CERRO COSO COMMUNITY COLLEGE
2004 - 2006 Catalog

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

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

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

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

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

http://www.cerrocoso.edu

The Cerro Coso Community College catalog reflects all course actions taken by the Curriculum and Instruction Committee (CIC) through Spring 2004. While every reasonable effort has been made to ensure its accuracy, the catalog should not be considered an irrevocable contract between the college and its students.

Catalog cover designed by Cori Ratliff
President’s Welcome

The faculty and staff of Cerro Coso Community College are proud that you have chosen our college to begin your career in higher education. Our college is an excellent choice. Here you will learn to use your inherent critical thinking skills, your creativity, and your ability to learn to create a better world and a better place for you and your family in that world. At Cerro Coso, we offer you the opportunity to obtain an education that is equivalent in quality and content to that you would receive at any institution of higher learning. We have excellent faculty who are here to assist you in achieving your educational goals. Our staff is readily available to assist you with counseling, financial aid and to address other needs you may have as a student at Cerro Coso. Your success is our success.

The mission of Cerro Coso Community College is to offer educational opportunities to help you to transfer to a university, to train you for a promising career, to help you to upgrade your current job and/or life skills and to instill in you an appreciation for life long learning. In our current difficult economy, it is necessary for you to have the skills and abilities to compete effectively in the marketplace. As you examine our catalog, you will find a variety of interesting and marketable fields of study that will lead you to a productive and fulfilling life.

The faculty and staff at Cerro Coso Community College want you to enjoy and make the most of the time you spend with us. We have student activities that include theater productions, art exhibits, athletic team events, student government, travel opportunities with faculty leaders, special speakers and other events. Information about college activities is always available on our web site.

I wish you well in your studies with us. I know you will do well and I hope that you enjoy this time in your life.

Sharon Dyer, Ph.D.
President
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>4</td>
</tr>
<tr>
<td>Matriculation</td>
<td>8</td>
</tr>
<tr>
<td>Admission and Registration</td>
<td>11</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>14</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>22</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>28</td>
</tr>
<tr>
<td>Transfer Requirements</td>
<td>34</td>
</tr>
<tr>
<td>Degrees, Certificates, and Awards</td>
<td>38</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>72</td>
</tr>
<tr>
<td>Administration and Faculty</td>
<td>144</td>
</tr>
<tr>
<td>Index</td>
<td>147</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

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

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

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

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

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

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

COMMUNITY: Responsiveness to the educational needs of our individual communities.
STUDENTS: Students as individuals with unique capabilities and needs.
PARTICIPATION: Full participation by all members of the college community in charting the future of the college.
LEARNING: A teaching-learning process that motivates students toward excellence.
PREPARATION: A comprehensive curriculum that prepares students to be competitive in the job market or transfer programs.

PROFESSIONAL GROWTH: Professional growth based on personal self-assessment.

ACCESS: Open access to educational success.

INNOVATION: Innovation and creativity.

DIVERSITY: Staff and student diversity.

**Strategic Long Range Goals, 2002-2004**

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

**Accreditation**

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

**Instructional Centers**

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

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

The **South Kern Campus** serves the communities of Edwards Air Force Base, North Edwards, Mojave, Boron, and California City. The program is administered from Edwards Air Force Base where the college maintains an office provided by the United States Air Force. Associate degree programs in General Education, Social Science, and Business are offered through the South Kern Campus. In addition, a variety of computer application and special interest courses are available. The college’s Industrial Safety program is coordinated through this campus.

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

The **Kern River Valley Campus** serves the communities of the Kern River Valley from its campus at the Kern Valley Plaza in Lake Isabella. Students in Lake Isabella, Wofford Heights, Kernville, Mt. Mesa, South Lake, and Onyx can find easy access to the campus via public and private transportation. The campus offers both day and evening classes to provide educational alternatives including two-year programs leading to transfer to the university level, two-year AA and AS degrees, short-term vocational programs, single-course options which may lead to immediate employment, G.E.D. certification, personal enrichment classes, and professional upgrade classes. Kern River Valley Campus offers testing, counseling, advisement, and financial aid assistance, which can enable students to meet their educational goals.
**CC Online**, Cerro Coso Community College's virtual campus, currently offers associate degrees online, the general education courses necessary to meet transfer requirements to a four year institution, and student support services. CC Online has an international reputation for excellence and provides an extraordinary opportunity for those too distant from a community college or too involved in business or family to pursue higher education during traditional hours. For more information about CC Online, Cerro Coso's Virtual Campus, please access its website located at [http://cconline.cerrocoso.edu](http://cconline.cerrocoso.edu) or by telephone at 1-888-537-6932.

**Schedule of Classes**

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

**Servicemembers’ Opportunity College**

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

**Open Classes**

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

**Notice of Nondiscrimination**

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

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

Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555  
(760) 384-6244  
(760) 384-6110 (TDD Only)

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

Office For Civil Rights  
U.S. Department of Education  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102
Aviso De No Discriminación
Cerro Coso Community College y el Distrito de Kern Community College no discriminan por razón de raza, color, nacionalidad, sexo (incluyendo el acoso sexual), discapacidades o edad, de acuerdo con el Título VI del Acta de Derechos Civiles de 1964 (en relación a la raza, al color y a la nacionalidad), el Título IX de las Enmiendas de Educación de 1972 -relativo al sexo-, Sección 504 del Acta de Rehabilitación de 1973 y el Acta de Estadounidenses con Discapacidades de 1990 (ambas en relación con las discapacidades) y el Acta de Discriminación por Edad de 1975 (relativa a la edad). La política de Cerro Coso Community College de no discriminación va dirigida a la admisión, al acceso, al empleo y a las actividades y programas del Centro, incluida la formación profesional.

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

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

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

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

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

Key Catalog Terms

Associate of Arts, A.A.: General degree granted by California Community Colleges.
Associate of Science, A.S.: General degree granted by California Community Colleges requiring significant work within a specific major, often an occupational major.
Advisory: Skills or courses that are not prerequisites but are highly recommended for student success.
Assessment: The process of collecting student information through standardized tests, academic transcripts, surveys, and interviews for the purpose of assisting students with the development of educational plans.
Bachelor’s Degree: Degree granted by four-year colleges. Usually the Bachelor of Arts (B.A.) or the Bachelor of Science (B.S.).
Catalog Rights: Refers to the “right” of the student to elect to meet the graduation requirements in effect the academic year of first enrollment, as long as continuous enrollment is maintained, or at the time of graduation.
Class Schedule: The listing of courses including hours, instructor, and room assignments to be offered each semester.
Credit Course: Courses for which units are granted.
Credit/No Credit Grading: A grading system allowing a course to be taken for a grade of Credit or No Credit rather than for a letter grade of A, B, C, D, F.
Electives: Courses elected by the student which do not fulfill any specific requirement but provide units toward a degree.
General Education: Certain groups of courses required of all degree candidates regardless of their major.
Grade Point Average (G.P.A.): The average of a student’s grades.
Lower Division: The first two years of college work, i.e., freshman- and sophomore-level courses. By law, only lower division work can be offered by Cerro Coso Community College.
Major: A specific program of study a student plans to pursue.
Placement: The process of advising a student to enroll into a particular course based on prerequisites, valid standardized tests, and other multiple measures.
Prerequisite: A requirement which must be completed prior to enrollment in a course. Prerequisites are listed in the course description.
Repeatability: Courses that are designed to build skills may be taken more than one time. The number of times a course may be taken, if more than once, is indicated in the course catalog description.
Semester Unit: In general, 54 hours of student work which can be lecture, laboratory, or a combination of both lecture and laboratory. Graduation requires 60 semester units. Courses in this catalog are indicated in semester units and total hours of instruction.
Student Education Plan: A plan developed for each student which identifies the student’s educational objectives and the courses, services, and programs to be used to achieve them. These plans are to be on file in the Counseling Center.
Transcript: A copy of a student’s college record prepared by the Admissions and Records Office.
Upper Division: The last two years of college work, i.e., junior- and senior-level courses. Upper division work is not offered by or generally accepted in transfer at Cerro Coso Community College.

MATRICULATION

Student Rights and Responsibilities

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

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

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

You agree to:

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

Cerro Coso agrees to:

- Process your application for admission.
- Provide orientation services addressing questions concerning college procedures, course scheduling, academic expectations, financial assistance and other relevant issues.
- Provide for assessment of your skills in conjunction with counseling/advisement.
- Provide assessment for Math and English placement, including:
  a. Assistance in identification of aptitudes, interests and educational objectives.
  b. Evaluation of study and learning skills.
  c. Referral to specialized support services.
  d. Advisement concerning course schedules.
Provide evaluation of your educational progress, which is available through counseling/other support services.

Provide a wide variety of course offerings, including pre-collegiate basic skills.

Provide advisement of all nonexempt students with particular emphasis on students enrolled in pre-collegiate basic skills who have not declared a specific educational goal, as well as to students who have been placed on probation.

**Additional Rights of Students**

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

Questions concerning your rights under Matriculation?

See: Ms. Jill Board
Dean of Student Learning/Chief Student Services Officer

**Matriculation Status**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Dean of Student Learning for Student Services, in collaboration with the appropriate faculty shall resolve challenges within five (5) school days of the receipt of the challenge.

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

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

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

Student Right-To-Know (SRTK) Disclosure
In compliance with the Student Right-To-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Kern Community College District and Cerro Coso Community College to make available its completion and transfer
rates to all current and prospective students. Beginning in Fall 1999, a cohort of all certificate, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Cerro Coso Community College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 39.8% attained a certificate, degree, or became “transfer-prepared” during a three-year period from Fall 1999 to Spring 2002. Students who are “transfer-prepared” have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 18.3% transferred to another postsecondary institution (UC, CSU, or another California Community College) prior to attaining a certificate, degree, or becoming “transfer-prepared” during a five-semester period from Spring 2000 to Spring 2002.

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

ADMISSION AND REGISTRATION

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

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

1. Complete and submit an enrollment application to the college Admissions and Records (A&R) Office. This application can also be completed online by visiting the college’s website at www.cerrocoso.edu.

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

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

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

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

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

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

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

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

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

**Admissions for International Students**

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

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

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

**California Residents**

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

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

**Non-California Residents**

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

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

**Holds on Records and Registration**

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

**Educational Expenses**

*Note: All fees and tuition charges are current as of April 2004 and subject to change pending California legislative action and/or KCCD Board action.*

**Enrollment Fee.** All California Community College students are charged a state-mandated enrollment fee of $18 a unit with no cap; e.g., 10 units = $180.00, 12 units = $216.00, etc.

**Non-Resident Tuition.** There is no tuition for California residents. Out-of-state and international students who are not legal residents of California are required to pay a tuition fee at an annual or per semester unit rate as established each year by the Kern Community College District Board of Trustees. All nonresident students of the State of California will be charged tuition at the rate of $167 per unit, payable at the time of registration. Out-of-state tuition will be assessed immediately up to a maximum of 15 units, or a total of $3,150 per semester. Students paying non-resident tuition are also required to pay the enrollment fee. In addition, a Capitol Outlay fee to nonresident students of $43.00 per unit will be charged.

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

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

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

1. within 2 weeks after the starting date (NOT ADD DATE) of the semester for full term course; or
2. prior to a date calculated to be 10% from the starting date of a course less than semester length. For example, if a course is 10 days or less in length, a student must withdraw before the second meeting to be credited a refund.

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

**Associated Students Membership**

All students are asked to purchase a student identification (ID) card. This card and validation sticker signifies membership in the Associated Students of Cerro Coso and entitles the student to bookstore discounts, reduced tutorial fees, admission to special campus events, and participation in the Community Discount Program. Funds collected support the student association, student organizations, scholarship activities and co-curricula events.
Schedule Changes
Great care should be exercised when the student plans a semester’s program. Students in the following categories or status should exercise caution when making class program changes that could adversely affect their eligibility: Veterans, Financial Aid, EOPS, Handicapped, Academic Probation, Intercollegiate Athletics, and High School Concurrent Enrollment.

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

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

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

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

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

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

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

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

1. Course attendance as an auditor shall be permitted only after students enrolling for credit toward a degree or certificate have had an opportunity to enroll.
2. No student auditing a course shall be permitted to change enrollment status in that course to receive credit.
3. Course attendance as an auditor shall be permitted only after payment of the appropriate audit fees. Auditors do not pay out-of-state tuition.

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

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

ACADEMIC POLICIES

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

**Plagiarism and Cheating**

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

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

**Student Grievance**

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

**Attendance Requirements**

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

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

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

**Study Load**

The usual academic load per semester for a full-time college student is 15 units (6 units for Summer Session). Eighteen units constitute a maximum study load (8 units for Summer Session). Only students with proven academic ability should enroll for a maximum study program. Permission to exceed the maximum study load must be obtained from the Vice President of Student Learning or designee.

**Minimum Study Loads**

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

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

<table>
<thead>
<tr>
<th>Minimum Study Loads</th>
<th>Regular Semester</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 units</td>
<td>Please see counselor</td>
</tr>
<tr>
<td>Three-fourths time</td>
<td>9-11 1/2 units</td>
<td>Please see counselor</td>
</tr>
<tr>
<td>One-half time</td>
<td>6-8 1/2 units</td>
<td>Please see counselor</td>
</tr>
<tr>
<td>*Less than half time</td>
<td>5 1/2 units or less</td>
<td>Please see counselor</td>
</tr>
<tr>
<td>*Less than one-half time and active duty are limited to tuition and fees only under Chapters 30, 34, and 35.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Full-time load to maintain “F-1” Visa status for international students is 12 units per semester.

