: Current California Vocational Nursing License (LVN), or senior standing in a LVN Program, or Interim VN Permittee status. Students must have a current California Vocational Nursing License (LVN), or senior standing in a LVN Program, or Interim VN Permittee status as mandated by the Board of Vocational Nursing and Psychiatric Technicians. Repeat Status: Not repeatable*

27 hours lecture/9 hours laboratory. The course is designed to enable the Licensed Vocational Nurse (LVN) to safely initiate and maintain intravenous therapy in a clinical setting. LVNs successfully completing this course will be certified by the California Board of Vocational Nurse Examiners to initiate and superimpose intravenous fluids. Must have a current California Vocational Nursing License or senior standing in a LVN Program, or Interim Permittee Vocational Nurse status.



**HCRS C100                      A/CSU                      3.00 Units**  
**Fundamentals of Nursing**

*Prerequisite: BIOL C125 and/or BIOL C251 and BIOL C255, BSOT C075, HCRS C055, HCRS C150, PSYC C101 or PSYC C101H*  
*Co-requisite: HCRS C103, HCRS C107, HCRS C113*  
*Repeat Status: Not repeatable*

54 hours lecture. This theory course begins with an introduction to the roles of the vocational nurse and provides a foundation of basic nursing arts and sciences necessary for the practice of nursing including concepts specific to the gerontological client. Using the nursing process as a framework, concepts of professionalism, growth and development, safety, and health concerns for the adult and geriatric population are discussed. Legal and ethical considerations, cultural diversity, the nursing process, and basic data collection are included as theory topics along with the presentation of basic mental health concepts applicable to the geriatric client. Fundamental nursing skills are discussed in detail with concurrent hands-on practice of skills in the Vocational Nursing Lab I course.

**HCRS C103                      A/CSU                      3.00 Units**  
**Medical Surgical Nursing**

*Prerequisite: HCRS C100, HCRS C107, HCRS C113*  
*Repeat Status: Not repeatable*

54 hours lecture. This theory course focuses on the application of the nursing process in common health/illness situations. Using the nursing process as a framework, emphasis is placed on the role of the vocational nurse as a provider of care in assisting the adult and geriatric client with chronic disorders affecting the gastrointestinal, genitourinary, endocrine, and integumentary systems. Topics in basic nutrition are also presented including an overview of basic nutrients, basic therapeutic diets and patient education specific to chronic conditions. Basic mental health concepts are introduced. Concepts in this course are correlated with the clinical settings presented in Vocational Nursing Lab I.

**HCRS C107                      A/CSU                      2.00 Units**  
**Basic Pharmacology Vocational Nursing**

*Co-requisite: HCRS C100, HCRS C103, HCRS C113*  
*Repeat Status: Not repeatable*

36 hours lecture. This course is designed to prepare the vocational nurse to function safely when administering medication. Using the nursing process as the framework, concepts of pharmacology, calculations, and nursing considerations that pertain to the safe administration of medication are presented.

**HCRS C110                      A/CSU                      1.00 Unit**  
**Principles of Adult Learners**

*Limitation on Enrollment: This course is required by the BVNPT for all new nursing faculty. Enrollment in course must be approved by Director of Nursing and Instructor.*  
*Repeat Status: Not repeatable*

18 hours lecture. A study of the variety of teaching techniques which are applicable to classroom instruction and clinical supervision of students pursuing a health profession. Teaching techniques focus on delivery of the theory and content of a program and assessment of student performance in the classroom and in the clinical setting. The range of teaching techniques from general lecture format to more creative approaches to learning is explored for both theory and clinical courses.

**HCRS C113                      A/CSU                      6.00 Units**  
**Vocational Nursing Laboratory I**

*Co-requisite: HCRS C100, HCRS C103, HCRS C107*  
*Repeat Status: Not repeatable*

324 hours laboratory. This laboratory course focuses on the care role of the vocational nurse in assisting the adult and geriatric client to meet essential activities of daily living. A beginning knowledge of nursing techniques and medication administration with an understanding of the principles, rationales, and procedures for each technique is emphasized. Using the nursing process as a framework, students provide basic care for adult and geriatric clients with various uncomplicated diseases and disorders who require nursing intervention to meet basic human needs. Basic communication techniques for the adult and geriatric client with mental health disorders are integrated throughout. This clinical course includes experience in the skills lab and long term care clinical settings.

**HCRS C121                      A/CSU                      3.00 Units**  
**Nutrition**

*Advisory: ENGL C040*  
*Repeat Status: Not repeatable*

54 hours lecture. This course is designed to develop an understanding of the principles of human nutrition, including historical development, underlying physical, mental and emotional health, current world nutrition problems, nutrients and their utilization by the body, and nutritional needs throughout the life cycle. Recent developments in nutrition, food fads and fallacies, and informational nutritional resources are discussed. Approved for Local GE Area 7.

**HCRS C122                      A/CSU                      3.00 Units**  
**Principles of Food Preparation**

C-ID: NUTR 120 Principles of Foods with Lab

*Advisory: ENGL C101, HCRS C121*  
*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course introduces concepts of food composition and selection of quality foods. Principles of professionalism in food preparation include food service sanitation, safety, and demeanor. Students learn basic culinary concepts, including moist and dry cooking and preparation of meats, eggs, dairy, fruits and vegetables, cereals and breads, desserts, and beverages. Students also learn techniques in recipe specification and food cost calculations.

**HCRS C130                      A/CSU                      2.00 Units**  
**Communication in Healthcare**

*Advisory: ENGL C070*  
*Repeat Status: Not repeatable*

36 hours lecture. This course is designed to prepare the student to recognize human behaviors and communicate effectively with clients and other healthcare providers in the workplace. Topics include verbal, non-verbal communication techniques, listening skills, therapeutic communication skills and communicating with other healthcare providers. This course meets the competency standards for CAAHEP and CCBMA certification.



**HCRS C131                      A/CSU                      1.50 Units**  
**Medical Law and Ethics for Medical Assistants**

*Advisory: ENGL C070*  
*Repeat Status: Not repeatable*

27 hours lecture. This course is designed to explore the theories, models and principles that serve as guides for ethical behavior within the medical assistant context. The student explores the complexities of the ethical and legal aspects of patient care related to the medical assistant's practice, all the while emphasizing the importance of principled behavior in personal and professional situations.

**HCRS C132                      A/CSU                      1.50 Units**  
**Electronic Health Record**

*Advisory: ENGL C070*  
*Repeat Status: Not repeatable*

27 hours lecture. This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of health care data. The focus of this course is system-wide clinical documentation guidelines and regulatory standards.

**HCRS C133                      A/CSU                      3.00 Units**  
**Medical Office Procedures**

*Prerequisite: HCRS C150, HCRS C130, HCRS C131, HCRS C132*  
*Repeat Status: Not repeatable*

54 hours lecture. This course enables the student to gain a wide range of skills that may be required in a medical front office which is an area that is constantly changing. It covers basic office procedures, which include receptionist, appointments, scheduling, telephone techniques, interpersonal relations, computer data entry, oral communication, and medico-legal doctrines.

**HCRS C134                      A/CSU                      3.00 Units**  
**Basic Medical Insurance and Billing**

*Prerequisite: HCRS C150, HCRS C130, HCRS C131, HCRS C132*  
*Repeat Status: Not repeatable*

54 hours lecture. This course presents the basic functions of the insurance and billing practices for healthcare workers. Topics include management of basic financial activities for healthcare facilities including medical insurance, methods of establishing professional fees, billing laws and regulations, banking, and bookkeeping.

**HCRS C135                      A/CSU                      2.00 Units**  
**Basic ICD and CPT Coding**

*Co-requisite: HCRS C133*  
*Repeat Status: Not repeatable*

36 hours lecture. This course presents a thorough discussion of basic International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) coding. Procedural coding and International Classification of Diseases provides students with the detailed knowledge to implement the specialized coding needed for billing insurance companies.

**HCRS C136                      A/CSU                      3.00 Units**  
**Clinical Medical Assisting I**

*Prerequisite: HCRS C150, HCRS C130, HCRS C131, HCRS C132*  
*Repeat Status: Not repeatable*

45 hours lecture/27 hours laboratory. This is an introductory course designed to provide basic education and training for the individual who is interested in working as a Clinical Medical Assistant in a medical or clinical back office. Topics include basic infection control, Occupational Safety and Health Act regulations, principles of nutrition, vital signs and height/weight measurements, initial medical record documentation, and maintenance of the clinical facility. Common office practices, such as vital signs are discussed and practiced in the Skills Lab.

**HCRS C137                      A/CSU                      3.00 Units**  
**Clinical Medical Assisting II**

*Prerequisite: HCRS C136*  
*Repeat Status: Not repeatable*

45 hours lecture/27 hours laboratory. This course is designed to provide advanced education and training for the individual who is interested in working as a Clinical Medical Assistant in a medical or clinical back office. Topics include patient history and interviewing, techniques of assisting the physician with patients, minor surgeries and sterile dressing changes, staple and suture removal, theory of x-ray examination and treatment, patient education, electrocardiographic methods, and first aid. Common office procedures are discussed and practiced in the Skills Lab. Emphasis is placed the role of the medical assistant.

**HCRS C138                      A/CSU                      2.00 Units**  
**Medication Administration for Medical Assisting**

*Prerequisite: HCRS C136 or concurrent enrollment*  
*Repeat Status: Not repeatable*

27 hours lecture/27 hours laboratory. This course provides basic education and training in medications and administration for the individual who is interested in working as a Clinical Medical Assistant in the medical back office environment. Topics include basic mathematics, terminology, medication orders, medication administration including oral and injection and documentation. Emphasis is on client education and the role of the medical assistant.

**HCRS C139                      A/CSU                      2.00 Units**  
**Laboratory Procedures**

*Prerequisite: HCRS C136 or concurrent enrollment*  
*Repeat Status: Not repeatable*

27 hours lecture/27 hours laboratory. This introductory laboratory course provides basic education and training for a medical assistant in a physician's office laboratory. The focus of the training includes methods of specimen collection, principles of routine office laboratory tests, techniques for blood tests, microbiology office procedures, and blood withdrawal.

### HCRS C142                      A/CSU                      1.50 Units **Medical Assistant Administrative Externship**

*Prerequisite: HCRS C133, HCRS C134, HCRS C135 or concurrent enrollment*

*Repeat Status: Not repeatable*

90 hours volunteer work experience. The Clinical Externship is a practical application of the theory and skills learned in the classroom. The student participates in front office procedures under the direct supervision of the physician and the office manager and the indirect supervision of the classroom instructor.

9 hours lecture/80 hours laboratory. This course provides practical experience in applying the concepts, theories, and principles of medical coding related to the three main code books: Current Procedural Terminology, International Classification of Diseases-Tenth Revision, Clinical Modification (ICD-10-CM), and Healthcare Common Procedural Coding System, Level II (HCPCS) through a medical coding practical online application system. This course is recommended for anyone who is preparing for a career in medical coding for medical facilities. It is strongly recommended for anyone who is preparing for American Association Professional Coders' (AAPC) Certified Professional Coder (CPC) certification examination.

### HCRS C143                      A/CSU                      1.50 Units **Clinical Medical Assistant Externship**

*Prerequisite: HCRS C136, HCRS C137*

*Co-requisite: HCRS C137*

*Repeat Status: Not repeatable*

90 hours volunteer work experience. The Clinical Externship is a practical application of the theory and skills learned in the classroom and lab. The student participates in physician's office or clinic providing patient care under the direct supervision of the physician and the office manager with indirect supervision of the classroom instructor.

### HCRS C150                      A/CSU                      3.00 Units **Medical Terminology for Health**

*Repeat Status: Not repeatable*

54 hours lecture. This course is designed to familiarize the student with the language of medicine. The components of medical terminology are highly beneficial for any individual with a healthcare employment objective. The course presents the components of medical works including word roots, combining forms, suffixes, and prefixes. Using medical terminology as a focal point, the systems of the body are discussed.

### HCRS C144                      A/CSU                      3.00 Units **Advanced Medical Billing**

*Prerequisite: HCRS C134*

*Advisory: BIOL C121, ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course introduces health insurance, reimbursement, legal issues, and differences in reimbursement methodologies. Topics include the advanced principles of medical billing related to proper claim form preparation, submission and payment processing, and the follow up process. This course is recommended for anyone who is preparing for a career in a medical billing department at a physician's office, clinic, or similar positions.

### HCRS C204                      A/CSU                      9.00 Units **Medical Surgical Nursing II**

*Prerequisite: HCRS C100, HCRS C103, HCRS C107, HCRS C113*

*Co-requisite: HCRS C214*

*Repeat Status: Not repeatable*

162 hours lecture. This theory course uses the nursing process as a framework to guide the development of critical thinking skills used to determine nursing actions for adult and geriatric clients with cancer and conditions affecting the cardiovascular, lymphatic, musculoskeletal, endocrine, and respiratory systems. The role of the vocational nurse as a provider of care and manager of care related to leadership, supervision, and rehabilitation are also discussed. This course integrates care of the medical surgical client with mental health disorders. Concepts in this course are correlated to the various clinical settings presented in HCRS C214 Clinical Nursing Lab II.

### HCRS C145                      A/CSU                      4.00 Units **Advanced Medical Coding**

*Prerequisite: HCRS C135*

*Advisory: BIOL C121, ENGL C070*

*Repeat Status: Not repeatable*

72 hours lecture. This course introduces the principles of medical coding related to the three main code books: Current Procedural Terminology, International Classification of Diseases-Tenth Revision, Clinical Modification (ICD-10-CM), and Healthcare Common Procedural Coding System, Level II (HCPCS). This course is recommended for anyone who is preparing for a career in medical coding for medical facilities. It is strongly recommended for anyone who is preparing for American Association Professional Coders' (AAPC) Certified Professional Coder (CPC) certification examination.

### HCRS C205                      A/CSU                      3.50 Units **Medical Surgical Nursing III**

*Prerequisite: HCRS C204*

*Co-requisite: HCRS C216*

*Repeat Status: Not repeatable*

63 hours lecture. Using the nursing process as a framework, this theory course reinforces the critical thinking skills necessary to care for adult and geriatric clients with acute and complex medical surgical disease states, including multisystem involvement. The care for the client with increasingly complex mental health conditions is explored. Role expectations related to being a member of the profession are also discussed. Knowledge of nursing principles and leadership/management techniques to determine and prioritize nursing actions are correlated with the clinical settings presented in HCRS C216 Clinical Nursing III.

### HCRS C146                      A/CSU                      2.00 Units **Medical Coding Externship**

*Prerequisite: HCRS C135, HCRS C145*

*Co-requisite: HCRS C145*

*Advisory: BIOL C125*

*Repeat Status: Not repeatable*

**HCRS C206                      A/CSU                      3.00 Units**  
**Maternal / Child Nursing**

*Co-requisite: HCRS C207 and HCRS C216*

*Repeat Status: Not repeatable*

54 hours lecture. This theory course provides an overview of contemporary family centered childbirth and a foundation for pediatric nursing using growth and development concepts as a framework for presenting health problems and special concerns of the pediatric client. This course focuses on the provider and manager of care role for the vocational nurse in assisting families experiencing common health/illness situations associated with their age group. Using the nursing process and developmental theory as a framework, topics and nursing responsibilities for the normal aspects of the child bearing family and the pediatric client are discussed. The course concepts are correlated with the clinical settings in HCRS C216 Clinical Nursing III.

**HCRS C207                      A/CSU                      1.00 Unit**  
**Advanced Pharmacology**

*Co-requisite: HCRS C206 and HCRS C216*

*Repeat Status: Not repeatable*

18 hours lecture. This theory course reinforces and emphasizes the basic principles of pharmacology and calculations necessary for safe and effective medication administration. The primary focus is on the pharmacology content and variables that influence drug therapy when caring for the child-bearing family and the pediatric client. Utilization of the pharmacological principles from this course correlates to HCRS C216 Clinical Nursing III.

**HCRS C208                      A/CSU                      1.50 Units**  
**Critical Thinking and Leadership for the Vocational Nurse**

*Co-requisite: HCRS C216*

*Repeat Status: Not repeatable*

27 hours lecture. This theory course focuses on the concepts of critical thinking skills and clinical reasoning strategies utilizing a case study approach. Leadership skills, capabilities, and knowledge essential to the vocational nurse including roles and responsibilities, application of the nursing process to problem solving methods, and supervision and evaluation of the effectiveness and quality of care are discussed. Managerial traits, styles, roles and models are also explored. Critical thinking skills and utilization of the nursing process in clinical decision making are presented and correlated to the Clinical Nursing III course.

**HCRS C214                      A/CSU                      6.00 Units**  
**Clinical Nursing II**

*Co-requisite: HCRS C204*

*Repeat Status: Not repeatable*

324 hours clinical. This clinical lab course concentrates on the application of the nursing process and the continued development of the manager and provider of care roles for adult medical-surgical clients from various cultural and social backgrounds. Clinical experiences build on the basics from first semester as students perform more advanced skills when providing nursing care to clients. Incorporated into the course is the utilization of intermediate assessment, planning, intervention and evaluation under clinical supervision. This clinical course includes acute care and rehabilitation settings which correlate with the topics presented in HCRS C204 Medical Surgical Nursing II.

**HCRS C216                      A/CSU                      6.00 Units**  
**Clinical Nursing III**

*Co-requisite: HCRS C205, HCRS C206, HCRS C207, HCRS C208*

*Repeat Status: Not repeatable*

324 hours clinical. Using the advanced application of the nursing process and developmental theory as a framework to guide the plan of care, students provide care for the childbearing family, pediatric clients and clients with acute medical and surgical illnesses. The care focuses on multiple clients from various ethnic and social backgrounds. Clinical experiences provide opportunities for the demonstration of leadership skills, capabilities and knowledge essential to the role of the vocational nurse as a member of the health care team and supervisor of other vocational nurses and unlicensed health care givers. Application of critical thinking skills and the utilization of the nursing process in clinical decision making are assessed. This clinical course includes settings in acute care, clinics, physician offices for obstetrics and pediatric clients and acute and sub-acute settings for the care of clients with acute medical and surgical illnesses. Clinical content correlates with the Maternal Child theory course and topics in the Medical Surgical Nursing III and critical thinking courses.

**HCRS C230                      A/CSU                      3.00 Units**  
**Pharmacology for Health Professionals**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course presents the components of pharmacology including techniques of administration, dosage calculations, foundations of pharmacology, patient education, health promotion, and a detailed overview of each drug class and commonly used drugs by body system. Pharmacology is an integral part of every aspect of health careers and this course is recommended for any individual with a Health Career objective.

**HCRS C250                      A/CSU                      3.00 Units**  
**Cultural Diversity in Health Care**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course familiarizes the students with the fundamentals of cultural diversity as an integral part of every aspect of health care. This course is encouraged for any individual with a health career objective. Students explore cross-cultural theory and analyze forms of cultural diversity including gender, age, and family. Students analyze how cultural diversity affects health/illness dynamics and how recognition of ethnocentrism and bias can help improve health care delivery. Approved for Local GE Area 6.

**HCRS C255                      A/CSU                      3.00 Units**  
**Basic Cardiac Rhythm Interpretation**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

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

HCRS C260                      A/CSU                      3.00 Units

**Ethics for the Health Professional***Advisory: ENGL C070**Repeat Status: Not repeatable*

54 hours lecture. This course explores 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 students 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 are addressed.

the development of Western Civilization from the earliest times to the close of the Middle Ages. 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. Approved for IGETC Area 3B, CSU GE Area D, Local GE Area 2 or 3.

## Health Science

HSCI C101                      A/UC/CSU                      3.00 Units

**Principles of Health Education***Advisory: ENGL C101**Repeat Status: Not repeatable*

54 hours lecture. This course addresses contemporary public health issues and examines the development of strategies to live a healthy lifestyle. The course offers an overview of chronic and infectious diseases, injury prevention, chemical dependency, nutrition, body composition, fitness, psychological wellness, fertility awareness, conflict resolution, and life transitions. Approved for CSU GE Area E, Local GE Area 7.

## History

HIST C103                      A/UC/CSU                      3.00 Units

**Western Civilization - Antiquity to the Renaissance**

C-ID: HIST 170 Western Civilization I

*Advisory: ENGL C101**Repeat Status: Not repeatable*

54 hours lecture. 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. Approved for IGETC Area 3B, CSU GE Area D, Local GE Area 2 or 3.

HIST C103H                      A/UC/CSU                      4.00 Units  
**Western Civilization - Antiquity to the Renaissance: Honors**

C-ID: HIST 170 Western Civilization I

*Prerequisite: ENGL C070*

*Limitation on Enrollment: Acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor.*

*Repeat Status: Not repeatable*

72 hours lecture. 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

HIST C104                      A/UC/CSU                      3.00 Units  
**Western Civilization - Renaissance to the Modern Era**

C-ID: HIST 180 Western Civilization II

*Advisory: ENGL C101**Repeat Status: Not repeatable*

54 hours lecture. 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. Approved for IGETC Area 3B, CSU GE Area D, Local GE Area 2 or 3.

HIST C104H                      A/UC/CSU                      4.00 Units  
**Western Civilization - Renaissance to the Modern Era: Honors**

C-ID: HIST 180 Western Civilization II

*Prerequisite: ENGL C070*

*Limitation on Enrollment: Acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor.*

*Repeat Status: Not repeatable*

72 hours lecture. 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. 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. Approved for IGETC Area 3B, CSU GE Area D, Local GE Area 2 or 3.

HIST C118                      A/UC/CSU                      3.00 Units  
**California History***Advisory: ENGL C101**Repeat Status: Not repeatable*

54 hours lecture. The course covers the political, economic, social and cultural development of California from prehistory to the present. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2 or 3.

HIST C131                      A/UC/CSU                      3.00 Units  
**History of United States to 1877**

C-ID: HIST 130 United States History to 1877

*Advisory: ENGL 101**Repeat Status: Not repeatable*

54 hours lecture. This course examines the social, political, economic, and cultural history of the United States from the establishment of European colonies in the New World through Reconstruction. Special attention is given to the study of select topics, such as the development of American ideologies, institutions, and legal structures. Approved for IGETC Area 4 & US History, CSU GE Area D & US History, Local GE Area 2 or 3.



**HIST C131H                      A/UC/CSU                      4.00 Units**  
**History of the United States to 1877: Honors**

C-ID: HIST 130 United States History to 1877

*Prerequisite or Co-requisite: ENGL C101*

*Limitation on Enrollment: Enrollment in this honors course is limited to students enrolled in the associated course. Students will be required to read and comprehend challenging materials and analyze in depth a chosen topic appropriate for intensified study, and must be able to maintain a minimum standard of coursework at the honors level.*

*Repeat Status: Not repeatable*

72 hours lecture. This course examines the social, political, economic, and cultural history of the United States from the establishment of European colonies in the New World through Reconstruction. Special attention is given to the study of select topics, such as the development of American ideologies, institutions, and legal structures. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. Approved for IGETC Area 3B or 4 & US History, CSU GE Area C2 or D & US History, Local GE Area 2 or 3.

**HIST C132                      A/UC/CSU                      3.00 Units**  
**History of United States from 1877 to Present**

C-ID: HIST 140 United States History from 1865

*Advisory: ENGL C101*

*Repeat Status: Not repeatable*

54 hours lecture. The course examines the social, political, economic, and cultural history of the United States from Reconstruction to the present. Special attention will be paid to the study of selected topics, such as American institutions, ideologies, and Constitutional development. Approved for IGETC Area 4 & US History, CSU GE Area D & US History, Local GE Area 2 or 3.

**HIST C132H                      A/UC/CSU                      4.00 Units**  
**History of the U.S. from 1877 to Present: Honors**

C-ID: HIST 140 United States History from 1865

*Prerequisite or Co-requisite: ENGL C101*

*Limitation on Enrollment: Enrollment in this honors course is limited to students enrolled in the associated course. Students will be required to read and comprehend challenging materials and analyze in depth a chosen topic appropriate for intensified study, and must be able to maintain a minimum standard of coursework at the honors level.*

*Repeat Status: Not repeatable*

72 hours lecture. The course examines the social, political, economic, and cultural history of the United States from Reconstruction to the present. Special attention will be paid to the study of selected topics, such as American institutions, ideologies, and Constitutional development. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. Approved for IGETC Area 3B or 4F & US History, CSU GE Area C2 or D & US History, Local GE Area 2 or 3.