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

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

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

**Grading System**

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

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

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

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

**IP** - The “IP” indicates the course extends beyond the normal end of an academic term and work is in progress, or the student has applied for in-progress status in those courses listed as open-entry/open-exit courses and has been approved by the instructor to register and complete course requirements in a succeeding semester in order to receive credit and a course grade. In open-entry/open-exit courses, the instructor must submit an evaluative grade which will be entered on the permanent record if the student does not re-enroll in that course during the subsequent attendance period. The “IP” cannot be given more than twice for any particular course.
Credit/No Credit Grading
Credit/No Credit is a grading system which allows students to take courses outside of their major field without the risk of jeopardizing their grade point average. Students who elect CR/NC grading will only be granted credit in the course if they earn the equivalent of "C" or better; if they earn less than a "C" grade, no credit will be awarded. In either case, no letter grades are given and the results are not computed in determining a student's grade point average.

Regulations and procedures for Credit/No Credit Grading (CR/NC) are: (Title V, Section 55752)
1. CR/NC grading may not be used for courses in a student's major field.
2. Units earned shall not be used to calculate grade point averages. However, units attempted for which "NC" is recorded shall be considered in probation and dismissal procedures.
3. A student must file or rescind a petition in the Office of Admissions and Records to take a course under CR/NC grading no later than the first 30% of the term (end of the fourth week or equivalent).
4. Students planning to transfer to a 4-year college or university should note the following:
   a. "CR" grades cannot be used in determining your GPA at the University of California or comparable institutions.
   b. The four-year school one plans to attend should be consulted to determine whether or not it will accept "CR" units.
   c. Some state colleges and universities stipulate that courses used to satisfy General Education requirements may not be taken for this type of grading.

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

Grade Reports
Grades are now available to students via the Coyote Connection, Cerro Coso's telephone registration and information system, or the Coyote Connection Online. See the semester's schedule of classes for specific instructions on obtaining final grades by phone or via the web. Students needing a hard copy of their grades for employers, etc., may request a computer print out at the Office of Admissions and Records.

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

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

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

The law authorizes the release of directory information in the absence of student objection. Directory information includes name, address, e-mail, date and place of birth, major field of study, current class schedule, participation in activities, dates of attendance, degrees and awards, and last institution attended. This information will be released to educational institutions, government agencies, and the media upon receipt of a written request, signed by an employee of the organization requesting the information. All requests for directory information should be forwarded to the Office of Admissions and Records for action.
If a student does not want this information released, the student must check the privacy requested boxes on the admissions form, on the update form, or by requesting the change at the Office of Admissions and Records.

**College Transcripts**
Each student who has an academic record on file at Cerro Coso Community College is entitled to two official transcripts of record without charge. After two free transcripts have been provided for the student, all additional copies are $3.00 each.

Upon written application an official transcript of all work completed at Cerro Coso Community College will be prepared and forwarded in accordance with the wishes of the student. Under no circumstances can Cerro Coso Community College release or mail a transcript originally issued by another educational institution. Direct requests for transcripts to the Office of Admissions and Records, IWV campus.

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

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

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

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

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

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

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

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

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

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

Semesters shall be considered consecutive on the basis of student enrollment (i.e., fall semester followed by a fall semester shall be considered consecutive regardless of the number of intervening semesters in which the student was not enrolled).
Reinstatement
A disqualified student may be conditionally reinstated as a result of a petition for readmission. The petition must be completed with the assistance and recommendation of a college counselor. Petition for Readmission forms are available in the Counseling Center or from the student’s local college office.

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

Students who are conditionally readmitted after disqualification are limited to enrollment in six (6) units and must maintain at least a 2.0 grade point average and earn credit in more than one-half of the units attempted to remain eligible for a subsequent semester.

Such students must also obtain approval of their class programs during each subsequent semester until they are removed from disqualification status. Attendance in a personal development class and/or regular counseling appointments may also be required.

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

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

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

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

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

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

The college President or designee may waive the 30-unit limitation for any student who shows significant measurable progress toward the development of college-level skills. Appropriate forms are available in the Learning Assistance Center (LAC) on the IWV Campus or from the counselor/educational advisors at the Centers.
Repeatability
As of Fall 1983, the State of California limited the number of times any community college course could be repeated. Certain Cerro Coso Community College courses are identified as repeatable. All other courses may be repeated only under the following conditions:

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

Other circumstances require the approval of the Vice President of Student Learning or designee.

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

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

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

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

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

1. College: Lower division college credits earned at any fully accredited institution of higher education.
2. Credit By Examination: Students who have completed 12 units at Cerro Coso Community College with a 2.00 GPA or higher in all college units attempted are eligible to petition for “credit by examination.” A maximum of 30 semester units can be earned toward graduation at Cerro Coso Community College through credit by examination, which may include approved institutional course equivalency examinations, the CLEP Tests, Advanced Placement and appropriate USAFI and DANTES Examinations.
3. Military Service: First aid is waived and two units of general elective credit will be awarded for the equivalent of basic training for military personnel now on active duty or veterans who have received a discharge other than dishonorable. Upon verification and evaluation of appropriate records, credit may be granted for military schools and experience in accordance with the recommendations of the American Council on Education. Elective credit granted will be designated on the student’s permanent record as credit earned while in military service.
4. Correspondence and Extension Courses: A maximum of 12 units will be allowed for college level correspondence or extension course work completed through accredited colleges and universities.

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

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

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

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

1. The student must be in good standing and concurrently enrolled at Cerro Coso Community College.
2. The student must have completed a minimum of 12 units at Cerro Coso Community College with a grade point average of 2.0 or higher. This requirement may be waived for active duty military personnel in accordance with the provisions of an SOC Contract.
3. The Cerro Coso Community College faculty will determine which courses are eligible for credit-by-examination. A list of eligible courses is available in Admissions and Records and at each Campus.
4. All courses challenged must be listed in the College Catalog.
5. The number of units granted for a course will equal the number of units listed for the course in the College Catalog.
6. The course challenged cannot be one in which the student has received academic recognition. A student cannot challenge a course for which he/she has received upper division college credit.
7. The student may attempt credit by examination only once in a particular course.
8. Courses successfully challenged by examination (grade of “C” or better) will be entered on the student’s transcript and indicated as “credit by examination,” with the appropriate earned letter grade.
9. Units earned by examination are not considered as part of the student’s semester study load. Therefore, such units cannot be used for reports to Social Security, Veterans Administration, financial aid, and similar agencies or be considered in determining eligibility for athletics or student offices.
10. A maximum of 30 semester units can be earned through credit-by-exam and can be applied to degree or certificate programs at Cerro Coso Community College.

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

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

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

<table>
<thead>
<tr>
<th>Examination Title</th>
<th>GE Category</th>
<th>Semester Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>Language and Rationality</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Natural Science</td>
<td>Natural Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Social Science-History</td>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Language and Rationality</td>
<td>6</td>
</tr>
</tbody>
</table>
Subject Examinations: By passing approved examinations, a student may earn college credit applicable to the Associate of Arts or Associate of Science degree. If a CLEP Subject Examination covers the materials in an existing Cerro Coso course, the CLEP Subject Examination will be the challenge examination for that course. Subject examinations, if applicable, will satisfy general education requirements, but they will not meet minimum proficiency requirements.

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

Advanced Placement Program (AP)

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

By successfully completing any of the examinations listed below, a student may earn college credit applicable to the Associate of Arts or Associate of Science degree and the California State University General Education Requirements as follows:

<table>
<thead>
<tr>
<th>Examination Title</th>
<th>Score</th>
<th>Course Equivalent</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Gov’t &amp; Politics</td>
<td>3, 4, 5</td>
<td>POLS C101</td>
<td>3</td>
</tr>
<tr>
<td>American History</td>
<td>3, 4, 5</td>
<td>HIST C131 &amp; HIST C132</td>
<td>3, 3</td>
</tr>
<tr>
<td>Biology</td>
<td>3, 4, 5</td>
<td>BIOL C105</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3, 4, 5</td>
<td>CHEM C111 &amp; CHEM C113</td>
<td>5, 5</td>
</tr>
<tr>
<td>Comparative Gov’t &amp; Politics</td>
<td>3, 4, 5</td>
<td>POLS C102</td>
<td>3</td>
</tr>
<tr>
<td>Economics-Micro</td>
<td>3, 4, 5</td>
<td>ECON C111</td>
<td>3</td>
</tr>
<tr>
<td>Economics-Macro</td>
<td>3, 4, 5</td>
<td>ECON C112</td>
<td>3</td>
</tr>
<tr>
<td>English Comp. &amp; Literature</td>
<td>3, 4, 5</td>
<td>ENGL C101</td>
<td>4</td>
</tr>
<tr>
<td>Engl Language &amp; Comp.</td>
<td>3, 4, 5</td>
<td>ENGL C101</td>
<td>4</td>
</tr>
<tr>
<td>European History</td>
<td>3, 4, 5</td>
<td>HIST C103 &amp; HIST C104</td>
<td>3, 3</td>
</tr>
<tr>
<td>Math AB</td>
<td>3</td>
<td>MATH C141</td>
<td>4</td>
</tr>
<tr>
<td>Math AB</td>
<td>4, 5</td>
<td>MATH C141 &amp; MATH C151</td>
<td>4, 5</td>
</tr>
<tr>
<td>Math BC</td>
<td>3</td>
<td>MATH C141 &amp; MATH C151</td>
<td>4, 5</td>
</tr>
<tr>
<td>Math BC</td>
<td>4, 5</td>
<td>MATH C151 &amp; MATH C152</td>
<td>5, 5</td>
</tr>
<tr>
<td>Music</td>
<td>3, 4, 5</td>
<td>MUSC C113 &amp; MUSC C211</td>
<td>2, 4</td>
</tr>
<tr>
<td>Spanish</td>
<td>3</td>
<td>SPAN C201</td>
<td>5</td>
</tr>
<tr>
<td>Spanish</td>
<td>4, 5</td>
<td>SPAN C201 &amp; SPAN C202</td>
<td>5, 5</td>
</tr>
</tbody>
</table>

Credit in other AP subject matter areas may be granted upon the approval of the Academic Review Petitions Committee. A student must complete 12 units of course work at Cerro Coso Community College before AP credit will be recorded on his/her permanent record.

STUDENT SUPPORT SERVICES

New Student Orientation

An orientation program is presented for new students. Information concerning the college’s responsibility to the student, the student’s responsibility to the college and all areas of student support services are discussed. Orientation programs are informational sessions designed to acquaint students with academic procedures and campus activities, to introduce college staff members, and to outline areas in which students may participate in the college community. Orientation sessions are held throughout the year in conjunction with placement testing.
Counseling
The college counseling staff provides assistance to each student in planning an academic program of studies for graduation, for transfer, or for personal interest. The rapid changes in requirements and prerequisites for institutions and careers make continuing guidance a necessary part of students’ academic lives. All students are encouraged to define educational objectives and plan how to achieve them.

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

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

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

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

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

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

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

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

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

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

1. File a free application for Federal Student Aid (FAFSA) with the Student Support Center at the IWV campus or with the counseling staff at the community campuses.
2. With the approval of a college counselor, declare a specific educational objective which may be realistically pursued at Cerro Coso Community College.

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

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

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

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

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

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

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

**Pell Grant.** This is a federal program designed to provide financial assistance for students attending post-high school educational institutions. Students who are enrolled in six or more units and are U.S. citizens or are permanent residents are eligible to apply.

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

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

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

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

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

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

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

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

A student can receive only one Cal Grant award.
**Stafford Loans.** These are student loans granted by designated private lending institutions and insured by the federal government. The college provides information and applications for these loans.

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

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

**Veterans’ Services**

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

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

1. File an application for eligibility with the financial aid office at your campus location.
2. With the assistance of a college counselor, select a specific educational objective that may be realistically pursued, at least in part, at Cerro Coso Community College.
3. Request that copies of transcripts of work completed at other collegiate institutions, if any, be sent directly to Cerro Coso Community College Admissions and Records Office.
4. Notify the Financial Aid Office at your campus location immediately of any changes in address or enrollment status. This includes all changes in class programs during each term of attendance.

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

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

**Special Services Program**

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

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

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

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

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

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

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

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

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

**Students with Disabilities.** The college will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college’s courses, programs, and activities, including extracurricular activities. Students with disabilities, who are requesting academic accommodations, auxiliary aides or services, should contact Special Services at 760-384-6250.

Participation by students with disabilities in Special Services is voluntary. Any student choosing not to participate in the program may elect an alternative path for support services through the Office of Student Learning. See Ms. Jill Board, Dean of Student Learning/Chief Student Services Officer.

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

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

**Learning Assistance Center (LAC)**

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

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

Other LAC services include test administration services for CLEP examinations and proctoring of exams from other institutions.
Learning Resource Center (LRC)
The LRC assists students and faculty with print, nonprint, and online resources in support of instructional and educational goals. Open Monday through Friday, the LRC consists of the Library, LAC, High Tech/Alternative Media Center, instructional classrooms, and a virtual branch of the Kern County Law Library.

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

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

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

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

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

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

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

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

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

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

College Bookstore
The Book Nook, the college bookstore at the IWV campus, is located in the Campus Center. The bookstore is normally open during most of the hours that classes are in session, both day and evening, Monday through Friday. All required textbooks, paperbacks and school supplies are available for purchase. Bookstore services are also available at the community campuses.
Athletics
Cerro Coso Community College participates in a program of intercollegiate athletics under the auspices of the California Commission on Athletics. At the IWV campus, students are afforded opportunities for competition with other community college teams in the sports of men’s baseball and women’s basketball. To participate in intercollegiate athletics, a student must meet the State Athletic Code eligibility requirements. Information on athletic eligibility is available from the Director of Athletics and the Vice President of Student Learning at the IWV campus.