**HIST C209                      A/UC/CSU                      3.00 Units**  
**History of Mexico**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. The course covers Mexican history from Pre-Columbian period to the present. It includes an analysis of the

social, cultural, political, and economic aspects of the Mexican past. Approved for IGETC Area 3B, CSU GE Area D, Local GE Area 2 & 6.

## Human Services

**HMSV C101                      A/CSU                      3.00 Units**  
**Introduction to Human Services**

*Advisory: ENGL C040*

*Repeat Status: Not repeatable*

54 hours lecture. 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 allows the student to understand the client as a whole person in a specific context. The course addresses competence, professionalism, legal and ethical issues in human services.

**HMSV C102                      A/CSU                      3.00 Units**  
**Cultural Competence in Human Services**

*Advisory: ENGL C040*

*Repeat Status: Not repeatable*

54 hours lecture. 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. Approved for Local GE Area 6.

**HMSV C103                      A/CSU                      3.00 Units**  
**Preparation for Field Work in Human Services**

*Prerequisite: HMSV C101*

*Repeat Status: Not repeatable*

54 hours lecture. In this course students integrate theory about human services occupations into actual workplace practices by role-playing work place situations, interviewing people working in different human services settings, and analyzing workplace situations in order to practice professional responses. Students are prepared for internship in a human services work setting.

**HMSV C104                      A/CSU                      4.00 Units**  
**Field Work in Human Services**

*Prerequisite: HMSV C103*

*Repeat Status: Not repeatable*

36 hours lecture/108 work experience. This course provides the student with the complete experience of working in a human services setting. Students 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. Students are required to pass a drug screening, and if required by the agency, may need to have a Live Scan at their own expense. Student may need to fulfill other site specific requirements before beginning the internship. To pass this course students must complete 108 intern hours with a human services agency.



**HMSV C113                      A/CSU                      3.00 Units**  
**Intervention Skills in Human Services**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. The course introduces students to assessment and treatment skills used in the helping professions. Topics include the helping interview, assessment, goal setting, cognitive interventions, and behavior management techniques.

**HMSV C116                      A/CSU                      3.00 Units**  
**Case Management**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course introduces students to the different models of case management in the human services field, the core skills which make up case management, the decision-making processes of case management, and the role of the case manager as a human services worker and collaborator with other persons, human services agencies and organizations.

## Industrial Engineering

**INDE C060                      A                      3.00 Units**  
**Mathematical Applications for Trades**

*Repeat Status: Not repeatable*

54 hours lecture. This course introduces the practical mathematical skills needed in a wide variety of trade and technical areas. Basic use of scientific calculators to aid in solving real-world problems is included as well as how to use measuring instruments such as calipers, micrometers, and meters.

## Information Technology

**IT C101                      A/UC/CSU                      3.00 Units**  
**Introduction to Computer Information Systems**

C-ID: BUS 140 Business Information Systems, ITIS 120 Computer Information Systems

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course is an examination of information systems and their role in business. Focus is on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Students develop computer-based solutions to business problems.

**IT C142                      A/CSU                      4.00 Units**  
**Information & Communication Technology Essentials**

C-ID: ITIS 110 Information & Communication Technology Essentials

*Advisory: IT C101*

*Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. This course provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level Information and Communications Technology (ICT) professionals. The fundamentals of computer hardware and software as well

as advanced concepts such as security, networking, and the responsibilities of an ICT professional are introduced. This course prepares students for the CompTIA's A+ certification exam.

**IT C143                      A/CSU                      3.00 Units**  
**Computer Network Fundamentals**

C-ID: ITIS 150 Computer Network Fundamentals

*Advisory: IT C142 or 1 year equivalent building and/or maintaining computer systems which includes setting up equipment, installing software and repairing. Additional experience in setting up computers on a network is needed.*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. It uses the OSI (Open Systems Interconnection) and TCP (Transmission Control Protocol) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. This course prepares students for the current version of CompTIA's Network+ certification exam.

**IT C146                      A/CSU                      3.00 Units**  
**Introduction to Information Systems Security**

C-ID: ITIS 160 Introduction to Information Systems Security

*Advisory: IT C101 and IT C142, or 2 years equivalent experience in the Information Technology field*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course provides an introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management.

**IT C248                      A/CSU                      3.00 Units**  
**System and Network Administration**

C-ID ITIS 155 Systems and Network Administration

*Prerequisite: IT C101*

*Advisory: IT C143*

*Repeat Status: Not repeatable*

45 hours lecture/27 hours laboratory. This course provides students with the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. Topics include environmental issues, disaster recovery and physical / software security procedures, industry terminology and concepts, server roles / specializations, and interaction within the overall computing environment. This course prepares students for the current version of CompTIA's Server+ certification exam.

**IT C251                      A/UC/CSU                      3.00 Units**  
**Introduction to Programming Concepts and Methodologies**

C-ID ITIS 130 Introduction to Programming Concepts and Methodologies

*Prerequisite: IT C101*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course is an introduction to the fundamental concepts and models of application development including the basic concepts of program design, data structures, programming, problem solving, programming logic, and fundamental design techniques for event-driven programs. Students receive hands-on experience with a modern application programming language and development platform.

**IT C255                      A/CSU                      3.00 Units**  
**Introduction to Cybersecurity: Ethical Hacking**

C-ID: ITIS 164 Introduction to Cybersecurity: Ethical Hacking

*Prerequisite: IT C101*

*Advisory: IT C142, IT C143, IT C146*

*Repeat Status: Not repeatable*

45 hours lecture/27 hours laboratory. This course introduces the network security specialist to the various methodologies for attacking a network. Students are introduced to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of properly securing a network. The course emphasizes network attack methodologies with the emphasis on student use of network attack techniques and tools and appropriate defenses and countermeasures. Students receive course content information through a variety of methods: lecture and demonstration of hacking tools are used in addition to a virtual environment. Students experience a hands-on practical approach to penetration testing measures and ethical hacking.

**IT C259                      A/CSU                      3.00 Units**  
**Introduction to Systems Analysis and Design**

C-ID ITIS 140 Introduction to Systems Analysis and Design

*Prerequisite: IT C101*

*Advisory IT C143, IT C146*

*Repeat Status: Not repeatable*

45 hours lecture/27 hours laboratory. The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages.

**IT C270                      A/CSU                      3.00 Units**  
**Introduction to Database Design / Management**

C-ID ITIS 180 Introduction to Database Management Systems

*Prerequisite: IT C101*

*Advisory ENGL C070*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course provides the students with an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying their structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course also covers basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of Database Management Systems (DBMSs). Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella.

**IT C280                      A/CSU                      3.00 Units**  
**Introduction to Cloud Computing**

*Prerequisite: IT C101*

*Advisory: IT C142, IT C143*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course provides introductory skills in cloud computing. It is aligned with the CompTIA Cloud Essentials+ certification and the Amazon Web Services (AWS) Certified Cloud Practitioner (CLF).

**IT C282X                      A                      3.00 Units**  
**Cloud Architecture**

*Prerequisite: IT C280*

*Repeatability Status: Not repeatable*

27 hours lecture/54 hours laboratory. This course is designed to prepare students for a career as a cloud architect. Students learn architectural principles and services of cloud platforms, and design and deploy highly scalable, fault-tolerant services. This course is aligned with AWS Cloud Architecture Associate Certification.

**IT C290                      A/CSU/UC                      3.00 Units**  
**Linux System Administration I**

*Prerequisite: IT C101*

*Advisory: IT C142, IT C143*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. This course is an in-depth examination of Linux basic foundations, including concepts of installation, operations, and maintenance of the Linux Operating System. Using a combination of Red Hat Academy foundational resources and open source utilities, students will study and practice the basics of the operating system, its graphical user interface, and its networking services.

IT C292	A/CSU	3.00 Units	KINS C109	A/CSU/UC	1.00 Unit
<b>Linux System Administration II</b>			<b>Golf</b>		
<i>Prerequisite: IT C290</i>			<i>Repeat Status: Not repeatable</i>		
<i>Repeatability Status: Not repeatable</i>			54 hours laboratory. This course provides golf instruction and practice in the fundamentals of grip, stance, alignment, backswing, and downswing. Topics also include 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. Course previously as PHED C109 Golf I. Approved for Local GE Area 7.		
27 hours lecture/54 hours laboratory. This course is the second in the series and builds on the information learned in IT C290, including a continuation of in-depth examination and configuration of common network service clients on Linux servers, to include automated installation with kickstart, task scheduling, configuration of NFS and SMB networking storage, and configuration of centralized authentication and enhanced security. Students will learn in the Red Hat Academy to secure and connect the Linux workstation to a corporate network.					

## Kinesiology

KINS C101	A/UC/CSU	3.00 Units	KINS C110	A/CSU/UC	1.00 Unit
<b>Introduction to Kinesiology</b>			<b>Walk/Run for Fitness</b>		
C-ID: KIN 100 Introduction to Kinesiology			<i>Repeat Status: Not repeatable</i>		
<i>Repeat Status: Not repeatable</i>			54 hours laboratory. This course introduces a program of walking and/or running designed to improve cardiovascular fitness and strengthen the muscles throughout the body. It emphasizes exercising at a moderate (40%-50% target heart rate) exertion level. Approved for Local GE Area 7.		
54 hours lecture. This course examines the history and trends in physical education, kinesiology, fitness, and sport. Areas covered include an orientation to major subfields such as exercise physiology, biomechanics, motor learning, sport sociology, and exercise psychology. In addition lifelong understanding and development of the Kinesiology professional as integrated physiological, social, and psychological will be discussed. The course also explores available career opportunities and pathways in the areas of allied health, sport, fitness, physical therapy, teaching, and coaching. Approved for CSU GE Area E, Local GE Area 7.					
KINS C102	A/UC/CSU	3.00 Units	KINS C111	A/CSU/UC	1.00 Unit
<b>Physical Activity and Lifelong Well-Being</b>			<b>Circuit Training</b>		
<i>Repeat Status: Not repeatable</i>			<i>Repeat Status: Not repeatable</i>		
54 hours lecture. This course explores the integration of physiological, psychological and sociological understandings of the human being in relationship to physical activity as a lifelong pursuit. Topics include physical fitness, nutrition, stress reduction, socialization, and individual differences in human behavior. Students are expected to perform basic fitness assessments as part of this course. Approved for CSU GE Area E, Local GE Area 7.			54 hours laboratory. This is a fitness course focusing on full-body conditioning. It includes bursts of moderate to intense activity alternated with intervals of lighter activity. The course provides a mix of strength training and aerobic exercises, offering a challenging and varied workout in a circuit style setting. It may utilize cardio fitness equipment, medicine balls, dumbbells, Swiss balls, bands, and various forms of strength equipment to meet class goals. All levels of fitness can be accommodated in this class. Approved for Local GE Area 7.		
KINS C105	A/CSU/UC	1.00 Unit	KINS C113	A/CSU/UC	1.00 Unit
<b>Strength Training</b>			<b>Tennis</b>		
<i>Repeat Status: Not repeatable</i>			<i>Repeat Status: Not repeatable</i>		
54 hours laboratory. This course assists students in the development of basic weight-training fundamentals and techniques. 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. The course emphasizes proper care and utilization of equipment, as well as the importance of safety. Course previously known as PHED C105. Approved for Local GE Area 7.			54 hours laboratory. This is a course in the fundamentals of tennis. The course emphasizes the serve, forehand and backhand ground-strokes, volley, rules of the game, and court etiquette. Course previously known as PHED C113. Approved for Local GE Area 7.		
			KINS C115	A/CSU/UC	1.00 Unit
			<b>Volleyball</b>		
			<i>Repeat Status: Not repeatable</i>		
			54 hours laboratory. This course is designed to introduce the fundamental skills of beginning to intermediate volleyball. Skills taught in the course include serving, passing, setting, offensive and defensive strategies, as well as live game play. Approved for Local GE Area 7.		

KINS C117 A/UC/CSU 1.00 Unit

**Fundamentals of Basketball***Repeat Status: Not repeatable*

54 hours laboratory. This is a beginning course to introduce the fundamentals of basketball skills. This class will place emphasis on the fundamentals of shooting, passing, dribbling, offensive and defensive strategies, and the rules of basketball. Approved for Local GE Area 7.

KINS C120 A/CSU/UC 1.00 Unit

**Cardio Pump***Repeat Status: Not repeatable*

54 hours laboratory. This course provides instruction in overall fitness development. It is designed to incorporate weightlifting into a cardiovascular routine. Using routines designed by the instructor, students develop strength and endurance of all major muscle groups. Approved for Local GE Area 7.

KINS C121 A/CSU/UC 1.00 Unit

**Badminton***Repeat Status: Not repeatable*

54 hours laboratory. This is a badminton course in which students develop the basic/intermediate skills necessary to play the game. Technical skills include overhead and underhand clears, the short & low serve, the high & deep serve, drop shots, and the smash. Instruction includes an emphasis on fundamental strategies and rules used in both singles and doubles play. Basic fitness and training principles are discussed as applicable to the game of badminton. Approved for Local GE Area 7.

KINS C123 A/CSU/UC 1.00 Unit

**Softball***Repeat Status: Not repeatable*

54 hours laboratory. This course is designed to introduce softball skills, emphasizing strategies and fundamental skills of offensive and defensive play including batting, bunting, fielding, and throwing. Students participate in practice drills as well as softball game settings. Course previously known as PHED C123. Approved for Local GE Area 7.

KINS C140 A/CSU/UC 1.00 Unit

**Hiking***Repeat Status: Not repeatable*

54 hours laboratory. This course includes fun, challenging hikes which average 4-8 miles on moderate to steep terrain. It introduces the Eastern Sierra Mountain Range, as well as San Bernardino, Kern, and Inyo County parks, trails, and surrounding areas. Topics covered include basic first aid, hydration, proper attire for desert and mountain hiking, map reading, and trail etiquette. Approved for Local GE Area 7.

KINS C151 A/CSU/UC 1.50 Units

**Conditioning for Competitive Athletes***Repeat Status: Repeatable 3 times*

87.5 hours laboratory. This is a course designed to improve individual fitness for competitive athletes. It includes principles of kinesiology and the advanced application of physical fitness methods. This course emphasizes the maintenance of a high level

of physical conditioning through an individually designed fitness program. Course previously known as PHED C151 Conditioning for Competitive Athletes I. Approved for Local GE Area 7.

KINS C152 A/CSU/UC 3.00 Units

**Extended Conditioning for Competitive Athletes***Repeat Status: Repeatable 3 times*

175 hours laboratory. This is an advanced course designed to improve individual fitness for competitive athletes. It includes principles of kinesiology and the advanced application of physical fitness methods. This course emphasizes the maintenance of a high level of physical conditioning through an individually designed fitness program. Course previously known as PHED C152 Conditioning for Competitive Athletes II. Approved for Local GE Area 7.

KINS C161 A/CSU/UC 1.50 Units

**Intercollegiate Men's Basketball**

*Limitation on Enrollment: Must meet California Community College Athletic Association Eligibility Guidelines. 1. First year of eligibility: the student-athlete must be enrolled in a minimum of 12 units of course work during the season of sport. 2. Second year of eligibility: the student-athlete must have successfully completed 24 units of course work with a grade point average of 2.0 or above and be enrolled in a minimum of 12 units of new course work during the season of sport.*

*Repeat Status: Repeatable 3 times*

87.5 hours laboratory. This basketball course emphasizes early season conditioning, development of skills and strategy, and team building through pre-conference and conference competition. The course is intended for students competing in intercollegiate men's basketball. Students must meet California Community College Athletic Association Eligibility Guidelines. Available seats in this class may be allocated to students who are judged most qualified. Approved for Local GE Area 7.

KINS C171 A/UC/CSU 3.00 Units

**Intercollegiate Women's Volleyball**

*Limitation on Enrollment: Must meet California Community College Athletic Association Eligibility Guidelines. 1. First year of eligibility: the student-athlete must be enrolled in a minimum of 12 units of course work during the season of sport. 2. Second year of eligibility: the student-athlete must have successfully completed 24 units of course work with a grade point average of 2.0 or above and be enrolled in a minimum of 12 units of new course work during the season of sport.*

*Repeat Status: Repeatable 3 times*

175 hours laboratory. This course allows students to participate in advanced level volleyball competition and skill development. The course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Students must meet California Community College Athletic Association Eligibility Guidelines. Approved for Local GE Area 7.



**KINS C173                      A/UC/CSU                      3.00 Units**  
**Intercollegiate Baseball**

*Limitation on Enrollment: Must meet California Community College Athletic Association Eligibility Guidelines. 1. First year of eligibility: the student-athlete must be enrolled in a minimum of 12 units of course work during the season of sport. 2. Second year of eligibility: the student-athlete must have successfully completed 24 units of course work with a grade point average of 2.0 or above and be enrolled in a minimum of 12 units of new course work during the season of sport.*

*Repeat Status: Repeatable 3 times*

175 hours laboratory. This course involves participation in competition and skill development for intercollegiate Baseball. There is an emphasis on advanced skill, theory, tactics and strategy utilized in intercollegiate competition. Students must meet California Community College Athletic Association Eligibility Guidelines. Approved for Local GE Area 7.

**KINS C180                      A/UC/CSU                      3.00 Units**  
**Intercollegiate Women's Soccer**

*Limitation on Enrollment: First year of eligibility: the student-athlete must be enrolled in a minimum of 12 units of course work during the season of sport. Second year of eligibility: the student-athlete must have successfully completed 24 units of course work with a grade point average of 2.0 or above and be enrolled in a minimum of 12 units of new course work during the season of sport. Must meet California Community College Athletic Association Eligibility Guidelines.*

*Repeat Status: Repeatable 3 times*

175 hours laboratory. This course allows students to participate in advanced level soccer competition and skill development. The course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Students must meet California Community College Athletic Association Eligibility Guidelines. Approved for Local GE Area 7.

**KINS C181                      A/UC/CSU                      3.00 Units**  
**Intercollegiate Softball**

*Limitation on Enrollment: All students must meet CCCCAA Athletic Code Eligibility Guidelines. Participants must be enrolled in a minimum of 12 units during the season of competition*

*Repeat Status: Repeatable 3 times*

175 hours laboratory. 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. All students must meet California Community College Athletics Association Athletic Code. Enrollment is limited to intercollegiate athletes. Approved for Local GE Area 7.

## Latin

**LATN C101                      A/UC/CSU                      4.00 Units**  
**Elementary Latin I**

*Advisory: ENGL C070*  
*Repeat Status: Not repeatable*

72 hours lecture. This course covers the basic structures and vocabulary for understanding reading, writing, and speaking Latin. The class covers pronunciation, comprehension, and structure of the language. Approved for CSU GE Area C2, Local GE Area 3.

**LATN C102                      A/UC/CSU                      4.00 Units**  
**Elementary Latin II**

*Prerequisite: LATN C101*  
*Repeat Status: Not repeatable*

72 hours lecture. This course continues coverage of the basic structures and vocabulary for understanding reading, writing and speaking Latin. Approved for IGETC Area 6, CSU GE Area C2, Local GE Area 3.

**LATN C201                      A/UC/CSU                      4.00 Units**  
**Intermediate Latin I**

*Prerequisite: LATN C102*  
*Repeat Status: Not repeatable*

72 hours lecture. This course covers intermediate level structures and vocabulary development for reading, writing, and speaking Latin. Approved for IGETC Area 3B & 6, CSU GE Area C2, Local GE Area 3.

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

*Prerequisite: LATN C201*  
*Repeat Status: Not repeatable*

72 hours lecture. 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. Approved for IGETC Area 3B & 6, CSU GE Area C2, Local GE Area 3.

## Library

**LIBR C100                      A/UC/CSU                      1.00 Unit**  
**Introduction to Library Research and Bibliography**

*Advisory: BSOT C075, ENGL C070.*  
*Repeat Status: Not repeatable*

9 hours lecture/27 hours laboratory. 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 learns to access information through the use of online catalogs and databases. The use of the Internet 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. Approved for Local GE Area 5.

**LIBR C111                      A/CSU                      3.00 Units**  
**Information and Media Literacy**

*Advisory: ENGL C101*  
*Repeat Status: Not repeatable*

54 hours lecture. This course examines the exponential growth of online information and the resulting complex digital media landscape faced by students in the 21st century. Students critically analyze the psychological, sociocultural, and physiological impact of media engagement in order to more effectively interpret and make decisions about information and mass media content. Theoretical frameworks surrounding information organization, dissemination, access, and creation are covered, as students learn to locate, evaluate, and communicate information across multiple platforms ethically and responsibly. Approved for CSU GE Area E, Local GE Area 5.



LIBR C111H A/CSU 4.00 Units

**Information and Media Literacy: Honors***Prerequisite or Co-requisite: ENGL C101**Repeatability Status: Not repeatable*

72 hours lecture. This course examines the exponential growth of online information and the resulting complex digital media landscape faced by students in the 21st century. Students critically analyze the psychological, socio-cultural, and physiological impact of media engagement in order to more effectively interpret and make decisions about information and mass media content. Theoretical frameworks surrounding information organization, dissemination, access, and creation are covered, as students learn to locate, evaluate, and communicate information across multiple platforms ethically and responsibly. 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. Approved for Local GE Area 5.

## Machine Tool Technology

MCTL C107 A/CSU 2.00 Units

**Tool and Equipment Operation***Repeat Status: Not repeatable*

18 hours lecture/54 hours laboratory. This course prepares students to identify and properly use a variety of tools and equipment in an industrial environment. Emphasis is placed on safety and the use of the correct tool for a specific task. Students are given hands-on experience with many of the tools and equipment during practical lab exercises and demonstrations.

## Mathematics

MATH C020 P 4.00 Units

**Basic Arithmetic Skills***Repeat Status: Not repeatable*

72 hours lecture. Students perform the basic operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Students work with the concepts of ratios and percents.

MATH C040 P 4.00 Units

**Pre-Algebra***Prerequisite: MATH C020**Repeat Status: Not repeatable*

72 hours lecture. 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.

MATH C050 A 4.00 Units

**Elementary Algebra***Prerequisite: MATH C040**Repeat Status: Not repeatable*

72 hours lecture. 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.

MATH C053 A 4.00 Units

**Preparation for Statistics***Prerequisite: MATH C050**Repeat Status: Not repeatable*

72 hours lecture. This is an accelerated preparation course for transfer-level mathematics for non-STEM majors. Topics include performing operations and evaluating expressions, designing observational studies and experiments, constructing graphical and tabular displays of data, summarizing data numerically, computing probabilities, constructing scatterplots and drawing linear models, graphing equations of lines and linear models, rate of change, solving linear equations and inequalities to make predictions, finding equations of linear models, and using exponential models to make predictions. Approved for Local GE Area 4.

MATH C055 A 4.00 Units

**Intermediate Algebra***Prerequisite: MATH C050**Repeat Status: Not repeatable*

72 hours lecture. Intermediate Algebra expands on the skills learned in Elementary Algebra and prepares the student for more advanced work in mathematics and science. The course focuses 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. Approved for Local GE Area 4.

MATH C110 A/CSU 4.00 Units

**College Algebra for Non-STEM Majors***Prerequisite: MATH C053 or MATH C055**Repeatability Status: Not repeatable*

54 hours lecture/54 hours laboratory. This is a transfer-level algebra course for non-STEM majors which includes theory and applications of the following: linear functions and graphs, laws of exponents and logarithms, exponential and logarithmic functions, power functions, and quadratic and polynomial functions. A lab provides support to review basic algebra. Approved for Local GE Area 4.