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

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

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

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

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

GRADUATION REQUIREMENTS

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

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

2. Scholarship: A cumulative grade point average (GPA) of 2.0 ("C" average) or better.

3. Residence: At least 12 of the 60 semester units must be completed at Cerro Coso Community College. Units applied to meet graduation requirements cannot include pre-collegiate basic skills courses. These courses are not degree-applicable.

4. Major: Satisfactory completion of at least 18 semester units of study in a specific discipline or in related disciplines. Course work used to satisfy general education requirements can also be used to satisfy major field requirements.
   a. Associate of Arts degree: a general education major consisting of a program of study intended primarily to prepare the student for transfer to a four-year institution.
   b. Associate of Science degree: a science or occupational/career major consisting of a program of 18 or more units of designated courses representing a single area of concentration.

5. Minimum Proficiencies for Graduation: All associate-degree students must meet required levels of proficiency standards in the areas of writing, reading, and mathematics for graduation from Cerro Coso Community College. Levels are determined by the multiple measures assessment process in which a student meets with a counselor and discusses the results of the placement test as well as other factors including other college coursework, high school grades, and relevant work experience. During the first semester of enrollment, students should begin to take courses which will lead to the required level of proficiency and continue in such courses until Level 1 is attained. Required course work on each level must be successfully completed with a grade of "C" or better before moving to the next highest level (see charts on pages 32 and 33). The levels of proficiency in each area are outlined below.

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

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

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

- Level 1 - Minimum standards satisfied. No reading course required.
- Level 2 - READ C076 (course credit applicable to Associate Degree as an elective).
- Level 3 - READ C046 (course credit not applicable to an Associate Degree).
- Level 4 - READ C036 (course credit not applicable to an Associate Degree).

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

- Level 1 - Minimum standards satisfied. No math course required.
- Level 2 - MATH C055, C057, C101
- Level 3 - MATH C050 or MATH C051 + C052
- Level 4 - MATH C040 (course credit not applicable to an Associate Degree).
- Level 5 - MATH C020 (course credit not applicable to an Associate Degree).

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

Experience in Advanced Mathematics: Student must have an official record of a grade of "C" or better in course with a prerequisite of MATH C050 prerequisite or higher, such as MATH C055, MATH C057 or MATH C101, or equivalent from another college, or a grade of "C" or better in both semesters of second year algebra or geometry in high school, or an appropriate score on the Intermediate Algebra placement test.
Note: The Academic Accommodations Policy provides students with learning disabilities alternate modes of satisfying minimum proficiency requirements and achieving specific course objectives.

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

I. NATURAL SCIENCE (Choose one of the following two options)
   - OPTION I: Two courses/minimum of 6 units with at least one course selected from each of the two areas (life and physical science).
   - OPTION II: Minimum of 4 units of lecture with a corresponding lab (L) from either of the two areas (life science or physical science).

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

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

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

   Social Sciences:
   - ANTH C070, C071, C111, C121, C131, C151; CHDV C101; GEOG C121, C131; PSYC C071, C101, C102, C114, C211, C251, C261, C271; SOSC C073, C074; SOCI C101, C131

   Economic & Political:
   - ECON C101, C111, C112; POLS C101, C102, C204

   Historical:
   - HIST C103, C104, C131, C132, C141, C142, C206, C218

   Interdisciplinary Studies:
   - INST C111, C201, C207, C220; SOCI C220, SPAN C211

   Ethnic Studies:
   - ANTH C211; HIST C209, C226; HUM C111, C121; SOCI C121

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

   Active Participation:
   - ART C111, C115, C121, C126, C131, C141, C142, C151, C161, C162, C165, C166; DRMA C105, C111, C111, C112, C113, C114, C118, C121, C126, C131, C135, C140, C241; ENGL C141, C142, C143, C144; MUSC C121, C122, C123, C124, C126, C127, C131, C132, C151, C152, C161, C162, C226, C261, C262

   Arts:
   - ART C101, C105, C106, C191; DRMA C101, C120; MUSC C101, C105, C106, C111, C173, C181, C182, C183, C281, C282, C282, C205, C206

   Literature:
   - ENGL C102, C111, C221, C222, C231, C232, C235, C241, C242, C245, C249; SPAN C282

   Philosophy:
   - PHIL C101, C141, C161, C162, C163, C201, C211, C215; PHIL/INST C205

   Foreign Language:
   - ASL C101, C102; FREN C101, C102, C201, C202; GERM C101, C102; LATN C101, C102, C201, C202; RUSS C101, C102; SPAN C100, C101, C102, C105, C106, C171, C172, C201, C202, C281

   Interdisciplinary Studies:
   - INST C111, C201, C207, C220; HUM C111; SOCI C220; SPAN C211
IV. LANGUAGE & RATIONALITY (Two courses/minimum of 6 units selected from two different sub-groups)

   English Composition:
      ENGL C070, C101
   Analytical Thinking:
      ENGL C102, C105; MATH C055, C057, C101, C121, C130, C131, C141, C142, C151, C257; PHIL/INST C205, C111; PSYC C221

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

   ENGL C051, LIT C075

VI. DIVERSITY (One of the following courses)

   ANTH C211; BSAD C152; CHDV C125; ENGL C249; INST C201, C220; HIST C209, C226; HUM C111, C121; MA C105; SOCI C121, C220

VII. ADDITIONAL REQUIREMENTS (Choose one of the following two options)

   OPTION I: One course from the following:
               HSCI C101; FACE C121; PSYC C231; EMTC C111; CHDV C121
   OPTION II: One course from the following:
              HSCI C105, CHDV C122, or EMTC C105
              Plus one course selected from the following:
                 a) Two 1-unit Physical Education activity classes
                 b) PHED C102

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

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

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

Time Limitations

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

Additional Associate Degrees

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

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

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

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

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

- READ C036 Developmental Reading
- READ C046 Improving Reading Skills
- READ C076 Intro to College Reading

Supervised Writing Lab

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

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

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

California Articulation Number (CAN)

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

Independent California Colleges and Universities

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

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

University of California (UC)

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

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

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

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

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

Note: The IGETC can be used to satisfy Cerro Coso’s General Education requirements for graduation.
INTERSECTORAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

2004-2005

Completión of the Intersectoral General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G.E. requirements. All requirements must be completed for the IGETC to be certified. All course work must have a “C” grade or better. Completion of the IGETC is not a requirement for transfer to CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. See a counselor for more information.

ENGLISH COMMUNICATION (CSU 3 courses/9 units, UC 2 courses/6 units) Note: Students transferring to a UC do not have to meet the oral communication requirement and only need 6 units in this area.

| English Composition | ENGL C101, C101H |
| Critical Thinking - English Composition | ENGL C102, C102H, C105, C105H |
| Oral Communication | SPCH C101 |

MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course/3 units)

| MATH C121, C121H, C130, C131, C141, C151, C152, C251, C255, C257 |

ARTS AND HUMANITIES (3 courses/9 units) At least one course from the Arts and one from the Humanities.

| Arts: ART C101, C105, C106, C106H; DRMA C101, C120; MUSC C101, C101H, C173 |

SOCIAL AND BEHAVIORAL SCIENCES (3 courses/9 units) Courses must be from at least two disciplines or an interdisciplinary sequence.

| ANTH C111, C121, C131, C151, C211; ECON C101, C111, C112; GEOG C121, C131, C131H; HIST C131, C131H, C132, C132H, C218; INST C201, C207, C220; POLS C101, C101H, C102, C204; PSYC C101, C101H, C102, C114, C211, C241, C251, C261, C271; SOCI C101, C121, C131, C220 |

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


NOTE: *indicates a class with a lab component

LANGUAGE OTHER THAN ENGLISH Proficiency equivalent to two years of high school study in the same language or one college semester of a foreign language. Courses above proficiency level also meet the requirement.

| ASL C101; FREN C102, GERG C102, LATN C102, RUSS C102, SPAN C101 |

NOTE: Students transferring to a CSU do not have to meet the foreign language proficiency requirement.

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

1. HIST C131, C131H, C132, C132H, C141, C142
2. POLS C101, C101H

NOTE: Courses used to meet this requirement may not be used to satisfy requirements for IGETC for CSU.
**California State University (CSU)**

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

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

**California State University Certification Requirement.** Students desiring transfer to the California State University system may conform to either (1) the Intersegmental General Education Transfer Curriculum or (2) General Education Certification. All transfer students must complete nine upper division units of general education following transfer. A class taken at another participating institution may be included on Cerro Coso’s certification list if the class would have been certified at the other institution. Students should consult the catalog of the state university of their choice for specific general education information. In some instances, courses required for a given major may not be used for general education purposes even though they are included in the general education list of acceptable courses. Students preparing for a teaching career should become aware of the general education requirements for specific credentials. Students are advised to consult with their counselors for additional information.
A bachelor's degree from the CSU system requires completion of a MINIMUM of 48 semester units in general education. Nine units must be upper division. This general education pattern will be certified as meeting the CSU general education pattern. Completion of this pattern satisfies the LOWER DIVISION general education requirements for graduation for the entire CSU system. COMPLETION OF THIS PATTERN DOES NOT GUARANTEE ADMISSION TO A CSU. A student must complete 60 transfer units to be eligible for CSU admission, unless the student was eligible for admission based upon their high school record and maintained a minimum college grade point average of 2.0. Students considering transfer should see a counselor.

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

1. Oral Communication: SPCH C101
2. Written Communication: ENGL C101, C101H; CLEP*, APT**
3. Critical Thinking: ENGL C102, C102H, C105, C105H; INST/PHIL C205; PHIL C111, C211

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

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

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

1. Arts: ART C101, C105, C106, C106H, C111, C121, C131, C135, C141, C151, C155; DRMA C101, C111, C120, C121; MUSC C101, C105, C106, C111, C121, C122, C123, C124, C131, C132, C151, C152, C161, C162, C173, C205, C206, C206; CLEP*; APT**

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

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

1. Anthropology and Archeology: ANTH C111, C121, C131
2. Economic: ECON C101, C111, C112, APT**
3. Ethnic Studies: HIST C209, C226; HUM C111, C121; INST/SOCI C220; SOCI C121
4. Gender Studies: INST/SOCI C220; SOCI C131
5. Geography: GEOG C121, C131, C131H
7. Interdisciplinary and Behavioral Science: INST C111, C201, C207; PSYC C114, C271
8. Political Science and Government: POLS C102, C204
9. Psychology: PSYC C101, C101H, C211, C231; CLEP*
10. Sociology and Criminology: SOCI C101; CLEP*; ADMJ C101

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

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

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

1. U.S. History: HIST C131, C131H, C132, C132H, C141, C142; APT**
2. Constitution and Government: POLS C101, C101H; APT**

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

NOTE: ONLY History C131, C132, C141 & C142 can be double counted. See a counselor for more information.

Additional Cerro Coso Graduation Requirements: Information Competency and Diversity.
ASSOCIATE OF ARTS DEGREES

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

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

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

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

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

Complete all of the following courses:

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

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

Business

BUSINESS ASSOCIATE OF ARTS DEGREE (60 units total, 21 units in the major) prepares students for transfer at the junior level to colleges and universities offering Bachelor’s degrees in business.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C101</td>
<td>Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSAD C102</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSAD C131</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ECON C111</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>MATH C121</td>
<td>Elementary Probability and Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

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

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

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

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

**MUSIC**
- MUSC C101 - Music Appreciation - 3 Units
- MUSC C173 - Jazz Appreciation - 3
- MUSC C205 - Survey of Musical Literature I - 3
- MUSC C206 - Survey of Musical Literature II - 3

Select 15 units from the following courses:

**VISUAL ARTS**
- ART C111 - Basic Design - 3 Units
- ART C115 - 3-D Dimensional Design - 3
- ART C121 - Basic Drawing - 3
- ART C131 - Basic Painting - 3
- ART C141 - Basic Ceramics - 3
- ART C151 - Sculpture - 3
- ART C161 - Beginning Photography - 3

**MUSIC**
- MUSC C111 - Beginning Harmony I - 3 Units
- MUSC C112 - Beginning Harmony II - 3
- MUSC C113 - Ear Training I - 2
- MUSC C114 - Ear Training II - 2
- MUSC C121 - Piano I - 1-2
- MUSC C123 - Voice I - 2
- MUSC C126 - Guitar I - 2
- MUSC C127 - Guitar II - 2
- MUSC C131 - Orchestra - 0.5-2
- MUSC C141 - Community Band I - 0.5-2
- MUSC C151 - Choir - 0.5-2

**MEDIA ARTS**
- MA C115/CSCI C181 - Hypertext Markup Language (HTML) - 3 Units
- MA C101 - Fundamentals of Web Design - 3
- MA C102 - Digital Imaging - 3
- MA C111 - Computer Illustration - 3
- MA C121 - Desktop Publishing - 3
DRAMA

DRMA C101 --------------------------------------------- Introduction to Play Reading --------------------------------------------- 3 Units
DRMA C105 --------------------------------------------- Performance Studies --------------------------------------------- 3
DRMA C111 --------------------------------------------- Fundamentals of Acting --------------------------------------------- 2
DRMA C118 --------------------------------------------- Improvisation --------------------------------------------- 2
DRMA C120 --------------------------------------------- Introduction to Theatre --------------------------------------------- 3
DRMA C121 --------------------------------------------- Theater Production --------------------------------------------- 2
DRMA C126 --------------------------------------------- Shakespeare Theater Production --------------------------------------------- 3
DRMA C135 --------------------------------------------- Voice for the Actor --------------------------------------------- 2
DRMA C140 --------------------------------------------- Movement for the Actor --------------------------------------------- 2
DRMA C241 --------------------------------------------- Creative Drama --------------------------------------------- 3

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

GENERAL SCIENCES ASSOCIATE OF ARTS DEGREE (60 units total, 18 - 20 units in the major) consists of courses in the natural sciences. Several emphases have been designed to meet the needs of students interested in liberal studies, biology, human biology, and chemistry. Students planning to transfer to a four-year institution and major in Biology, Human Biology, or Chemistry should select an emphasis from below and consult with a counselor. Laboratory and field experience courses are indicated by an asterisk (*).