**MATH C121                      A/UC/CSU                      4.00 Units**  
**Elementary Probability and Statistics**

C-ID: MATH 110 Introduction to Statistics

*Prerequisite: MATH C053 or MATH C055*

*Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. 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. Topics from algebra are combined with applications in statistics in the lab portion of the class. This course applies to the degree requirements for students not majoring in Science, Technology, Engineering, and Math (STEM) fields. Approved for IGETC Area 2, CSU GE Area B4, Local GE Area 4.

72 hours lecture. 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. Approved for IGETC Area 2, CSU GE Area B4, Local GE Area 4.

**MATH C141                      A/UC/CSU                      4.00 Units**  
**Precalculus: Algebra**

*Prerequisite: MATH C055*

*Repeat Status: Not repeatable*

72 hours lecture. 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. Approved for IGETC Area 2, CSU GE Area B4, Local GE Area 4.

**MATH C121H                      A/UC/CSU                      5.00 Units**  
**Elementary Probability and Statistics: Honors**

C-ID: MATH 110 Introduction to Statistics

*Prerequisite: MATH C053 or MATH C055*

*Advisory: ENGL C101*

*Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.*  
*Repeat Status: Not repeatable*

72 hours lecture/54 hours laboratory. This course covers elements of descriptive statistics, measures of central tendency, dispersion and presentation of data. Included are concepts of probability, random variables and normally distributed random variables. Sampling error, sampling processes and the distribution of sample means are applied to real life examples. Students will conduct hypothesis testing of means and proportions for one and two populations and linear regression testing using the least squares criterion. Students use descriptive and inferential methods employing linear regression and study 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; the honors course also requires at least one extra research assignment. Approved for IGETC Area 2, CSU GE Area B4, Local GE Area 4.

**MATH C142                      A/CSU                      4.00 Units**  
**Precalculus: Trigonometry**

*Prerequisite: MATH C055*

*Advisory: MATH C141*

*Repeat Status: Not repeatable*

72 hours lecture. An intensive study of trigonometric and inverse trigonometric functions and the graphical representations of these functions. This course includes solving trigonometric equations, verifying identities, and solving triangles in the plane and on the sphere. Topics also include complex numbers, DeMoivre's theorem, analytic geometry in two and three dimensions, polar coordinates, and vectors. Applications are included. Approved for CSU GE Area B4, Local GE Area 4.

**MATH C151                      A/UC/CSU                      4.00 Units**  
**Analytic Geometry and Calculus I**

*Prerequisite: MATH C141, MATH C142*

*Repeat Status: Not repeatable*

72 hours lecture. This course provides students with a foundation in differential and integral calculus with emphasis on both skills and applications. Topics include functions, limits, derivatives of polynomial, trigonometric, parametric, and implicit functions, applications of differentiation, the indefinite integral, the definite integral, and applications of the definite integral. Approved for IGETC Area 2, CSU GE Area B4, Local GE Area 4.

**MATH C130                      A/UC/CSU                      4.00 Units**  
**Finite Mathematics**

C-ID MATH 130 Finite Mathematics

*Prerequisite: MATH C055*

*Repeat Status: Not repeatable*

72 hours lecture. 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 Venn diagrams, descriptive statistics, probability and combinations. Approved for IGETC Area 2, CSU GE Area B4, Local GE Area 4.

**MATH C152                      A/UC/CSU                      4.00 Units**  
**Analytic Geometry and Calculus II**

C-ID MATH 220 Single Variable Calculus II Early Transcendentals

*Prerequisite: MATH C151*

*Repeat Status: Not repeatable*

72 hours lecture. 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. Approved for IGETC Area 2, CSU GE Area B4, Local GE Area 4.

**MATH C131                      A/UC/CSU                      4.00 Units**  
**Basic Functions and Calculus for Business**

C-ID: MATH 140 Business Calculus

*Prerequisite: MATH C055*

*Repeat Status: Not repeatable*

**MATH C251**      **A/UC/CSU**      **4.00 Units**  
**Analytic Geometry and Calculus III**

C-ID MATH 230 Multivariable Calculus

*Prerequisite: MATH C152*

*Repeat Status: Not repeatable*

72 hours lecture. 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. Approved for IGETC Area 2, CSU GE Area B4.

**MATH C255**      **A/UC/CSU**      **4.00 Units**  
**Ordinary Differential Equations**

C-ID MATH 240 Ordinary Differential Equations

*Prerequisite: MATH C251*

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

*Repeat Status: Not repeatable*

72 hours lecture. 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, Non-linear Systems, and La Place Transforms are covered. Approved for IGETC Area 2, CSU GE Area B4.

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

C-ID MATH 250 Introduction to Linear Algebra

*Prerequisite: MATH C152*

*Repeat Status: Not repeatable*

72 hours lecture. This course covers 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. Approved for IGETC Area 2, CSU GE Area B4, Local GE Area 4.

## Music

**MUSC C101**      **A/UC/CSU**      **3.00 Units**  
**Music Appreciation**

C-ID: MUS 100 Music Appreciation

*Advisory: ENGL C101*

*Repeat Status: Not repeatable*

54 hours lecture. This course is a survey of art music in Western civilization, tracing the development of Western music from approximately 450 A.D. to the present. Topics studied include the elements of music, basic musical forms, music style periods, and the role of music and musicians within the Western world. Musical examples used in class are drawn from a variety of musical styles. Concert attendance is required. Approved for IGETC Area 3A, CSU GE Area C1, Local GE Area 3.

**MUSC C101H**      **A/UC/CSU**      **4.00 Units**  
**Music Appreciation: Honors**

CI-D: MUS 100 Music Appreciation

*Prerequisite: ENGL C101*

*Advisory: ENGL C101*

*Limitation on Enrollment: Enrollment in this honors course is limited to students enrolled in the associated course. Students will be required to read and comprehend challenging materials and analyze in depth a chosen topic appropriate for intensified study, and must be able to maintain a minimum standard of coursework at the honors level.*

*Repeat Status: Not repeatable*

72 hours lecture. This course is a survey of art music in Western civilization, tracing the development of Western music from approximately 450 A.D. to the present. Topics studied include the elements of music, basic musical forms, music style periods, and the role of music and musicians within the Western world. Musical examples used in class are drawn from a variety of musical styles. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra paper assignment beyond that required in the non-honors. Concert attendance is required. Approved for IGETC Area 3A, CSU GE Area C1, Local GE Area 3.

**MUSC C118**      **A/UC/CSU**      **3.00 Units**  
**History of American Popular Music**

*Advisory: ENGL C101*

*Repeat Status: Not repeatable*

54 hours lecture. This course is an introduction to the historical and stylistic developments of American popular music, with an emphasis on its cultural, social, economic and political consequences. This course studies the development of Anglo-American folk music, African-American music, Latin music, musical theatre, and various rock styles. Concert attendance required. Approved for IGETC Area 3A, CSU GE Area C1, Local GE Area 3 & 6.

**MUSC C126**      **A/UC/CSU**      **2.00 Units**  
**Beginning Guitar**

*Repeat Status: Not repeatable*

27 hours lecture/27 hours laboratory. This is a beginning-level guitar course designed to familiarize students with the techniques and repertoire of the guitar. Guitar techniques and repertoire include both classical and popular styles. Students learn to play the instrument through the use of technical exercises and reading music notation. Students learn to play simple chord progressions on the guitar using both strumming and finger-style techniques. Students must provide their own guitar. Approved for Local GE Area 3.

**MUSC C131**      **A/UC/CSU**      **1.00 Unit**  
**Orchestra**

CI-D: MUS 180 Major Ensemble

*Repeat Status: Repeatable 3 times*

54 hours activity. This course is for the study, rehearsal, and public performance of literature appropriate to an orchestra, with an emphasis on the development of skills needed to perform within a large ensemble. Different literature will be studied each semester. An audition is required. The course is repeatable a maximum of 3 times. Approved for CSU GE Area C1, Local GE Area 3.

**MUSC C141                      A/UC/CSU                      1.00 Unit**  
**Concert Band**

CI-D: MUS 180 Major Ensemble

*Repeat Status: Repeatable 3 times*

54 hours activity. This course is for the study, rehearsal, and public performance of literature appropriate to a concert band, with an emphasis on the development of skills needed to perform within a large ensemble. Different literature will be studied each semester. An audition is required. The course is repeatable a maximum of 3 times. Approved for Local GE Area 3.

**MUSC C151                      A/UC/CSU                      1.00 Unit**  
**Choir**

CI-D: MUS 180 Major Ensemble

*Repeat Status: Repeatable 3 times*

54 hours activity. This course is for the study, rehearsal, and public performance of literature appropriate to a choir, with an emphasis on the development of skills needed to perform within a large ensemble. Different literature will be studied each semester. An audition is required. The course is repeatable a maximum of 3 times. Approved for CSU GE Area C1, Local GE Area 3.

**MUSC C173                      A/UC/CSU                      3.00 Units**  
**Appreciation of Jazz**

*Advisory: ENGL C101*

*Repeat Status: Not repeatable*

54 hours lecture. This is a survey of twentieth-century jazz styles and performers with a historical background of the antecedents to jazz. This course traces the musical and cultural contributions of diverse racial and ethnic groups that led to the development of jazz from its roots in West African music and the slave culture in the United States through the blues, Ragtime, Dixieland, Swing, Bop, Cool, Hard Bop, Free jazz and Fusion styles. Concert attendance is required. Approved for IGETC Area 3A, CSU GE Area C1, Local GE Area 3 & 6.

**MUSC C831                      NC                      0.00 Units**  
**Community Orchestra**

*Repeatability Status: Repeatable*

54 hours laboratory. This is a noncredit class. This course is for the study, rehearsal, and public performance of literature appropriate to an orchestra, with an emphasis on the development of skills needed to perform within a large ensemble. Different literature is studied each semester. An audition is required. This course is specifically geared toward older adults; however, there are no age or other restrictions on enrollment.

**MUSC C841                      NC                      0.00 Units**  
**Community Concert Band**

*Repeatability Status: Repeatable*

54 hours lecture. This is a noncredit class. This course is for the study, rehearsal, and public performance of literature appropriate to a concert band, with an emphasis on the development of skills needed to perform within a large ensemble. Different literature is studied each semester. An audition is required. This course is specifically geared toward older adults; however, there are no age or other restrictions on enrollment.

## Paralegal Studies

**PARA C101                      A/CSU                      3.00 Units**  
**Introduction to Paralegal Studies**

C-ID LPPS 110 Introduction to Law and Society

*Advisory: ENGL C101*

*Repeat Status: Not repeatable*

54 hours lecture. This course is an introduction to the field of paralegal studies and examines the role of the paralegal in the legal profession. The course includes practical exercises designed to introduce the varied procedures carried out by paralegals including research and preparation of legal documents.

**PARA C112                      A/CSU                      3.00 Units**  
**Legal Research and Writing I**

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course focuses on legal research and examines both primary and secondary sources. Topics include research and writing skills including correct citation form by completing research assignments. There is also emphasis on researching federal and state law using both internet sources and electronic databases.

**PARA C122                      A/CSU                      3.00 Units**  
**Legal Research and Writing II**

*Prerequisite: PARA C112*

*Advisory: ENGL C101*

*Repeat Status: Not repeatable*

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

**PARA C130                      A/CSU                      3.00 Units**  
**Civil Litigation and Procedure**

*Prerequisite: PARA C112*

*Advisory: ENGL C101*

*Repeat Status: Not repeatable*

54 hours lecture. This course prepares the paralegal student for the civil litigation process and focuses upon the federal and applicable state rules of civil procedure which guide that process. Topics include the steps involved in a civil lawsuit including investigation, filing the complaint, responsive pleadings, discovery, alternative dispute resolution, trial, and various motions. A hypothetical case is used to understand the litigation process.

PARA C140                      A/CSU                      3.00 Units

### **Civil Litigation and Procedure II**

*Prerequisite:* PARA C130

*Advisory:* ENGL C101

*Repeat Status:* Not repeatable

54 hours lecture. This course continues the preparation of the paralegal student for the civil litigation process and focuses upon the federal and state rules of civil procedure which guide that process. Topics include discovery techniques and processes, trial preparation and procedures, and post-trial procedures including appeals. The hypothetical case from PARA C130 will continue to be used to understand the litigation process. Note: Students starting the paralegal program beginning in Fall 2020 and those students that have not taken PARA C130 prior to Fall 2020 are not required to take this course.

and regulations related to registering and working as an LDA and will complete California legal forms. The course is specific to California state law; therefore, students may not be able to work as an LDA in another U.S. state. Students will study California Code rules and regulations related to registering and working as an LDA and will complete California legal forms. The course is specific to California state law; therefore, students may not be able to work as an LDA in another U.S. state.

PARA C150                      A/CSU                      3.00 Units

### **Law Office Management**

*Prerequisite:* PARA C101

*Repeat Status:* Not repeatable

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

PARA C220                      A/CSU                      3.00 Units

### **Bankruptcy Law**

*Advisory:* PARA C112

*Repeat Status:* Not repeatable

54 hours lecture. This course examines the field of bankruptcy law and prepares the student to assist in the bankruptcy process as a paralegal or bankruptcy petition preparer. Topics focus on the origins of bankruptcy, the Bankruptcy Code and requirements for filing, bankruptcy court procedures, and how to research bankruptcy laws.

PARA C190                      A/CSU                      3.00 Units

### **Legal Ethics**

C-ID LPPS 120 Ethical Reasoning/Ethics in Practice

*Advisory:* PARA C101

*Repeat Status:* Not repeatable

54 hours lecture. This course provides students with an understanding of complex concepts of ethics and professional responsibility that govern the legal profession, as well as a substantive analysis of the major principles that affect how the practice of law is regulated.

PARA C240                      A/CSU/UC                      3.00 Units

### **Criminal Law and Procedure**

C-ID AJ 120 Concepts of Criminal Law

*Advisory:* PARA C112

*Repeat Status:* Not repeatable

54 hours lecture. This course examines the field of criminal law and procedure that prepares students to assist in preparation of defense or prosecution of criminal defendants while adhering to U.S. Constitutional safeguards for a defendant. Students learn all aspects of a trial from the development of the case to the appellate process and the procedures of the criminal justice system.

PARA C210                      A/CSU                      3.00 Units

### **California Civil Procedure and Legal Forms**

*Advisory:* PARA C112, PARA C130, PARA C140

*Repeat Status:* Not repeatable

54 hours lecture. This course prepares the paralegal student for the California civil litigation process and focuses on the California Code of Civil Procedure which guides that process. Topics include the steps involved in beginning a civil lawsuit including investigation, filing the complaint, responsive pleadings, various motions, discovery techniques and processes, trial preparation and procedures, post-trial procedures, and judgments. The course will focus on the use of the latest California legal forms available through legal form software CD or online California court websites and drafting legal documents when forms are not mandatory.

PARA C250                      A/CSU                      3.00 Units

### **Family Law**

*Prerequisite:* PARA C112

*Repeat Status:* Not repeatable

54 hours lecture. This course examines the field of family law including the legal principles that define relationships, rights, and duties within family units. Topics include general family law concepts, practical application of California family law procedures, and the history of family law.

PARA C215X                      A                      3.00 Units

### **Legal Document Assistant**

*Prerequisite:* PARA C210

*Repeat Status:* Not repeatable

54 hours lecture. This course provides students an overview of the requirements for working as a legal document assistant (LDA) in the State of California. Students will study California Code rules

PARA C260                      A/CSU                      3.00 Units

### **Personal Injury and Tort Litigation**

*Advisory:* PARA C112 and C130 or PARA C210

*Repeat Status:* Not repeatable

54 hours lecture. This course reviews the practice of tort law. Topics include tort liability issues such as intentional torts, negligence, malpractice, product liability, and defamation. Procedural issues are also addressed through practical application and preparation of documents in personal injury and other tort cases.



## Philosophy

**PHIL C101**      **A/UC/CSU**      **3.00 Units**  
**Introduction to Philosophy**

C-ID PHIL 100 Introduction to Philosophy

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course introduces philosophical ideas and methods concerning knowledge, reality and values. Topics of instruction include the sources and limits of knowledge, and the nature of reality. The course also covers the philosophical perspective of the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, and mind. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3.

**PHIL C131**      **A/UC/CSU**      **3.00 Units**  
**Logic and Critical Reasoning**

*Prerequisite: ENGL C101*

*Repeat Status: Not repeatable*

54 hours lecture. This course introduces students to the principles of inductive and deductive inference and their practical applications in everyday situations, such as problem solving and evaluation of arguments. The course examines the uses of language, formal and informal fallacies, syllogistic argument forms, and scientific method. This course also develops the ability to integrate the principles of critical thinking with the techniques of effective written argument. Approved for CSU Area A.3, Local GE Area 3.

**PHIL C141**      **A/UC/CSU**      **3.00 Units**  
**Ethics**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. Students learn a variety of philosophical approaches to moral reasoning and decision making in different cultural and historical contents. Students analyze how philosophers throughout history have considered ethical issues and they apply philosophical reasoning to contemporary issues related to ethical problems. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3.

**PHIL C161**      **A/UC/CSU**      **3.00 Units**  
**Introduction to Religious Studies**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course explores and explains the historical role of religion in human life across cultures and examines the place of religion in the global culture of the 21st century. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 3.

## Physical Education

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

*Repeat Status: Not repeatable*

54 hours activity. This intermediate level course provides knowledge and strength development. The course emphasizes development of a weight training program and adaptation of strength training to individual needs. The course includes proper care and utilization of equipment involved and the importance of safety. Approved for Local GE Area 7.

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

*Repeat Status: Not repeatable*

54 hours activity. This beginning conditioning course is designed to assist students in developing increased cardiovascular function, flexibility, muscular strength, and endurance, using a variety of exercise equipment. The course emphasizes the development of an improved level of physical fitness through an individually designed fitness program. Approved for Local GE Area 7.

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

*Repeat Status: Not repeatable*

54 hours activity. 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. Approved for Local GE Area 7.

**PHED C110**      **A/UC/CSU**      **1.00 Unit**  
**Golf II**

*Repeat Status: Not repeatable*

54 hours activity. 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. Approved for Local GE Area 7.

**PHED C114**      **A/UC/CSU**      **1.00 Unit**  
**Tennis II**

*Prerequisite: PHED C113*

*Repeat Status: Not repeatable*

54 hours activity. This is an advanced course in tennis. This class refines the competitive strokes with special emphasis on the lob, smash (overhead), and advanced singles and doubles play. Approved for Local GE Area 7.

**PHED C116                      A/UC/CSU                      1.00 Unit**  
**Volleyball II**

*Repeat Status: Not repeatable*

54 hours activity. 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. Approved for Local GE Area 7.

**PHED C124                      A/UC/CSU                      1.00 Unit**  
**Softball II**

*Repeat Status: Not repeatable*

54 hours activity. This is an intermediate course designed for the continuation of basic softball skills. Emphasis is placed on the development of defensive tactics by position and special situations like double plays, backing up, pick-off and relay throws. Students participate in practice drills as well as game setting situations. Approved for Local GE Area 7.

**PHED C129                      A/UC/CSU                      1.00 Unit**  
**Cardiovascular Fitness I**

*Repeat Status: Not repeatable*

54 hours activity. This is a beginning course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, treadmills and stair steppers). This class is designed for inactive people who want to begin a cardiovascular exercise program. Approved for Local GE Area 7.

**PHED C130                      A/UC/CSU                      1.00 Unit**  
**Cardiovascular Fitness II**

*Prerequisite: PHED C129*

*Repeat Status: Not repeatable*

54 hours activity. This is an advanced course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, and stair steppers). This class is designed for the moderately/advanced fit person who wants to improve his/her cardiovascular fitness level. Approved for Local GE Area 7.

**PHED C131                      A/UC/CSU                      1.00 Unit**  
**Wellness Walking I**

*Repeat Status: Not repeatable*

54 hours activity. This course is designed to give the student a practical understanding of cardiovascular fitness produced by walking. Walking provides an understanding of the benefits, organization, implementation and evaluation of a balanced aerobic fitness program, utilizing walking as the primary activity. Approved for Local GE Area 7.

**PHED C132                      A/UC/CSU                      1.00 Unit**  
**Wellness Walking II**

*Repeat Status: Not repeatable*

54 hours activity. 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. Approved for Local GE Area 7.

**PHED C140                      A/CSU                      1.00 Unit**  
**Day Hiking**

*Repeat Status: Not repeatable*

54 hours activity. Provide an introduction to basic day hiking techniques, first aid, and hike preparedness. 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. Approved for Local GE Area 7.

## Physical Science

**PHSC C101                      A/UC/CSU                      3.00 Units**  
**General Earth Sciences Lecture**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This lecture 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, soil types, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding geologic issues important to society. Not open to students who have completed PHSC C105. Approved for IGETC Area 5A, CSU GE Area B1, Local GE Area 1.

**PHSC C105                      A/UC/CSU                      4.00 Units**  
**General Earth Sciences**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. This lecture and laboratory course covers the study of the Earth as an integrated system. Lecture topics include Earth surface processes, tectonics and mountain building, surface water and groundwater, Earth-Sun relationships and motions, weather, climatic types, soil types, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding geologic issues important to society. Meanwhile, laboratory provides practical experience in field methods and enhancement of lecture topics 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. Not open to students who have completed PHSC C101. Approved for IGETC Area 5A & 5C, CSU GE Area B1 & B3, Local GE Area 1.

**PHSC C111                      A/UC/CSU                      3.00 Units**  
**Physical Science Lecture**

*Prerequisite: MATH C055*

*Advisory: ENGL C040*

*Repeat Status: Not repeatable*

54 hours lecture. This course covers conceptual topics 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. Not open to students who have completed PHSC C115. Approved for IGETC Area 5A, CSU GE Area B1, Local GE Area 1.

PHSC C115      A/UC/CSU      4.00 Units

**Physical Science***Prerequisite: MATH C050**Advisory: ENGL C070**Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. This course covers conceptual topics 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. The laboratory portion of this course covers conceptual experiments in physics and chemistry, with applications to the earth sciences and astronomy. Experiments in motion, energy, electricity, magnetism, waves, atoms, chemistry and chemical reactions are performed. Not open to students who have completed PHSC 111. Approved for IGETC Area 5A & 5C, CSU GE Area B1 & B3, Local GE Area 1.

PHSC C121      A/UC/CSU      3.00 Units

**Astronomy Lecture***Advisory: ENGL C040, MATH C050**Repeat Status: Not repeatable*

54 hours lecture. This lecture course is a general survey of the physical Universe from the standpoint of modern astronomy. The course first introduces the methods and tools used in astronomy and then applies them to investigate the many scales of physical structure and phenomena in the Universe. Topics include Solar System scale objects, such as planets, moons, asteroids, comets, and meteoroids, stellar scale objects, such as stars, star clusters, and nebulae, galactic scale objects, such as galaxies and galaxy clusters, and finally the entire Universe itself. Not open to students who have completed PHSC C125. Approved for IGETC Area 5A, CSU GE Area B1, Local GE Area 1.

PHSC C125      A/UC/CSU      4.00 Units

**Astronomy***Advisory: ENGL C070, MATH C040**Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. This lecture and laboratory course is a general survey of the physical Universe from the standpoint of modern astronomy. The course first introduces the methods and tools used in astronomy and then applies them to investigate the many scales of physical structure and phenomena in the Universe. Topics include Solar System scale objects, such as planets, moons, asteroids, comets, and meteoroids, stellar scale objects, such as stars, star clusters, and nebulae, galactic scale objects, such as galaxies and galaxy clusters, and finally the entire Universe itself. The laboratory portion of this course covers optical principles, the use of telescopes and binoculars, the use of star charts and sky simulation software, and the observation of celestial objects and phenomena. Not open to students who have completed PHSC C121. Approved for IGETC Area 5A & 5C, CSU GE Area B1 & B3, Local GE Area 1.

PHSC C131      A/UC/CSU      3.00 Units

**Introduction to Meteorology Lecture***Repeat Status: Not repeatable*

54 hours lecture. This lecture course in introductory meteorology emphasizes meteorology's interdisciplinary physical science basis and methods. The course covers the following concepts: atmospheric composition and structure, solar-terrestrial relations,

radiation, heat, temperature, air pressure, humidity, atmospheric stability, clouds and cloud systems, precipitation, wind and circulation, thunderstorms, tornadoes and hurricanes, weather analysis and forecasting, and climate. Approved for IGETC Area 5A, CSU GE Area B1, Local GE Area 1.