LIBERAL STUDIES EMPHASIS: The Liberal Studies emphasis provides students with coursework in the natural sciences.

Select 18 units from the following courses, at least one laboratory course or field experience course in each of the three categories:

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

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

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

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

Complete all of the following courses:

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

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

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

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C101</td>
<td>Introductory Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL C251*</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL C255*</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL C261*</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM C111*</td>
<td>General Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>or CHEM C122*</td>
<td>General Inorganic Chemistry I for Nursing and Allied Health Science Majors</td>
<td>5</td>
</tr>
<tr>
<td>or CHEM C220</td>
<td>Fundamentals of Organic Chemistry</td>
<td>4</td>
</tr>
</tbody>
</table>

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

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

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM C111*</td>
<td>General Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM C113*</td>
<td>General Inorganic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM C221*</td>
<td>Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM C223*</td>
<td>Organic Chemistry II</td>
<td>5</td>
</tr>
</tbody>
</table>

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

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

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

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

**ART**

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

**DRAMA**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRMA C101</td>
<td>Introduction to Play Reading</td>
<td>3</td>
</tr>
<tr>
<td>DRMA C105*</td>
<td>Performance Studies</td>
<td>3</td>
</tr>
<tr>
<td>DRMA C111*</td>
<td>Fundamentals of Acting</td>
<td>2</td>
</tr>
<tr>
<td>DRMA C118*</td>
<td>Improvisation</td>
<td>2</td>
</tr>
<tr>
<td>DRMA C120</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>DRMA C121*</td>
<td>Theater Production</td>
<td>2</td>
</tr>
<tr>
<td>DRMA C126*</td>
<td>Shakespeare Theater Production</td>
<td>3</td>
</tr>
<tr>
<td>DRMA C135*</td>
<td>Voice for the Actor</td>
<td>2</td>
</tr>
<tr>
<td>DRMA C140*</td>
<td>Movement for the Actor</td>
<td>2</td>
</tr>
<tr>
<td>DRMA C241</td>
<td>Creative Drama</td>
<td>3</td>
</tr>
</tbody>
</table>

**FOREIGN LANGUAGES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN C101</td>
<td>Elementary French I</td>
<td>4</td>
</tr>
<tr>
<td>FREN C102</td>
<td>Elementary French II</td>
<td>4</td>
</tr>
<tr>
<td>GERM C101</td>
<td>Elementary German I</td>
<td>4</td>
</tr>
<tr>
<td>GERM C102</td>
<td>Elementary German II</td>
<td>4</td>
</tr>
<tr>
<td>LATN C101</td>
<td>Elementary Latin I</td>
<td>4</td>
</tr>
<tr>
<td>LATN C102</td>
<td>Elementary Latin II</td>
<td>4</td>
</tr>
<tr>
<td>LATN C201</td>
<td>Intermediate Latin I</td>
<td>4</td>
</tr>
<tr>
<td>LATN C202</td>
<td>Intermediate Latin II</td>
<td>4</td>
</tr>
<tr>
<td>SPAN C101</td>
<td>Elementary Spanish I</td>
<td>5</td>
</tr>
<tr>
<td>SPAN C102</td>
<td>Elementary Spanish II</td>
<td>5</td>
</tr>
<tr>
<td>SPAN C201</td>
<td>Intermediate Spanish I</td>
<td>5</td>
</tr>
<tr>
<td>SPAN C202</td>
<td>Intermediate Spanish II</td>
<td>5</td>
</tr>
<tr>
<td>SPAN C281</td>
<td>Survey of Latin American Literature</td>
<td>3</td>
</tr>
<tr>
<td>SPAN C105</td>
<td>Spanish for the Professions I</td>
<td>4</td>
</tr>
<tr>
<td>SPAN C106</td>
<td>Spanish for the Professions II</td>
<td>4</td>
</tr>
<tr>
<td>SPAN C171</td>
<td>Intermediate Conversation I</td>
<td>3</td>
</tr>
<tr>
<td>SPAN C172</td>
<td>Intermediate Conversation II</td>
<td>3</td>
</tr>
</tbody>
</table>
## LITERATURE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL C102</td>
<td>Critical Thinking Through Literature</td>
<td>3 Units</td>
</tr>
<tr>
<td>ENGL C111</td>
<td>Introduction to Types of Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C141</td>
<td>Introduction to Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C142</td>
<td>Fiction Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C144</td>
<td>Introduction to Poetry Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C221</td>
<td>World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C222</td>
<td>World Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C231</td>
<td>Survey of British Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C232</td>
<td>Survey of British Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C235</td>
<td>Introduction to Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C241</td>
<td>Survey of American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C242</td>
<td>Survey of American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C245</td>
<td>Women's Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C249</td>
<td>Multi-Ethnic American Literature</td>
<td>3</td>
</tr>
<tr>
<td>SPAN C211</td>
<td>Hispanic Culture Through Film</td>
<td>3</td>
</tr>
<tr>
<td>SPAN C282</td>
<td>Survey of Latin American Literature in Translation</td>
<td>3</td>
</tr>
</tbody>
</table>

## MUSIC

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC C101</td>
<td>Music Appreciation</td>
<td>3 Units</td>
</tr>
<tr>
<td>MUSC C111</td>
<td>Beginning Harmony</td>
<td>3</td>
</tr>
<tr>
<td>MUSC C113</td>
<td>Ear Training</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C121*</td>
<td>Piano I</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C122*</td>
<td>Piano II</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C123*</td>
<td>Voice I</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C124*</td>
<td>Voice II</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C125</td>
<td>Guitar I</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C126</td>
<td>Guitar II</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C127</td>
<td>Guitar III</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C131*</td>
<td>Orchestra</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C132*</td>
<td>Orchestra</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C151*</td>
<td>Choir</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C152*</td>
<td>Choir</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C173</td>
<td>Appreciation of Jazz</td>
<td>3</td>
</tr>
<tr>
<td>MUSC C181</td>
<td>Music and Technology I</td>
<td>3</td>
</tr>
<tr>
<td>MUSC C182</td>
<td>Music, MIDI &amp; Computers</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C226</td>
<td>Guitar III</td>
<td>2</td>
</tr>
</tbody>
</table>

## PHILOSOPHY

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

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

PHYSICAL EDUCATION ASSOCIATE OF ARTS DEGREE (60 units total, 26.5 units in the major) helps prepare the student for careers in Physical Education and related areas. In addition to the areas of teaching, coaching, recreation and dance, Physical Education majors are finding opportunities in rehabilitation services, exercise specialties and fitness. As the concept of preventive health care becomes more prevalent, the physical education major should find an even wider array of opportunities. Intercollegiate Physical Education courses may not be used to satisfy any Physical Education Associate Degree requirement.

Complete all of the following courses:

BIOL C251 ----------------------------------------------- Human Anatomy ................................................................. 4 Units
BIOL C255 ----------------------------------------------- Human Physiology ............................................................... 4
HSCI C101 ----------------------------------------------- Principles of Health Education ......................................... 3
HSCI C105 ----------------------------------------------- Community First Aid and Safety .................................. 0.5
PHED C101 --------------------------------------------- Foundation of Physical Education .................................... 3
PHED C102 --------------------------------------------- Personal Lifelong Fitness .................................................. 2

FITNESS: Select 3 units from the following courses:

PHED C103 --------------------------------------------- Aerobic Dance I ................................................................. 1 Unit
PHED C104 --------------------------------------------- Aerobic Dance II .............................................................. 1
PHED C203 --------------------------------------------- Aerobic Dance III .............................................................. 1
PHED C105 --------------------------------------------- Weight Training I ............................................................... 1
PHED C106 --------------------------------------------- Weight Training II .............................................................. 1
PHED C205 --------------------------------------------- Weight Training II .............................................................. 1
PHED C107 --------------------------------------------- General Conditioning I ......................................................... 1
PHED C108 --------------------------------------------- General Conditioning II ..................................................... 1
PHED C207 --------------------------------------------- General Conditioning II ...................................................... 1
PHED C151 --------------------------------------------- Conditioning for Athletes I .............................................. 1
PHED C152 --------------------------------------------- Conditioning for Athletes II ............................................ 1
PHED C251 --------------------------------------------- Conditioning for Athletes III .......................................... 1
PHED C252 --------------------------------------------- Conditioning for Athletes IV ........................................... 1
PHED C131 --------------------------------------------- Wellness Walking I ......................................................... 1
PHED C132 --------------------------------------------- Wellness Walking II ......................................................... 1
PHED C231 --------------------------------------------- Wellness Walking III ......................................................... 1
PHED C129 --------------------------------------------- Cardiovascular Fitness I .................................................. 1
PHED C130 --------------------------------------------- Cardiovascular Fitness II ............................................... 1
PHED C229 --------------------------------------------- Cardiovascular Fitness III ............................................... 1

INDIVIDUAL SPORT: Select 4 units from the following courses:

PHED C109 --------------------------------------------- Golf I ................................................................................. 1 Unit
PHED C110 --------------------------------------------- Golf II .............................................................................. 1
PHED C209 --------------------------------------------- Golf III ............................................................................ 1
PHED C111 --------------------------------------------- Swimming I .................................................................... 1
PHED C112 --------------------------------------------- Swimming II .................................................................. 1
PHED C211 --------------------------------------------- Swimming III ................................................................. 1
PHED C113 --------------------------------------------- Tennis I ........................................................................... 1
PHED C114 --------------------------------------------- Tennis II ....................................................................... 1
PHED C213 --------------------------------------------- Tennis III ....................................................................... 1
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED C119</td>
<td>Archery I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C120</td>
<td>Archery II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C219</td>
<td>Archery III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C121</td>
<td>Badminton I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C122</td>
<td>Badminton II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C221</td>
<td>Badminton III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C133</td>
<td>Modern Dance</td>
<td>1</td>
</tr>
<tr>
<td>PHED C135</td>
<td>Jazz Dance I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C136</td>
<td>Jazz Dance II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C235</td>
<td>Jazz Dance III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C185</td>
<td>Water Safety Instruction I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C186</td>
<td>Water Safety Instruction II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C285</td>
<td>Water Safety Instruction III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C127</td>
<td>Racquetball I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C128</td>
<td>Racquetball II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C227</td>
<td>Racquetball III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C115</td>
<td>Volleyball I</td>
<td>1 Unit</td>
</tr>
<tr>
<td>PHED C116</td>
<td>Volleyball II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C215</td>
<td>Volleyball III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C117</td>
<td>Basketball I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C118</td>
<td>Basketball II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C217</td>
<td>Basketball III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C123</td>
<td>Softball I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C124</td>
<td>Softball II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C223</td>
<td>Softball III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C125</td>
<td>Soccer I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C126</td>
<td>Soccer II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C225</td>
<td>Soccer III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C175</td>
<td>Competitive Baseball I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C176</td>
<td>Competitive Baseball II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C275</td>
<td>Competitive Baseball III</td>
<td>1</td>
</tr>
</tbody>
</table>

**TEAM SPORT:** Select 3 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED C115</td>
<td>Volleyball I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C116</td>
<td>Volleyball II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C215</td>
<td>Volleyball III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C117</td>
<td>Basketball I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C118</td>
<td>Basketball II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C217</td>
<td>Basketball III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C123</td>
<td>Softball I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C124</td>
<td>Softball II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C223</td>
<td>Softball III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C125</td>
<td>Soccer I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C126</td>
<td>Soccer II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C225</td>
<td>Soccer III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C175</td>
<td>Competitive Baseball I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C176</td>
<td>Competitive Baseball II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C275</td>
<td>Competitive Baseball III</td>
<td>1</td>
</tr>
</tbody>
</table>

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

PRE-ENGINEERING ASSOCIATE OF ARTS DEGREE (60 units total, 38 units in the major) prepares students for transfer to colleges and universities offering bachelor’s degrees in engineering and physical science. This major provides a student with the specialized preparation for a career in the scientific and technical areas of industry. Mathematics, chemistry, physics and computer science provide a solid background for future academic and occupational success.

Complete all of the following courses:

- CHEM C111--------------------------------------------- General Inorganic Chemistry I --------------------------5 Units
- CHEM C113--------------------------------------------- General Inorganic Chemistry II ----------------------5
- MATH C151--------------------------------------------- Analytic Geometry & Calculus I ----------------------5
- MATH C152--------------------------------------------- Analytic Geometry & Calculus II ----------------------5
- MATH C251--------------------------------------------- Analytic Geometry and Calculus III -------------------5
- PHYS C111--------------------------------------------- Mechanics ------------------------------------------5
- PHYS C113--------------------------------------------- Electricity and Magnetism --------------------------4
- PHYS C211--------------------------------------------- Wave, Motion, Heat, and Optics ----------------------4

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

Social Sciences

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

Select 3 units from the following courses:

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

Select 6 units from the following courses:

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

Select 9 units from courses in the following areas:

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

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

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

Select one of the following courses:

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

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

**DRAFTING TECHNOLOGY**

- **DRFT C111** ------------------------ Engineering Drawing I ------------------------ 3 Units
- **DRFT C112** ------------------------ Engineering Drawing II ------------------------ 3
- **DRFT C121** ------------------------ Architectural Planning I ------------------------ 3
- **DRFT C122** ------------------------ Architectural Planning II ------------------------ 3
- **DRFT C151** ------------------------ Intro. to Computer Aided Design and Drafting ------------------------ 3
- **DRFT C152** ------------------------ Advanced Computer Aided Design and Drafting ------------------------ 3
- **DRFT C161** ------------------------ Intro. to Computer Aided Design and Drafting ------------------------ 3
- **DRFT C162** ------------------------ Advanced Computer Aided Design and Drafting ------------------------ 3
- **DRFT C171** ------------------------ Geometric Dimensioning and Tolerancing ------------------------ 3
- **DRFT C211** ------------------------ Engineering Drawing III ------------------------ 3
- **DRFT C212** ------------------------ Engineering Drawing IV ------------------------ 3

**ELECTRONICS TECHNOLOGY**

- **ET C101** ------------------------ Intro to Electronics Technology/Direct Current Circuits ------------------------ 4 Units
- **ET C105** ------------------------ Alternating Current Circuits ------------------------ 3
- **ET C111** ------------------------ Introduction to Computer Hardware ------------------------ 2
- **ET C211** ------------------------ Active Circuits ------------------------ 3
- **ET C222** ------------------------ Digital Circuits ------------------------ 3
- **ET C261** ------------------------ Communications Systems ------------------------ 3
- **ET C281** ------------------------ Electronics Troubleshooting ------------------------ 2

**MACHINE TOOL TECHNOLOGY**

- **MCTL C111** ------------------------ Beginning Machine Shop ------------------------ 3 Units
- **MCTL C112** ------------------------ Intermediate Machine Shop ------------------------ 3
- **MCTL C211** ------------------------ Advanced Machine Shop ------------------------ 3
- **MCTL C212** ------------------------ Adv Machine Shop and Machine Tool Problems ------------------------ 3
- **MCTL C215** ------------------------ Intro to Computer Numerical Control Machining ------------------------ 3

**WELDING TECHNOLOGY**

- **WELD C101** ------------------------ Oxygen and Acetylene Welding ------------------------ 3 Units
- **WELD C102** ------------------------ Shielded Metal Arc Welding ------------------------ 3
- **WELD C201** ------------------------ Welding Fabrication ------------------------ 3
- **WELD C202** ------------------------ Advanced Welding ------------------------ 3

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

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

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

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

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

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

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

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

In addition, students may also work towards the attainment of local Awards of Achievement in Business Office Technology Office Assistant I, Business Office Technology Office Assistant II, Administrative Medical Assistant, and Clinical Medical Assistant. These short-term training programs require fewer than 18 units to complete and are designed to lead to immediate employment opportunities and to provide the opportunity for entry level positions with career ladder opportunities. Consult the class schedules, the Counseling Center at the IWV campus, or the counseling staff at the campus where you are registered for more information on these programs.
Administration of Justice

ADMINISTRATION OF JUSTICE ASSOCIATE OF SCIENCE DEGREE (60 units total, 21 units in the major) will prepare students for careers in the criminal justice field. This course of study offers a broad base of knowledge, which is designed to provide the foundation for the pursuit of advanced studies in criminal justice.

Complete all of the following courses:

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

Select 6 units from the following courses:

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

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

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

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

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

Complete all of the following courses:

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

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

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

BUSINESS ADMINISTRATION ASSOCIATE OF SCIENCE DEGREE (60 units total, 28 units in the major) is designed to develop skills for immediate employment in an increasingly challenging business environment. These majors are intended to provide a student with a broad preparation for a career in business. Computer Science courses are included to provide sufficient background for utilization of new computer tools available to business for increasing productivity.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C101</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSAD C110</td>
<td>Introduction to Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C131</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C141</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C151</td>
<td>Principles of Management &amp; Organization</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C152</td>
<td>Managing Diversity in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C212</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

Business Management

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

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C101</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSAD C131</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C145</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C151</td>
<td>Principles of Management and Organization</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C152</td>
<td>Managing Diversity in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 9 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C102</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSAD C110</td>
<td>Introduction to Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C141</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C171</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C211</td>
<td>Introduction to E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C212</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON C111</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
</tbody>
</table>

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

BUSINESS MANAGEMENT CERTIFICATE (31 units): Any student completing the courses required for the major qualifies for a certificate in Business Management.
Business Office Technology

BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 units total, 26 units in the major) prepares students for employment as computer-competent administrative assistants.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C101</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSAD C141</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C145</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BSOT C131</td>
<td>Basic Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BSOT C132</td>
<td>Intermediate Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BSOT C154</td>
<td>Office Personnel Seminar</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C070</td>
<td>Computer Literacy</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C121</td>
<td>Beginning MS Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C122</td>
<td>Advanced MS Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C123</td>
<td>Beginning MS Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C124</td>
<td>Advanced MS Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C125</td>
<td>Beginning MS Access</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C127</td>
<td>Beginning MS PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C171</td>
<td>Introduction to the Internet</td>
<td>1</td>
</tr>
</tbody>
</table>

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

BUSINESS OFFICE TECHNOLOGY CERTIFICATE (26 units): Any student completing the courses required for the major qualifies for a certificate in Business Office Technology.

OFFICE ASSISTANT I AWARD (10 units) is designed to provide the student with the basic competencies required for employment as an administrative assistant. Students are prepared for an entry level position requiring no previous work experience.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSOT C131</td>
<td>Basic Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BSOT C132</td>
<td>Intermediate Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BSOT C154</td>
<td>Office Personnel Seminar</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C070</td>
<td>Computer Literacy</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C121</td>
<td>Beginning MS Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C123</td>
<td>Beginning MS Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C127</td>
<td>MS PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C171</td>
<td>Introduction to the Internet</td>
<td>1</td>
</tr>
</tbody>
</table>
OFFICE ASSISTANT II AWARD (16 units) is designed to equip the students with the range of skills necessary to obtain a challenging position as an administrative assistant. Students will master skills in the areas of communication, management and technology.

Complete all of the following courses:

- BSAD C100: Introduction to Business - 3 Units
- BSAD C145: Business Communications - 3 Units
- BSOT C131: Basic Computer Keyboarding - 1 Unit
- BSOT C132: Intermediate Computer Keyboarding - 1 Unit
- BSOT C154: Office Personnel Seminar - 3 Units
- CSCI C070: Computer Literacy - 1 Unit
- CSCI C121: Beginning MS Word - 1 Unit
- CSCI C123: Beginning MS Excel - 1 Unit
- CSCI C127: MS PowerPoint - 1 Unit
- CSCI C171: Introduction to the Internet - 1 Unit

**Entrepreneurship**

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

Complete all of the following courses:

- BSAD C100: Introduction to Business - 3 Units
- BSAD C101: Financial Accounting - 4 Units
- BSAD C131: Business Law - 3 Units
- BSAD C145: Business Communication - 3 Units
- BSAD C180: Entrepreneurship: Small Business Management - 3 Units
- CSCI C101: Introduction to Computers - 3 Units
- Select 12 units from the following courses:
  - BSAD C102: Managerial Accounting - 4 Units
  - BSAD C110: Introduction to Personal Finance - 3 Units
  - BSAD C125: Computerized Accounting Practice - 2 Units
  - BSAD C171: Introduction to Marketing - 3 Units
  - BSAD C211: E-Commerce - 3 Units
  - BSAD C212: International Business - 3 Units
  - CSCI C123: Beginning MS Excel - 1 Unit
  - ECON C111: Principles of Economics I - 3 Units

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

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

CHILD DEVELOPMENT ASSOCIATE OF SCIENCE DEGREE (60 units total, 30 units in the major) is designed for students interested in infant, toddler, preschool or school-age education. Students may earn an A.S. degree in Child Development or an Assistant Teacher Award, Associate Teacher Award or Teacher Certificate for completing a defined course of study that requires fewer units than the A.S. degree. The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required for teaching in programs governed by Title V and funded by contracts with the State of California. Permits are issued by the State Department of Education, California Commission on Teacher Credentialing (not Cerro Coso) and include Assistant Teacher, Associate Teacher, Teacher, Master Teacher, and Site Supervisor.

All professionals working with children are required to have a clean criminal record, to demonstrate freedom from tuberculosis (TB), and to demonstrate the physical ability to perform all of the duties of a professional position working directly with children.

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

Complete all of the following required courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDV C101</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C111</td>
<td>Principles of Child Guidance</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C115</td>
<td>Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C121</td>
<td>Health, Safety, and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C125</td>
<td>Diversity in Education</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C202</td>
<td>Principles and Practices in CHDV I</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C203</td>
<td>Principles and Practices in CHDV II</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 6 units from the curriculum courses listed below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDV C143</td>
<td>Materials and Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C145</td>
<td>Language and Literature</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C147</td>
<td>Assessment and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C149</td>
<td>Play and Meaning</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDV C105</td>
<td>Introduction to Infant Development</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C107</td>
<td>School Age Development</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C205</td>
<td>Foundations of Infant Development</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C207</td>
<td>School Age Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C241</td>
<td>The Exceptional Child: Nature &amp; Needs</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C251</td>
<td>Administration of Programs I</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C252</td>
<td>Administration of Programs II</td>
<td>3</td>
</tr>
<tr>
<td>CHDV C281</td>
<td>Adult Supervision/Mentor Teacher</td>
<td>2</td>
</tr>
</tbody>
</table>

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

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

Complete the following course:

CHDV C101 --------------------------------------------- Child Development --------------------------------------------- 3 Units

Select one of the following:

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

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

ASSOCIATE TEACHER PERMIT: 12 Child Development core units

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

Select one of the following:

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

Select any other 3 Child Development units (recommended):

CHDV C111 --------------------------------------------- Principles of Child Guidance --------------------------------------------- 3 Units

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

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

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

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

Select 6 units from the following:

CHDV C111 --------------------------------------------- Principles of Child Guidance --------------------------------------------- 3 Units
CHDV C121 --------------------------------------------- Health, Safety, and Nutrition --------------------------------------------- 3
CHDV C125 --------------------------------------------- Diversity in Education --------------------------------------------- 3
CHDV C128 --------------------------------------------- Heads Up! Reading --------------------------------------------- 3
CHDV C143 --------------------------------------------- Materials and Curriculum --------------------------------------------- 3
CHDV C145 --------------------------------------------- Language and Literature --------------------------------------------- 3
CHDV C147 --------------------------------------------- Assessment and Evaluation --------------------------------------------- 3
CHDV C149 --------------------------------------------- Play and Meaning --------------------------------------------- 3
CHDV C241 --------------------------------------------- The Exceptional Child: Nature and Needs --------------------------------------------- 3

Teacher Permit: Teacher Certificate requirements plus experience of 175 days of 3+ hours per day within 4 years.
MASTER TEACHER PERMIT: must meet Teacher requirements above plus 2 units Adult Supervision and 6 specialization units. There is also an experience requirement; be sure to check the Permit Matrix and work with one of the full-time Child Development Faculty.

Complete the following course:

CHDV C281 --------------------------------------------- Adult Supervision/Mentor Teacher --------------------------------- 2 Units

AND

Specialization in Infant Care*

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

OR

Specialization in School Age Care*

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

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

SITE SUPERVISOR PERMIT: A.S. degree in Child Development, plus 6 administration units, plus 2 units Adult Supervision. There is also an experience requirement; be sure to check the Permit Matrix and work with one of the full-time Child Development Faculty.

Complete the following courses:

CHDV C251 --------------------------------------------- Administration of Programs in Child Development I ----------------- 3 Units
CHDV C252 --------------------------------------------- Administration of Programs in Child Development II ---------------- 3
CHDV C281 --------------------------------------------- Adult Supervision/Mentor Teacher ----------------------------- 2
Computer Information Systems

COMPUTER INFORMATION SYSTEMS ASSOCIATE OF SCIENCE DEGREE (60 units total, 30 units in the major) is designed to develop skills which can be used for immediate employment in an increasingly challenging business environment. These majors are also intended to provide a student with the foundation to transfer to a four-year institution to continue studies in Computer Information Systems, Management Information Systems, or other comparable courses of study.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C101</td>
<td>Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI C122</td>
<td>Advanced MS Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C123</td>
<td>Beginning MS Excel</td>
<td>1</td>
</tr>
<tr>
<td>or CSCI C124</td>
<td>Advanced MS Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C125</td>
<td>Beginning MS Access</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C241</td>
<td>Introduction to Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introduction to Structured Programming with Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI C252</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C265</td>
<td>C++ Programming Language I</td>
<td>3</td>
</tr>
<tr>
<td>MATH C121</td>
<td>Elementary Probability and Statistics</td>
<td>4</td>
</tr>
<tr>
<td>or MATH C131</td>
<td>Basic Functions and Calculus for Business</td>
<td>4</td>
</tr>
<tr>
<td>MATH C130</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