PHSC C132      A/UC/CSU      1.00 Unit

**Introduction to Meteorology Laboratory***Co-requisite: PHSC C131**Repeat Status: Not repeatable*

54 hours laboratory. This course provides laboratory experience that will make the topics covered in the Introductory Meteorology lecture more meaningful and realistic to the student. Interdisciplinary Physical Science concepts and methods are used to explain weather phenomena. Included in the course are measurement of basic weather parameters (such as temperature, pressure, wind, and humidity), weather map interpretation, data plotting and interpretation, instrument usage, and weather analysis and forecasting. Field activities emphasize the interaction between weather phenomena and human activity. Designed for the non-science major. Approved for CSU GE Area B3, Local GE Area 1.

PHSC C135      A/UC/CSU      4.00 Units

**Introduction to Meteorology**

C-ID: GEOG 130 Introduction to Weather and Climate

*Advisory: ENGL C070**Repeat Status: Not repeatable*

54 hours lecture/54 hours laboratory. This lecture and laboratory course in introductory meteorology emphasizes meteorology's interdisciplinary physical science basis and methods. Concepts covered include atmospheric composition and structure, solar-terrestrial relations, radiation, heat, temperature, seasons, air pressure, humidity, atmospheric stability, clouds and cloud systems, precipitation, wind and circulation, thunderstorms, tornadoes, hurricanes, weather analysis and forecasting, climate, and climate change. Approved for IGETC Area 5A & 5C, CSU GE B1 & B3, Local GE Area 1.

## Physics

PHYS C111      A/UC/CSU      5.00 Units

**Mechanics**

C-ID: PHYS 205 Calculus-Based Physics for Scientists and Engineers: A

*Prerequisite/Co-requisite: MATH C151**Repeat Status: Not repeatable*

63 hours lecture/81 hours laboratory. This course covers the fundamental laws of nature governing the motion of bodies and their relation to external forces. Motion in 1, 2, and 3 dimensions is covered as well as energy, linear momentum, angular momentum, gravitation, fluids, oscillations, and simple harmonic motion. Approved for IGETC Area 5A & 5C, CSU GE Area B1 & B3, Local GE Area 1.

**PHYS C113                      A/UC/CSU                      5.00 Units**  
**Electricity and Magnetism**

C-ID: PHYS 210 Calculus-Based Physics for Scientists and Engineers: B

*Prerequisite: PHYS C111, MATH C152 or concurrent enrollment*  
*Repeat Status: Not repeatable*

63 hours lecture/81 hours laboratory. This course covers electromagnetic principles such as charge and matter, electric and magnetic fields, potential, capacitors, dielectric materials, resistance, current, AC and DC circuits, induction, Maxwell's equations, and electromagnetic waves. Approved for IGETC Area 5A & 5C, CSU GE Area B1 & B3, Local GE Area 1.

**PHYS C211                      A/UC/CSU                      5.00 Units**  
**Waves, Optics and Modern Physics**

C-ID: PHYS 215 Calculus-Based Physics for Scientists and Engineers: C

*Prerequisite: PHYS C113*  
*Repeat Status: Not repeatable*

63 hours lecture/81 hours laboratory. This course covers the laws governing wave motion, thermodynamics, optics, atomic physics, quantum physics, and other aspects of modern physics. Approved for IGETC Area 5A & 5C, CSU GE Area B1 & B3, Local GE Area 1.

## Political Science

**POLS C101                      A/UC/CSU                      3.00 Units**  
**American Government**

C-ID: POLS 110 Introduction to American Government and Politics

*Advisory: ENGL C070*  
*Repeat Status: Not repeatable*

54 hours lecture. The course includes the study of American government with an emphasis on national, state, and local government. In addition, students undertake a comprehensive analysis of government structure, functions, principles, and problems. Approved for IGETC Area 4 & CONSTITUTION AND GOVERNMENT, CSU GE Area D & CONSTITUTION AND GOVERNMENT, Local GE Area 2.

**POLS C101H                      A/UC/CSU                      4.00 Units**  
**American Government: Honors**

C-ID: POLS 110 Introduction to American Government and Politics

*Prerequisite: ENGL C070*  
*Limitation on Enrollment: Acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor.*  
*Repeat Status: Not repeatable*

72 hours lecture. This course covers the study of American government with an emphasis on national, state, and local government. In addition, students undertake a comprehensive analysis of government structure, functions, principles, and problems. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Approved for IGETC Area 4 & CONSTITUTION AND GOVERNMENT, CSU GE Area D & CONSTITUTION AND GOVERNMENT, Local GE Area 2.

**POLS C102                      A/UC/CSU                      3.00 Units**  
**Comparative Government**

C-ID: POLS 130 Introduction to Comparative Government and Politics

*Advisory: ENGL C070*  
*Repeat Status: Not repeatable*

54 hours lecture. 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. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2 & 6.

**POLS C103                      A/UC/CSU                      3.00 Units**  
**Introduction to Political Theory**

C-ID: POLS 120 Introduction to Political Theory and Thought

*Advisory: ENGL C070*  
*Repeat Status: Not repeatable*

54 hours lecture. This course is an examination of various theoretical approaches to politics, as well as basic political problems and their proposed solutions. The course also covers analysis of selected political theories and the relevance of theory to contemporary problems. Students are introduced to long standing debates over the nature of justice, the proper use of power, and the meanings of equality and freedom and their implications for the contemporary state and state policies. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2.

## Psychology

**PSYC C101                      A/UC/CSU                      3.00 Units**  
**General Psychology**

C-ID: PSY 110 Introductory Psychology

*Advisory: ENGL C070*  
*Repeat Status: Not repeatable*

54 hours lecture. This course offers the student an introduction to the scientific study of behavior and mental processes focusing on exploration of major psychological theories and concepts, methods, and research findings in psychology. Topics include the biological bases of behavior and mental processes, perceptions, consciousness, memory, cognition, learning, motivation, emotion, development, intelligence, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology. The American Psychological Association (APA) format is taught and applied to written assignments and papers. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2.

**PSYC C101H**                      **A/UC/CSU**                      **4.00 Units**

### **General Psychology: Honors**

C-ID: PSY 110 Introductory Psychology

*Advisory: ENGL C101*

*Limitation on Enrollment: Acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor.*

*Repeat Status: Not repeatable*

72 hours lecture. This course offers the student an introduction to the scientific study of behavior and mental processes focusing on exploration of major psychological theories and concepts, methods, and research findings in psychology. Topics include the biological bases of behavior and mental processes, perceptions, consciousness, memory, cognition, learning, motivation, emotion, development, intelligence, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology. The American Psychological Association (APA) format is taught and applied to written assignments and papers. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2.

personality, and social development are examined, as well as attention to developmental problems. Approved for IGETC Area 4, CSU GE Area D or E, Local GE Area 2.

**PSYC C220**                      **A/UC/CSU**                      **3.00 Units**  
**Physiological Psychology**

C-ID: PSY 150 Introduction to Biological Psychology

*Prerequisite: ENGL C070, PSYC C101*

*Repeat Status: Not repeatable*

54 hours lecture. This course introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders are addressed. The course also notes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental research. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2.

**PSYC C112**                      **A/CSU**                      **3.00 Units**  
**Psychology of Substance Abuse**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course provides an overview of the history and theories related to substance abuse, including alcoholism, drug abuse, and chemical dependency. The course addresses cultural, religious, and political influences, as well as public policy issues, prevention, and treatment, including recovery, relapse and self-help models. Approved for Local GE Area 2.

**PSYC C241**                      **A/UC/CSU**                      **3.00 Units**  
**Abnormal Psychology**

C-ID: PSY 120 Introduction to Abnormal Psychology

*Prerequisite: ENGL C070, PSYC C101*

*Repeat Status: Not repeatable*

54 hours lecture. This course introduces the scientific study of psychopathology and atypical behaviors, broadly defined. Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2.

**PSYC C151**                      **A/UC/CSU**                      **3.00 Units**  
**Human Sexuality**

C-ID: PSY 130 Introduction to Human Sexuality

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course covers the complex and diverse psychological, biological, socio-cultural, and historical aspects of human sexuality. Discussions include evaluation of prominent theories, examination of academic research and exploration of current issues pertaining to human sexuality. Students are encouraged to become aware of their own sexual attitudes, values, and to evaluate the consistency of their behaviors within their own moral frameworks. Current sex norms and various aspects of interpersonal and individual sexual adjustment are explored. Approved for IGETC Area 4, CSU GE Area E, Local GE Area 2.

**PSYC C271**                      **A/UC/CSU**                      **3.00 Units**  
**Research Methods in the Social and Behavioral Sciences**

C-ID: PSY 200 Introduction to Research Methods in Psychology

*Prerequisite: MATH C121 or MATH C121H, PSYC C101 or PSYC C101H*

*Repeat Status: Not repeatable*

54 hours lecture. This course covers research methods in the social and behavioral sciences, as well as proper reporting of results in American Psychological Association (APA) style. These methods include research design (experimental, non-experimental, and quasi-experimental), the interpretation of behavioral data using descriptive and inferential statistics, and research ethics. This course is identical to SOSC C271. Students who have already taken SOSC C271 may not enroll in this class. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2.

**PSYC C181**                      **A/UC/CSU**                      **3.00 Units**  
**Lifespan Development**

C-ID: PSY 180 Introduction to Lifespan Psychology

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive,



## Process Technology

PTEC C101X                      A                      4.00 Units  
**Introduction to Process Technology**

*Repeat Status: Not repeatable*

72 hours lecture. This course covers the duties, responsibilities, expectations, and the physical and mental requirements of the process technician. Students are provided with an overview of a typical process plant, identify process equipment, state the purpose of equipment, describe safety, health, and environmental components, and describe the roles, responsibilities, and work environment.

PTEC C110X                      A                      4.00 Units  
**Industrial Safety, Health, and Environment**

*Repeat Status: Not repeatable*

72 hours lecture. This course develops the knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis is placed on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues. Students list components of a typical plant safety and environmental program, describe the role of a process technician in relation to safety, health, and environment, and identify and describe safety, health, and environmental equipment uses.

## Social Sciences

SOSC C271                      A/CSU/UC                      3.00 Units  
**Research Methods in the Social and Behavioral Sciences**

C-ID: SOCI 120 Introduction to Research Methods and POLS 160 Introduction to Political Science Research Methods

*Prerequisite: ANTH C121 or ANTH C121H OR POLS C101 or POLS C101H OR SOCI C101*

*Advisory: MATH C121 or MATH C121H*

54 hours lecture. This course covers research methods in the social and behavioral sciences, as well as proper reporting of results in American Psychological Association (APA) style. These methods include research design (experimental, non-experimental, and quasi-experimental), the interpretation of behavioral data using descriptive and inferential statistics, and research ethics. This course is identical to PSYC C271. Students who have already taken PSYC C271 may not enroll in this class. Approved for CSU GE Area D, Local GE Area 2.

## Sociology

SOCI C101                      A/UC/CSU                      3.00 Units  
**Introduction to Sociology**

C-ID: SOCI 110 Introduction to Sociology

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course introduces concepts and research findings of contemporary sociology; this includes analyzing human groups such as the family, the peer group, the work group, social class, institutions, mass behavior, and culture. Discussion is centered on the effects of social change in an industrial society. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2 & 6.

SOCI C131                      A/UC/CSU                      3.00 Units  
**Sociology of Sex, Gender, and Sexuality**

C-ID: SOCI 140 Introduction to Gender

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This course is an examination of sex, gender, and sexuality 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 sex and gender relations in the home, family, and the work place, politics, law, the mass media, and health care systems. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2 & 6.

SOCI C151                      A/UC/CSU                      3.00 Units  
**Perspectives on Race and Ethnicity**

C-ID: SOCI 150 Introduction to Race and Ethnicity

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. In this course, students apply critical reasoning skills to the analysis of race, ethnicity, and racism. The course covers the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, and the patterns of interaction among various racial and ethnic groups. Through multiple and varied readings and classroom discussion, students discover the interrelatedness of concepts such as race, class, and gender, and the roots and future of our "melting pot" society. This course is cross-listed with ETHN C151. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2 or 3, & 6.