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

COMPUTER INFORMATION SYSTEMS CERTIFICATE (20 units) is designed for students as a beginning certificate for those who intend to transfer to a four-year institution to continue studies in Computer Information Systems, Management Information Systems, or other comparable courses of study. This certificate also provides students with skills to enter the job market as entry level programmers, help desk providers or computer support specialists.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C101</td>
<td>Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C241</td>
<td>Introduction to Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introduction to Structured Programming with Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI C252</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>MATH C130</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>or MATH C131</td>
<td>Basic Functions and Calculus for Business</td>
<td>4</td>
</tr>
</tbody>
</table>
COMPUTER INFORMATION SYSTEMS INTERMEDIATE APPLICATIONS CERTIFICATE (27 units) is designed for students who plan to specialize in business and computer applications. This certificate provides students with skills to enter the job market as computer operators, desktop publishers, computer support specialist or office and administrative support workers.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C101</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C121</td>
<td>Beginning MS Word</td>
<td>1</td>
</tr>
<tr>
<td>or CSCI C122</td>
<td>Advanced MS Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C123</td>
<td>Beginning MS Excel</td>
<td>1</td>
</tr>
<tr>
<td>or CSCI C124</td>
<td>Advanced MS Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C125</td>
<td>Beginning MS Access</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C127</td>
<td>Beginning MS PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>or CSCI C135</td>
<td>Beginning Adobe Acrobat</td>
<td>1</td>
</tr>
<tr>
<td>or CSCI C136</td>
<td>Advanced Adobe Acrobat</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C181</td>
<td>Hypertext Markup Language (HTML)</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C241</td>
<td>Introduction to Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introduction to Structured Programming with Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI C252</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>MATH C130</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>or MATH C131</td>
<td>Basic Functions and Calculus for Business</td>
<td>4</td>
</tr>
</tbody>
</table>

INTERMEDIATE PROGRAMMING CERTIFICATE (26 units) is designed for students who plan to specialize in computer programming.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C101</td>
<td>Introduction to Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C241</td>
<td>Introduction to Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introduction to Structured Programming with Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI C252</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C265</td>
<td>C++ Programming Language I</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C266</td>
<td>C++ Programming Language II</td>
<td>3</td>
</tr>
<tr>
<td>MATH C121</td>
<td>Elementary Probability &amp; Statistics</td>
<td>4</td>
</tr>
<tr>
<td>or MATH C130</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>or MATH C131</td>
<td>Basic Functions and Calculus for Business</td>
<td>4</td>
</tr>
</tbody>
</table>
Computer Technology

COMPUTER TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 units total, 37 units in the major) is designed to develop skills which can be utilized for immediate employment in an increasingly challenging scientific environment. This major is intended to provide a student with a broad preparation for a career in the scientific and technical areas of business. The transferring student is encouraged to seek academic counseling early.

Complete all of the following courses:

CSCI C252* --------------------------------------------- Introduction to Computer Science -------------------------------3 Units
CSCI C253* --------------------------------------------- Advanced PASCAL ---------------------------------------3
CSCI C260* --------------------------------------------- FORTRAN Programming Language -----------------------------3
CSCI C264* --------------------------------------------- Assembly Programming Language ---------------------------3
MATH C151 --------------------------------------------- Analytic Geometry & Calculus I ------------------------5
MATH C152 --------------------------------------------- Analytic Geometry & Calculus II ----------------------5
MATH C251 --------------------------------------------- Calculus III ---------------------------------------------5
PHYS C111 --------------------------------------------- Mechanics -----------------------------------------------4
PHYS C113 --------------------------------------------- Electricity and Magnetism -----------------------------4
WEXP C101 --------------------------------------------- Introduction to Work Experience ----------------------1
WEXP C102 --------------------------------------------- Occupational/Career Work Experience -------------------1-3

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

*Note: Any four courses in computer science programming can be substituted for CSCI C252, C253, C260, and C264.

COMPUTER TECHNOLOGY CERTIFICATE (37 units): Any student completing the courses required for a major also qualifies for a certificate in Computer Technology.
Digital Animation

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

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

Complete all of the following courses:

MAC142 Portfolio Development 3 Units
MAC158 Animation Production Art 3
MAC160 Principles of Animation 3
MAC161 Animation II 3
MAC162 Digital Character Animation 3
MAC163 Animation Programming 3
MAC164 Animation Technology Applications 3
MAC165 Render Management 3
MAC168 Digital Cinematography 3
MAC190 The Art of Narrative 3

Select 6 units from the following courses:

ARTC126 Life Drawing Studio 1.5 Units
CSCI C265 C++ Programming Language I 3
DRMA C111 Fundamentals of Acting 3
MAC112 Advanced Digital Imaging and Illustration 3
MAC124 Web Animation 3
MAC125 Writing for Media Arts 3
MAC126 Advanced Web Animation with Flash 3
MAC127 Digital Video Production 3
MAC130 Fundamentals of Game Design 3
MAC131 Game Interface Design 3
MAC133 Game Engine Programming 3
MAC135 Multi-User Game Design 3
MAC138 Game Production and Workflow 3
MAC140 Production Management 3
MAC180 Creating Motion Graphics with After Effects 3
MAC230 Game Design for eLearning 3
MAC238 Game Production for eLearning 3
MUSC C183 Fundamentals of Sound Design for Media 3

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

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

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

Complete all of the following courses:

CSCI C101 ---------------------------------------------- Introduction to Computers ------------------------------------------- 3 Units
DRFT C151 ---------------------------------------------- Introduction to Computer Aided Design and Drafting ---------- 3
DRFT C152 ---------------------------------------------- Advanced Computer Aided Design and Drafting ---------------- 3
MATH C142 --------------------------------------------- Trigonometry --------------------------------------------- 4
MCTL C111 ---------------------------------------------- Beginning Machine Shop -------------------------------------- 3
WELD C101 --------------------------------------------- Oxygen and Acetylene Welding ---------------------------------- 3

Select 8 units from the following courses:

MCTL C211 ---------------------------------------------- Advanced Machine Shop ------------------------------------------ 3 Units
MCTL C215 ---------------------------------------------- Introduction to Computer Numerical Control Machining ------- 3
PHYS C101 --------------------------------------------- General Physics I ------------------------------------------ 4
PHYS C102 --------------------------------------------- General Physics II ---------------------------------------- 4
WEXP C101 ---------------------------------------------- Introduction to Work Experience ----------------------------- 1
WEXP C102 ---------------------------------------------- Occupational/Career Work Experience ----------------------- 1-3

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

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

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

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE C101</td>
<td>Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C105</td>
<td>Fire Prevention Technology</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C111</td>
<td>Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C115</td>
<td>Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C121</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C125</td>
<td>Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C131</td>
<td>Wildland Fire Control</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 12 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE C211</td>
<td>Fire Management</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C252</td>
<td>Fire Command 1a</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C253</td>
<td>Fire Command 1b</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C254</td>
<td>Fire Prevention 1a</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C255</td>
<td>Fire Prevention 1b</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C261</td>
<td>Fire Investigation</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C265</td>
<td>Fire Instructor 1a</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C266</td>
<td>Fire Instructor 1b</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C275</td>
<td>Emergency Vehicle Operation (Driver - Operator)</td>
<td>3</td>
</tr>
<tr>
<td>FIRE C276</td>
<td>Fire Pump Operation (Driver - Operator)</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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

Complete all of the following courses:

HCRS C061 --------------------------------------------- Administrative Medical Assisting - Receptionist --------------- 5 Units
HCRS C062 --------------------------------------------- Administrative Medical Assisting - Financial Management and Insurance -----------------------------------------4

CLINICAL MEDICAL ASSISTANT AWARD (11 units) is designed to provide students with initial training to assist a physician as he/she works with clients in the back office. The assistant obtains vital signs, a brief medical history, and helps the physician with minor medical procedures that are performed in the office.

Complete all of the following courses:

HCRS C065 --------------------------------------------- Clinical Medical Assisting - Fundamentals of Client Care --- 3 Units
HCRS C066 --------------------------------------------- Clinical Medical Assisting - Microbiology in the Medical Office -----------------------------------------4
HCRS C067 --------------------------------------------- Clinical Medical Assisting - Clinical Procedures in the Medical Office -----------------------------------------4
Machine Tool Technology

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

Complete all of the following courses:

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

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

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

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

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

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARA C101</td>
<td>Introduction to Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>PARA C110</td>
<td>Introduction to Legal Writing and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>PARA C120</td>
<td>Introduction to Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>PARA C130</td>
<td>Civil Litigation and Procedure I</td>
<td>3</td>
</tr>
<tr>
<td>PARA C140</td>
<td>Civil Litigation and Procedure II</td>
<td>3</td>
</tr>
<tr>
<td>PARA C290</td>
<td>Paralegal Internship</td>
<td>2</td>
</tr>
<tr>
<td>BSAD C131</td>
<td>Business Law</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 10 units from the following courses:

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

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C101</td>
<td>Introductory Biology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C070</td>
<td>Introductory Composition</td>
<td>4</td>
</tr>
<tr>
<td>or ENGL C101</td>
<td>Freshman Composition</td>
<td>4</td>
</tr>
<tr>
<td>HSCI C101</td>
<td>Principles of Health Education</td>
<td>3</td>
</tr>
<tr>
<td>LIT C075</td>
<td>Introduction to Library Research &amp; Bibliography</td>
<td>1</td>
</tr>
<tr>
<td>MATH C050</td>
<td>Elementary Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PHIL C141</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C101</td>
<td>General Earth Sciences</td>
<td>3</td>
</tr>
<tr>
<td>POLS C101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>SOCI C101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI C220</td>
<td>Perspectives on Race, Class, and Gender</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

PHYSICAL SCIENCE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 units total, 33-40 units in the major) provides an academic foundation for students who are employed in Safety and/or Industrial Hygiene departments; prepares students to enter the science and engineering field as a technical aide; and prepares students to transfer to an appropriate 4-year institution. There are four areas of emphasis: Chemistry, Industrial Hygiene, Earth Science, and Atmospheric Science.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM C111</td>
<td>General Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM C113</td>
<td>General Inorganic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>CSCI C252</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>MAC 102</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>MAC C111</td>
<td>Computer Illustration</td>
<td>3</td>
</tr>
<tr>
<td>MATH C142</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C111 and C112</td>
<td>Concepts of Physical Science Lecture and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>or PHYS C111</td>
<td>Mechanics</td>
<td>5</td>
</tr>
</tbody>
</table>

Complete all courses in one of the following emphases:

**CHEMISTRY EMPHASIS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM C220</td>
<td>Fundamentals of Organic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM C221</td>
<td>Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM C223</td>
<td>Organic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>or CHEM C211</td>
<td>Analytical Chemistry</td>
<td>4</td>
</tr>
</tbody>
</table>

**INDUSTRIAL HYGIENE EMPHASIS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM C220</td>
<td>Fundamentals of Organic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>HCRS C050</td>
<td>Medical Terminology for the Health Professional</td>
<td>3</td>
</tr>
<tr>
<td>MATH C121</td>
<td>Elementary Probability and Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

**EARTH SCIENCE EMPHASIS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG C111</td>
<td>Physical Geography</td>
<td>4</td>
</tr>
<tr>
<td>GEOL C111</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
</tbody>
</table>

**ATMOSPHERIC SCIENCE EMPHASIS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHSC C125</td>
<td>Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>PHSC C131</td>
<td>Introduction to Meteorology</td>
<td>3</td>
</tr>
</tbody>
</table>

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

PHYSICAL SCIENCE TECHNOLOGY CERTIFICATE (33-40 units): Any student completing the courses required for the major qualifies for a certificate in Physical Science Technology.
VOCATIONAL NURSING ASSOCIATE OF SCIENCE DEGREE (60 units total, 51 units in the major) is an intensive program totaling 1,566 hours approved by the Board of Vocational Nursing and Psychiatric Technicians. The hours include anatomy and physiology, psychology, nursing theory, and supervised clinical nursing experiences. Concepts of the fundamentals of nursing, geriatrics, nutrition, and pharmacology are integrated in the first semester of the Program. Nursing care of clients with varied adult medical-surgical conditions is integrated throughout the three semesters of the program. Course content also includes concepts of 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 Boards of Nursing (NCLEX-PN).

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

Complete all of the following courses:

**PREREQUISITES**

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

**SEMESTER I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCRS C101</td>
<td>Medical/Surgical Nursing I</td>
<td>9</td>
</tr>
<tr>
<td>HCRS C111</td>
<td>Clinical Practice I</td>
<td>6</td>
</tr>
</tbody>
</table>

**SEMESTER II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCRS C102</td>
<td>Medical/Surgical Nursing II</td>
<td>9</td>
</tr>
<tr>
<td>HCRS C112</td>
<td>Clinical Practice II</td>
<td>6</td>
</tr>
</tbody>
</table>

**SEMESTER III**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCRS C201</td>
<td>Medical/Surgical Nursing III</td>
<td>9</td>
</tr>
<tr>
<td>HCRS C211</td>
<td>Clinical Practice III</td>
<td>6</td>
</tr>
</tbody>
</table>

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

*Note: BIOL C121 and PSYC C101 must be successfully completed before entering the program. Students must also possess a current CNA certificate. BIOL C251 and BIOL C255 can be substituted for BIOL C121.*

VOCATIONAL NURSING CERTIFICATE (51 units): Any student completing the courses required for the major qualifies for a certificate in Vocational Nursing.
Web Design

WEB DESIGN ASSOCIATE OF SCIENCE DEGREE (60 units total, 30 units in the major) teaches students the fundamentals of web design. Students who complete this training will be capable of creating web sites composed of text, digital graphics, video, animation, and interactive media. They will acquire the skills and experience to take a project through each phase of a web site production process. Students will develop strong communication skills as they learn to write web content, work collaboratively with their peers, and work with clients. Students may tailor their certificate to emphasize several niche areas in web design, graphic design, programming, content development, animation, multimedia, or portfolio development. This program will also help students to prepare for a variety of industry certifications.

Complete all of the following courses:

MAC101 Fundamentals of Web Design 3 Units
MAC102 Digital Imaging 3
MAC105 Accessibility and Usability 3
MAC115 Hypertext Markup Language (HTML) 3
MAC125 Writing for Media Arts 3
MAC128 Interactivity and Interface Design 3
MAC140 Production Management 3

Select 9 units from the following courses:

ART C101 Introduction to Art 3
ART C111 Basic Design 3
ART C121 Basic Drawing 3
ART C126 Life Drawing Studio 1.5
BSAD C211 E-Commerce 3
CSCI C251 Introduction to Structured Programming with Visual Basic 3
CSCI C265 C++ Programming Language I 3
CSCI C267 Java Programming 3
DRMA C111 Fundamentals of Acting 2
DRMA C131 Technical Theater 2
ENGL C101 Freshman Composition 4
ENGL C151 Technical Writing 3
MAC C111 Computer Illustration 3
MAC C112 Advanced Digital Imaging and Illustration 3
MAC C118 Web Scripting 3
MAC C119 Fundamentals of Web Programming 3
MAC C121 Desktop Publishing 3
MAC C124 Web Animation 3
MAC C126 Advanced Web Animation with Flash 3
MAC C127 Digital Video Production 3
MAC C130 Fundamentals of Game Design 3
MAC C142 Portfolio Development 3
MAC C160 Principles of Animation 3
MAC C180 Creating Motion Graphics with After Effects 3
MAC C230 Game Design for eLearning 3
MAC C238 Game Production for eLearning 3
MUSC C181 Music and Technology I 3
MUSC C183 Fundamentals of Sound Design for Media 3

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

WEB DESIGN CERTIFICATE (30 units): Any student completing the courses required for the major qualifies for a certificate in Web Design.
Welding Technology

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

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH C055</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MCTL C111</td>
<td>Beginning Machine Shop</td>
<td>3</td>
</tr>
<tr>
<td>WELD C101</td>
<td>Oxygen and Acetylene Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD C102</td>
<td>Shielded Metal Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD C201</td>
<td>Welding Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>WELD C202</td>
<td>Advanced Welding</td>
<td>3</td>
</tr>
<tr>
<td>WEXP C101</td>
<td>Introduction to Work Experience</td>
<td>1</td>
</tr>
<tr>
<td>WEXP C102*</td>
<td>Occupational/Career Work Experience Seminar</td>
<td>1-3</td>
</tr>
</tbody>
</table>

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

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

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

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

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

Course Code Index

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

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

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

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

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

ADMJ C082
Firearms 2.00 Units
Requisite: None
A basic course for the beginner including firearms nomenclature and basic function, safe practices and procedures, and basic handgun marksmanship skills. Course topics will also include: ammunition-types, function and design; maintenance-cleaning and functioning of weapons; basic ballistic principles; range procedures and commands; basic loading and unloading, and firing of the weapon. 18 hours lecture/54 hours laboratory

ADMJ C083
Report Writing 2.00 Units
Requisite: None
A course that will instruct students in the basic mechanics of report writing. This course is intended for students who plan to enter the fields of law enforcement, security, corrections, or other justice related fields. 18 hours lecture/54 hours laboratory

ADMJ C101
Introduction to Administration of Justice A/UC/CSU – CAN AJ 2 3.00 Units
Requisite: None
History and philosophy of administration of justice in America; recapitulation of the system; identification of sub-systems, role expectations, and interrelationships; theories of crime, punishment and rehabilitation; ethics, education and training for professionalism in the system. 54 hours lecture

ADMJ C105
Concepts of Criminal Law A/UC/CSU - CAN AJ 4 3.00 Units
Requisite: None
Students will learn the historical development, philosophy, and constitutional provisions of the law and its impact within the criminal justice system. Students will develop a working knowledge of legal terms and their definitions. Students will look at the classification of crime and its causation. Students will conduct analytical research and study of case law decisions. 54 hours lecture

ADMJ C111
Principles and Procedures of the Justice System A/UC/CSU 3.00 Units
Requisite: None
This course will survey and study the role and responsibilities of each segment within the justice system; including, but not limited to law enforcement, corrections and the judicial system. Legal processes including arrest through trial, sentencing and correctional procedures. Conceptual interpretations of law as reflected in court decisions and how they impact the justice system. 54 hours lecture

ADMJ C115
Legal Aspects of Evidence A/CSU 3.00 Units
Requisite: None
This course is designed to provide a working knowledge of evidence, evidentiary practices and case laws that deal with the admission of evidence. Topics will include origin, development and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure, kinds of degrees of evidence and the rules that govern the admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture

ADMJ C121
Community Relations A/UC/CSU 3.00 Units
Requisite: None
This course studies the factors that create friction between community and the criminal justice agencies. Includes the roles of Administration of Justice practitioners and agencies interrelationships and role expectations among various agencies and the public. Principal emphasis is placed upon the professional image of the criminal justice system and the development of the positive relationships between members of the criminal justice system and the public. 54 hours lecture

ADMJ C125
Principles of Investigation A/CSU 3.00 Units
Requisite: None
This course will provide students with an introduction into the ethics and legalities of criminal investigations. Topics will include: fundamentals of investigation; techniques of crime scene searches; and aspects in dealing with the public, specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources and case preparation are also covered. 54 hours lecture

ADMJ C131
Juvenile Procedures A/CSU 3.00 Units
Requisite: None
This is a basic course in the sociological study of crime and its causes as it pertains to juvenile procedures and delinquency. Topics will include organization, functions, and jurisdiction of juvenile agencies, processing and detention of juveniles; juvenile case disposition; juvenile status and court procedures. 54 hours lecture

ADMJ C141
Basic Reserve Academy - PC 832 A/CSU 1.50 Units
Requisite: None
This course provides basic instruction designed to prepare students for the performance of peace officers’ duties. The curriculum is established through the requirements set by the California Peace Officer Standards and Training (P.O.S.T.), which include: introduction of law enforcement; administration of justice; criminal law; evidence; community-police relations; patrol procedures; juvenile procedures; defensive tactics; firearms; and related topics. Note: Students must have fingerprint clearance from the California Department of Justice prior to start of class. 10 hours lecture/54 hours laboratory

ADMJ C142
Basic Reserve Academy Level III A/CSU 4.50 Units
Prerequisite: ADMJ C141
This course provides basic instruction designed to prepare students for the performance of peace officers’ duties. The curriculum is established through the requirements set by the California Peace Officer Standards and Training (P.O.S.T.), which include: introduction to law enforcement; administration of justice; criminal law; evidence; community-police relations; patrol procedures; juvenile procedures; defensive tactics; firearms; First Aid/CPR; vehicle operations; domestic violence and related topics. 63 hours lecture/54 hours laboratory
ADMJ C143  12.00 Units
Basic Peace Officer Academy - Modular Format Level II  A/CSU
Prerequisite: ADMJ C142
This course is designed to fulfill State of California Peace Office Standards and Training Requirements for Level II academy certification. Students will receive instruction designed to prepare them to successfully complete this course and transition to the Basic Academy Modular Format Level I course.  186.5 hours lecture/108 hours laboratory

ADMJ C151  3.00 Units
Introduction to Corrections  A/CSU
Requisite: None
A course designed to give students an overview of the role correction’s plays within the criminal justice system. The course will focus on such topics as: incarceration; alternatives to incarceration; rehabilitation of inmates; juvenile offenders; and legal issues that influence the day-to-day operations of correctional institutions.  54 hours lecture

ADMJ C205  3.00 Units
California Vehicle Code  A/CSU
Requisite: None
California Vehicle code and related subjects as applied by the peace officer in the State of California.  54 hours lecture

ADMJ C211  3.00 Units
Concepts of Enforcement Services  A/CSU
Requisite: None
This course will compare roles and expectations of law enforcement from an officer and citizen perspective; exploring the theories, philosophies, and concepts related to the role expectations of the law enforcement officer. The class will place a major emphasis upon patrol, traffic and public service responsibilities and their relationship to the justice system.  54 hours lecture

ADMJ C215  3.00 Units
Patrol Procedures  A/CSU
Requisite: None
This course includes a look into the historical development of the patrol philosophy. Issues of planning for field activities including the function of patrol, traffic enforcement, and other preliminary investigative duties of the field officer will be reviewed. The techniques for planning patrol activities, handling complaints and requests for service will be analyzed. The mechanics of in field interviewing, person and property searches and arrests will be outlined. The course will cover issues relative to the handling of traffic related problems, civil and domestic disturbances and other community crime related incidents.  54 hours lecture

ADMJ C221  2.00 Units
Defensive Tactics  A/CSU
Requisite: None
A course of training in the history and theory of self-defense as applied to law enforcement, techniques of control, searching and handcuffing. Emphasis is on using control techniques which avoid injury to subject and the law enforcement officer. Additional emphasis is placed on physical fitness of police officers and life-long health habits and proper physical conditioning.  36 hours lecture/54 hours laboratory

ADMJC225  2.00 Units
Physical Evidence  A/CSU
Requisite: None
A basic course in the collection, identification, preservation and transportation of physical evidence found at crime scenes including the use of photography, molds, casts, and moulage masks to preserve evidence; sketching and photography to locate evidence as found; fingerprint examinations and preservations of prints; footprints, tool mark impressions, identification of handwriting and typewriting; firearms identification; importance of trace evidence and laboratory evidence.  36 hours lecture

AERONAUTICS

AEROC101  3.00 Units
General Aeronautics  A/CSU
Advisory: Level 3 Math
Introduction to basic concepts and general information about airplane flight, control, construction and operation. Preparation for the Federal Aviation Agency private pilot written examination. Emphasis applies to aircraft with less than 12,500 pounds gross weight.  54 hours lecture

AEROC111  3.00 Units
Instrument Flight Rules and Fundamentals  A/CSU
Prerequisite: AERO C101
Procedures for aircraft navigation and control through the use of radio navigation facilities, instrument interpretation and landing approach procedures using ADF, ILS, VOR, GCA, DME and radar facilities. Background in aviation recommended.  54 hours lecture

AGRICULTURE

AGRI C101  3.00 Units
Fundamentals of Horticulture  A/CSU
Requisite: None
Science of growing vegetables, fruit trees and ornamentals. Propagation, soil and irrigation management, pruning and pest control of horticultural crops with emphasis on the aspects common to most plants.  54 hours lecture

AGRI C102  4.00 Units
Botany  A/CSU
Advisory: Level 1 Reading, Level 2 Writing
This is a plant science course covering the basic concepts of plant structure and function: roots, stems, leaves, fruit, and seeds. The course includes the study of plant growth and development; properties of plant cell types; sexual and vegetative reproduction in plants; plant classification, biomes, and plant ecology.  54 hours lecture/54 hours laboratory

AGRI C105  3.00 Units
Soils and Plant Nutrition  A/UC/CSU
Requisite: None
Chemical and physical properties of soils. Plant and soil and water relationships. Composition, value and application of chemical and organic fertilizers for plant nutrition.  54 hours lecture
AMERICAN SIGN LANGUAGE

ASL C101  4.00 Units
American Sign Language I
Requisite:  None
Students will be introduced to American Sign Language (ASL), a visual-gesture language used by the deaf community in the United States and Canada, and more importantly, will focus on the development of basic conversation skills emphasizing receptive abilities through in-class requirements. The course will also introduce deaf culture and the history of ASL.  72 hours lecture

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

ANTHROPOLOGY

ANTH C070  3.00 Units
General Anthropology
Requisite:  None
An introductory survey of anthropology, including a review of culture and cultural processes, human fossil evolution, human languages and non-verbal communications, and a survey of archaeology and past cultures and civilizations of the world.  54 hours lecture

ANTH C071  3.00 Units
Peoples and Cultures of World
Requisite:  None
An introductory survey to the various cultures of the world, with emphasis on technologically primitive, pre-literate cultures. Discussion will focus on such diverse areas as Asia, Africa, North and South America and the South Pacific islands.  54 hours lecture

ANTH C111  3.00 Units
Cultural Anthropology
Requisite:  None
Cross-cultural analysis of social and cultural factors of human behavior in the recent past and present.  54 hours lecture

ANTH C121  3.00 Units
Physical Anthropology
Requisite:  None
Introduction to human variation, past and present, as a part of physical and cultural evolution, including non-human primates, hominid fossils, population genetics and human cultural history.  54 hours lecture

ANTH C131  3.00 Units
Archaeology
Requisite:  None
The ideas, models and techniques used in recovery and interpretation of archaeological materials from both the old and new worlds.  54 hours lecture

ANTH C151  3.00 Units
Language, Culture and Man: Introduction to Linguistics
Requisite:  None
Human systems of communication. The mechanisms of language sounds, sound units and their arrangements including non-verbal communication, language acquisition and the relation of language to culture.  54 hours lecture

ANTH C211  3.00 Units
Ancient Cultures of Mexico and Central America
Requisite:  None
Development, form and history of pre-Columbian Indian civilization, surveying the achievements of the Maya, the Aztec and their neighbors.  54 hours lecture
## ART

**ART C055**  
**Art Media Workshop**  
0.50 Units  
**Requisite:** None  
This course is an introduction to college-level studio visual art courses. Students choose two disciplines from an offering of four course selections and attend two days of instruction wherein they complete an art project in each discipline. The projects are typical of what would be offered in a Community College Visual Arts Program studio course.  
4 hours lecture/12 hours laboratory

**ART C101**  
**Introduction to Art**  
3.00 Units  
**A/UC/CSU**  
**Advisory:** Level 1 Reading, Level 2 Writing  
Exploring the meaning of art through an investigation of historical and contemporary principles. Accompanied by individual explorations in various studio media.  
36 hours lecture/54 hours laboratory