SOCI C161                      A/UC/CSU                      3.00 Units  
**Crime and Society**

C-ID: SOCI 160 Introduction to Crime

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. This course provides a sociological analysis of crime, criminal behavior, and the criminal justice system. It explores the history and social construction of crime and criminality and examines the definition of crime and its violations as well as the laws and methods used to control criminal behavior. Students discuss social research of crime and basic theoretical explanations of criminal behavior. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2 & 6.

**SOCI C210**                      **A/UC/CSU**                      **3.00 Units**  
**Race and Ethnicity in Film**

*Advisory: ENGL C101, LIBR C100*

*Repeat Status: Not repeatable*

54 hours lecture. Through a multidisciplinary examination 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 society and culture in the United States. There is analysis, discussion, and written critique of selected films and readings, with an emphasis on race and ethnicity. This course also provides an opportunity for project based learning in anti-racism outreach. Students may be required to rent films or subscribe to a video streaming service. This course is cross-listed with ETHN C210. Approved for IGETC Area 4, CSU GE Area D, Local GE Area 2 or 3, & 6.

## Spanish

**SPAN C100**                      **A/CSU**                      **3.00 Units**  
**Basic Conversational Spanish**

*Repeat Status: Not repeatable*

54 hours lecture. This course is designed to help students begin speaking Spanish confidently at a basic level. SPAN C100 emphasizes 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. Approved for CSU GE Area C2, Local GE Area 3.

**SPAN C101**                      **A/UC/CSU**                      **5.00 Units**  
**Elementary Spanish I**

C-ID: SPAN 100 Elementary Spanish I

90 hours lecture. This is an introductory course in which students learn basic grammar and vocabulary for speaking, reading, listening, and writing at the beginning level as well as the culture and civilization of the Spanish-speaking world. This class has an online component that requires the student to access the electronic book on a weekly basis. Approved for IGETC Area 6, CSU GE Area C2, Local GE Area 3 & 6.

**SPAN C102**                      **A/UC/CSU**                      **5.00 Units**  
**Elementary Spanish II**

C-ID: SPAN 110 Elementary Spanish II

*Prerequisite: SPAN C101 with a grade of "C" or better or two years of high school Spanish.*

*Repeat Status: Not repeatable*

90 hours lecture. This course is a continuation of the introduction to the Spanish language presented in Spanish C101. Students will continue to focus on the grammar and vocabulary necessary for speaking, reading, listening, and writing at the high-beginner level as well as learning about the culture, and civilization of the Spanish-speaking world. This class has an online component that requires the student to access the electronic book on a weekly basis. Approved for IGETC Area 6, CSU GE Area C2, Local GE Area 3 & 6.

**SPAN C171**                      **A/UC/CSU**                      **3.00 Units**  
**Intermediate Conversational Spanish**

*Advisory: SPAN C102*

*Repeat Status: Not repeatable*

54 hours lecture. This course improves the students' 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 a thorough review of grammar concepts for non-native speakers at the same time as developing an appreciation for Hispanic culture as manifested in any of the Spanish-speaking countries including the USA. Approved for IGETC Area 6, CSU GE C2, Local GE Area 3.

**SPAN C180**                      **A/UC/CSU**                      **5.00 Units**  
**Spanish for Heritage Speakers I**

C-ID: SPAN 220 Spanish for Heritage Speakers I

*Advisory: SPAN C102*

*Repeat Status: Not repeatable*

90 hours lecture. This course is designed for heritage speakers of Spanish or other linguistically qualified students. It provides instruction that builds upon the students' existing reading, writing, speaking, and listening skills. The course will further their fluency through vocabulary building, spelling and accentuation rules, grammar, composition, and reading skills. It is taught within a Hispanic cultural context to increase understanding and appreciation of Hispanic cultural heritage. The course is taught entirely in Spanish. Approved for IGETC Area 3B & 6, CSU GE Area C2, Local GE Area 3 & 6.

**SPAN C182**                      **A/UC/CSU**                      **5.00 Units**  
**Spanish for Heritage Speakers II**

C-ID: SPAN 230 Spanish for Heritage Speakers II

*Prerequisite: SPAN C180*

*Repeat Status: Not repeatable*

90 hours lecture. This course is a continuation of SPAN C180 and is designed for heritage speakers of Spanish or other linguistically qualified students. It provides instruction that builds upon the students' existing reading, writing, speaking, and listening skills. The course will continue to further their fluency through vocabulary building, spelling and accentuation rules, grammar, composition, and reading skills. It is taught within a Hispanic cultural context to increase a deeper understanding and appreciation of Hispanic cultural heritage. The course is taught entirely in Spanish. Approved for IGETC Area 3B & 6, CSU GE Area C2, Local GE Area 3 & 6.

**SPAN C211**      **A/UC/CSU**      **3.00 Units**  
**Hispanic Cinema**

*Advisory: ENGL C070*

*Repeat Status: Not repeatable*

54 hours lecture. This class studies Hispanic civilization and culture through films, videos and documentaries, as well as varied readings. There is analysis, discussion, and written critique of selected films from Spain, Latin America and the United States. The class covers a variety of cultural issues such as the art, music, history and politics of the Hispanic world. There is an emphasis on issues of multiculturalism and diversity as illustrated by the films and readings on issues such as race, class, gender and immigration issues. Films are subtitled; no knowledge of Spanish is required. This course is cross listed with FILM C211. Approved for IGETC Area 3B, CSU GE Area C2, Local GE Area 2 or 3, & 6.

## Speech

**SPCH C101**      **A/UC/CSU**      **3.00 Units**  
**Elements of Speech**

*Prerequisite or Co-requisite: ENGL C101*

*Repeat Status: Not repeatable*

54 hours lecture. 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. Approved for IGETC Area 1C, CSU GE Area A1.

## Welding

**WELD C101**      **A/CSU**      **3.00 Units**  
**Oxyacetylene Welding**

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. \$40 materials fee. In this course students gain 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.

**WELD C102**      **A/CSU**      **2.00 Units**  
**Shielded Metal Arc Welding (SMAW)**

*Prerequisite: WELD C101*

*Repeat Status: Not repeatable*

18 hours lecture/54 hours laboratory. \$40 materials fee. In this course students gain practical, hands-on experience in Shielded Metal Arc Welding (SMAW) as well as learn safety, the different types of SMAW machines, identification of metals, electrode selection and electrical theory.

**WELD C200**      **A/CSU**      **2.00 Units**  
**Gas Metal Arc Welding (GMAW)**

*Prerequisite: WELD C101*

*Repeat Status: Not repeatable*

18 hours lecture/54 hours laboratory. \$40 materials fee. In this course students gain practical experience in Gas Metal Arc Welding (GMAW), Metal Inert Gas (MIG) as well as learn 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.

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

*Prerequisite: WELD C102, WELD C200*

*Repeat Status: Not repeatable*

18 hours lecture/54 hours laboratory. \$40 materials fee. This course provides practical experience in Gas Tungsten Arc Welding (GTAW) as well as lectures on safety, welding and identification of exotic metals, types of filler metals and shielding gasses.

**WELD C204**      **A/CSU**      **3.00 Units**  
**Pipe and Tube Welding**

*Prerequisite: WELD C102*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. \$50 materials fee. This course is designed to help the student develop skills required to be proficient at the welding of pipe and tubing using the Shielded Metal Arc Welding (SMAW) and Gas Tungsten Arc Welding (GTAW) processes. Welding position, preparation, and fit-up are covered as well as techniques and special conditions associated with the welding of pipe and tubing.

**WELD C210**      **A/CSU**      **3.00 Units**  
**Welding Fabrication**

*Prerequisite: WELD C102, WELD C200*

*Repeat Status: Not repeatable*

36 hours lecture/54 hours laboratory. \$50 materials fee. This course is designed to enable the student to construct welded projects using the processes learned in previous courses. The student learns to read technical drawings, interpret welding symbols, produce shop drawings, and use trade related math in the layout and assembly process.

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# Key Terms

## **Advisory:**

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

## **Associate in Arts (AA, AS):**

Associate in Arts and Associate in Science degrees can be used to obtain necessary skills for a range of possible careers, or they may be used to transfer to a four-year institution.

## **Associate Degrees for Transfer (AA-T, AS-T):**

These associate degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. Students who are awarded an AA-T or AS-T are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

## **Bachelor's Degree:**

Degree granted by four-year colleges, usually the Bachelor of Arts (BA) or the Bachelor of Science (BS).

## **Catalog Rights:**

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

## **Certificate:**

Certificates of Achievement are awarded to students who complete formal instructional programs that are designed to prepare them for a specific field of endeavor, typically a career field with prospects of employment. These programs most often consist of at least 18 units but some are as low as 8. Job Skills Certificates are awarded upon the satisfactory completion of coursework less than 18 units in a specific area of study.

## **Cheating:**

The act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means.

## **Class Schedule:**

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

## **Co-requisite:**

Skills or courses which are required to be taken simultaneously with another course.

## **College Level Examination Program:**

A means through which academic credit may be given for non-traditional forms of educational experience.

## **Core Services:**

Core Services consist of those services required by the SSSP. These include orientation, placement in math and English, counseling, and a student education plan.

## **Credit Course:**

A course for which units are granted.

## **Degree:**

A formal instructional program of 60 semester units that includes in-depth instruction in a specific subject along with a group of general education courses.

## **Electives:**

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

## **General Education (GE):**

Certain groups of courses required of all degree candidates regardless of their major.

## **Grade Point Average (GPA):**

The average of a student's grades, defined as 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.

## **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.

## **Orientation:**

The process of informing the student of college procedures, course scheduling, academic expectations, financial assistance, and other relevant issues.

**Pass/No Pass Grading:**

A grading system allowing an eligible course to be taken for a grade of “P” (Pass) or “NP” (No Pass) rather than for a letter grade of “A”, “B”, “C”, “D”, or “F”. This allows students to take an eligible course without the risk of jeopardizing their grade point average. Note: Not all classes permit a P/NP option. P/NP grading may not be accepted by some transfer institutions. Students are strongly encouraged to consult with a member of the counseling staff prior to requesting P/NP grading.

**Placement:**

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

**Plagiarism:**

The act of using the ideas or work of another person or persons as if they were one’s own, without giving credit to the source.

**Prerequisite:**

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

**Semester Unit:**

A measure of credit for course completion. Graduation requires 60 semester units. Courses in this catalog are indicated in semester units and total hours of instruction. Generally, a “unit” equals 18 hours of lecture or 54 hours of lab work or activity per semester.

**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.

**Student Success and Support Program (SSSP):**

The process of assisting students in establishing appropriate educational goals and providing support services to help them to achieve these goals.

**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.

# Academic Calendar

## Academic Year 2022-2023

### August 2022

**August 18-19.** Flex Days

**August 20.** Fall Semester Begins

### September 2022

**September 5.** Labor Day Holiday

### October 2022

### November 2022

**November 11.** Veteran's Day Holiday

**November 24-25.** Thanksgiving Holidays

### December 2022

**December 5-10.** Final Exams

**December 10.** End of Fall Semester

**December 12 - January 13.** Winter Recess

**December 26.** Christmas Day Holiday Observed

### January 2023

**January 2.** New Year's Day Holiday Observed

**January 13.** Flex Day

**January 14.** Spring Semester Begins

**January 16.** Martin Luther King, Jr. Day Holiday

### February 2023

**February 17.** Lincoln Day Holiday

**February 20.** Washington Day Holiday

### March 2023

**March 27-31.** Spring Recess Holiday

### April 2023

### May 2023

**May 6-12.** Final Exams

**May 12.** End of Spring Semester

**May 12.** Commencement

**May 15.** 12 week Summer Session Begins

**May 30.** Memorial Day Holiday

### June 2023

**June 5.** 8- and 10-week Summer Session Begins

### July 2023

**July 4.** Independence Day Holiday

### August 2023

**August 4.** Summer Session Ends

**Dates subject to change**



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