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

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

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

**ART C111**  
**Basic Design**  
3.00 Units  
**A/UC/CSU – CAN ART 14**  
**Requisite:** None  
A studio class emphasizing use of line, shape, form, value and color as it relates to a two-dimensional format.  
27 hours lecture/81 hours laboratory

**ART C115**  
**3-Dimensional Design**  
3.00 Units  
**A/UC/CSU**  
**Requisite:** None  
Use of individual design elements related to the study of three-dimensional composition.  
27 hours lecture/81 hours laboratory

**ART C121**  
**Basic Drawing**  
3.00 Units  
**A/UC/CSU – CAN ART 8**  
**Requisite:** None  
Introductory studio for beginning students dealing in a variety of subject matter and drawing media.  
27 hours lecture/81 hours laboratory

**ART C126**  
**Life Drawing Studio**  
1.50 Units  
**A/CSU**  
**Requisite:** None  
This class incorporates a traditional drawing methodology with a direct visual study of human surface anatomy. Study will be primarily from the live human model with a strong emphasis on investigative drawing.  
13.5 hours lecture/40.5 hours laboratory

**ART C131**  
**Basic Painting**  
3.00 Units  
**A/UC/CSU – CAN ART 10**  
**Requisite:** None  
Introduction to painting.  
27 hours lecture/81 hours laboratory

**ART C135**  
**Watercolor Painting**  
3.00 Units  
**A/UC/CSU**  
**Requisite:** None  
Techniques of still life, landscape and imaginative painting as related to the problems of watercolor.  
27 hours lecture/81 hours laboratory

**ART C141**  
**Basic Ceramics**  
3.00 Units  
**A/UC/CSU – CAN ART 6**  
**Requisite:** None  
Basic ceramic materials and techniques such as wheel throwing, hand building, glaze application and design techniques.  
27 hours lecture/81 hours laboratory

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

**ART C151**  
**Sculpture**  
3.00 Units  
**A/UC/CSU – CAN ART 12**  
**Requisite:** None  
Three-dimensional materials and their relationship to design, form, and three-dimensional space.  
27 hours lecture/81 hours laboratory

**ART C155**  
**Jewelry**  
3.00 Units  
**A/CSU**  
**Requisite:** None  
Techniques and processes in the designing, forming and finishing of jewelry and other three-dimensional articles in soft metals such as brass, copper, sterling silver, in gold. Materials in combination are stressed for variety in form, color, value, and texture.  
27 hours lecture/81 hours laboratory
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Prerequisite:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART C161</td>
<td>Beginning Photography</td>
<td>3.00</td>
<td>This is an entry-level course about photography as an art form, communications tool, avocation, and profession. To build art and craft skills, students complete weekly assignments using 35mm color slide film. Students are encouraged to develop a personal vision and to express that vision photographically. Assignments reflect contemporary artistic and commercial uses of photography. Equipment, film, and processing is the student's responsibility. This is not a darkroom class. 54 hours lecture.</td>
<td>None</td>
</tr>
<tr>
<td>ART C162</td>
<td>Intermediate Photography</td>
<td>3.00</td>
<td>Students will work to build a personal photographic portfolio of their work using 35mm color slides. Weekly assignments will enable students to develop their skills in commercial, editorial, portrait, and fine art photography. Students enrolling should have a working knowledge of the craft and aesthetic of photography. Equipment, film, and processing is the student's responsibility. This is not a darkroom class. 54 hours lecture.</td>
<td>ART C161</td>
</tr>
<tr>
<td>ART C165</td>
<td>Beginning Black and White Photography</td>
<td>3.00</td>
<td>A course in the aesthetics and technology of black and white photography in an art context. Students will learn to process film, make contact and project prints, prepare and mount prints, and acquire an awareness of aesthetic issues facing contemporary photographs. Students may have to schedule use of darkroom facilities during some non-class hours. 27 hours lecture/81 hours laboratory.</td>
<td>None</td>
</tr>
<tr>
<td>ART C166</td>
<td>Intermediate Black and White Photography</td>
<td>3.00</td>
<td>A continuation of study in the aesthetics and technology of black and white photography. Students will refine black and white darkroom techniques and learn advanced printing techniques. The major themes of classic photography will be explored, including still life, portraiture, landscape, and documentary photography. 27 hours lecture/81 hours laboratory.</td>
<td>ART C165</td>
</tr>
<tr>
<td>ART C167</td>
<td>Alternate Darkroom and Photographic Techniques</td>
<td>3.00</td>
<td>Introductory course in darkroom materials and techniques of black and white photography, as well as use of traditional and non-traditional photographic processes to create two-dimensional imagery. Production of the negative through hand manipulation, cameras use and graphic arts procedures. Cyanotype, gumbichrome and additive process will be explored. Access to camera necessary, with 35mm or 120mm camera desirable. Previous darkroom experience not necessary. 27 hours lecture/81 hours laboratory.</td>
<td>None</td>
</tr>
<tr>
<td>ART C171</td>
<td>Graphic Design</td>
<td>3.00</td>
<td>Tools, materials and techniques in the development of printed communications; design of graphics and production methods. 27 hours lecture/81 hours laboratory.</td>
<td>ART C121</td>
</tr>
<tr>
<td>ART C172</td>
<td>Illustration</td>
<td>3.00</td>
<td>Illustration for fiction, science fiction, children’s stories, medical and cartooning. Emphasis on research for authenticity as well as creative and original approaches in presentation and techniques. Consideration given to production methods. 27 hours lecture/81 hours laboratory.</td>
<td>ART C111 or ART C121</td>
</tr>
<tr>
<td>ART C175</td>
<td>Printmaking - Silk Screening and Lithography</td>
<td>3.00</td>
<td>The expressive potential of fine art print through the techniques of serigraph and lithographic printmaking. 27 hours lecture/81 hours laboratory.</td>
<td>ART C111 or ART C121</td>
</tr>
<tr>
<td>ART C176</td>
<td>Etching and Relief Printmaking</td>
<td>3.00</td>
<td>Exploring the expressive potential of fine art print through the techniques of etching and relief printing. 27 hours lecture/81 hours laboratory.</td>
<td>ART C111 or ART C121</td>
</tr>
<tr>
<td>ART C181</td>
<td>Developing a Web Page Using HTML</td>
<td>3.00</td>
<td>Students will learn the basic skills necessary to author a Web page through the use of HyperTextMarkup Language (HTML); and will learn to integrate text, graphics and hypertext links. Students will complete lessons which will result in the development of their own personal home page. The skills learned during these lessons are basic to Web development. All home pages completed during this class will be placed on the college server to be viewed over the World Wide Web. Not open to students who have completed CSCI C181. 36 hours lecture/ 54 hours laboratory.</td>
<td>None</td>
</tr>
<tr>
<td>ART C191</td>
<td>Gallery Technology</td>
<td>1.00</td>
<td>Theories and functions of an art gallery. Course will include the scheduling and arranging of art exhibits in the college gallery. 9 hours lecture/27 hours laboratory.</td>
<td>None</td>
</tr>
<tr>
<td>ART C195</td>
<td>Art Practicum I</td>
<td>1.00-2.00-3.00</td>
<td>Laboratory course to enable students who are enrolled in art studio courses to spend additional time in the art lab outside of regular class hours to work on class projects or individual projects related to their particular subject area. This course may be taken four times. 54-108-162 hours laboratory.</td>
<td>Concurrent enrollment in an art studio course.</td>
</tr>
<tr>
<td>ART C196</td>
<td>Art Practicum II</td>
<td>1.00-2.00-3.00</td>
<td>Laboratory course to enable students who are enrolled in art studio courses to spend additional time in the art lab outside of regular class hours to work on class projects or individual projects related to their particular subject area. This course may be taken four times. 54-108-162 hours laboratory.</td>
<td>Concurrent enrollment in an art studio course.</td>
</tr>
</tbody>
</table>
### ART C197  
**Art Practicum III**  
1.00-2.00-3.00 Units  
**A/CSU**  
*Corequisite: Concurrent enrollment in an art studio course.*  
Laboratory course to enable students who are enrolled in art studio courses to spend additional time in the art lab outside of regular class hours to work on class projects or individual projects related to their particular subject area. This course may be taken four times.  
54-108-162 hours laboratory

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

### ART C231  
**Advanced Basic Painting**  
3.00 Units  
**A/UC/CSU**  
*Prerequisite: ART C131*  
Advanced problems in Painting.  
27 hours lecture/81 hours laboratory

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

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

### ART C261  
**Advanced Photography**  
3.00 Units  
**A/CSU**  
*Prerequisite: ART C162*  
Students will work to build a personal photographic portfolio of their work using 35mm color slides. Weekly assignments will enable students to develop their skills in commercial, editorial, portrait, and fine art photography. Students enrolling should have a working knowledge of the craft and aesthetic of photography. Equipment, film, and processing are the student’s responsibility. This is not a darkroom class.  
54 hours lecture

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

### AUTO C115  
**Electrical Systems**  
5.50 Units  
**A/CSU**  
*Advisory: Level 2 Reading, Level 2 Writing*  
This course presents the principles and theories underlying the design, construction and operation of the automobile’s electrical systems. The student will also diagnose, test, adjust and repair the system components that are directly affected; and understand and use trade terms pertaining to automotive electronics testing, adjustment and repair.  
This course prepares students for ASE testing in electrical systems.  
45 hours lecture/162 hours laboratory

### AUTO C121  
**Brakes**  
3.00 Units  
**A/CSU**  
*Advisory: Level 2 Reading, Level 2 Writing*  
This course presents the principles and theories underlying the design, construction, function and operation of the automotive brake system. The student also will understand and use trade terms pertaining to the braking system, brake system components, materials and their uses.  
This course prepares students for ASE testing in brake systems.  
18 hours lecture/108 hours laboratory

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

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

### AUTO C135  
**Automotive Transmission and Transaxle**  
3.00 Units  
**A/CSU**  
*Advisory: Level 2 Reading, Level 2 Writing*  
This course focuses on the development of skills in removing and replacing, repairing, adjusting, and servicing drive train components in automatic transmissions. This course prepares students for testing in ASE testing in automatic transmissions and transaxle systems.  
18 hours lecture/108 hours laboratory
AUTO C141  3.00 Units  
Manual Drive Train and Axles  
Advisory: Level 2 Reading, Level 2 Writing  
This course focuses on the development of skills in removing and replacing, repairing, adjusting and servicing drive train components including clutches, manual transmissions and linkages, universal joints, drive line bearings and differentials. This is a preparatory course for the Automotive Service of Excellence (ASE) certification exam.  27 hours lecture/81 hours laboratory  

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

BIOLOGY  

BIOL C101  3.00 Units  
Introductory Biology  
Advisory: Level 1 Reading, Level 2 Writing  
Biological experience for non-majors. Principles of organization, cell structure and function; genetics; metabolism; organ systems, and reproduction of both plants and animals; ecology; evolution; and animal behavior. Not open to students who have completed BIOL C105.  54 hours lecture  

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

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

BIOL C105  4.00 Units  
Concepts of Biology  
Advisory: Level 1 Reading, Level 2 Writing  
Introductory course in biological science with laboratory experience for non-majors illustrating the principles of organization, cell structure and function; genetics; metabolism; organ systems, and reproduction of both plants and animals; ecology, evolution; and animal behavior. Not open to students who have completed BIOL C101.  54 hours lecture/54 hours laboratory  

BIOL C105H  5.00 Units  
Concepts of Biology - Honors  
Advisory: Level 1 Reading, Level 2 Writing  
This is an introductory course in biological science with laboratory experience for non-majors. The course illustrates the principles of organization, cell structure and function, genetics, metabolism, organ systems, and reproduction (plant and animal), ecology, evolution, and animal behavior. The course is not open to students with credit in BIOL C101. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students.  72 hours lecture/54 hours laboratory  

BIOL C111  5.00 Units  
General Biology I  
Advisory: Level 1 Reading, Level 1 Writing  
This is an introductory course for students majoring in biological sciences and related subjects. The course covers: principles of cell biology, metabolism, biochemistry, molecular biology, genetics, and physiology.  72 hours lecture/54 hours laboratory  

BIOL C111H  6.00 Units  
General Biology I - Honors  
Prerequisite: CHEM C101  
Advisory: Level 1 Reading, Level 1 Writing  
This is an introductory course for students majoring in biological sciences and related subjects. The following topics will be covered: principles of cell biology, metabolism, biochemistry, molecular biology, genetics, and physiology. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students.  72 hours lecture/108 hours laboratory  

BIOL C112  5.00 Units  
General Biology II  
Advisory: Level 1 Reading, Level 1 Writing  
This is an introductory course for students majoring in biological sciences and related subjects. The course covers taxonomy, survey of living organisms, introductory ecology, and introductory evolution.  72 hours lecture/54 hours laboratory  

BIOL C112H  6.00 Units  
General Biology II - Honors  
Prerequisite: BIOL C111  
Advisory: Level 1 Reading, Level 1 Writing  
This is an introductory course for students majoring in biological sciences and related subjects. The course covers taxonomy, survey of living organisms, introductory ecology, and introductory evolution. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. Note: Enrollment limited to current and prospective Honors Program students.  72 hours lecture/108 hours laboratory  

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

BIOLOGY  

BIOL C101  3.00 Units  
Introductory Biology  
Advisory: Level 1 Reading, Level 2 Writing  
Biological experience for non-majors. Principles of organization, cell structure and function; genetics; metabolism; organ systems, and reproduction of both plants and animals; ecology; evolution; and animal behavior. Not open to students who have completed BIOL C105.  54 hours lecture  

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

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

BIOL C105  4.00 Units  
Concepts of Biology  
Advisory: Level 1 Reading, Level 2 Writing  
Introductory course in biological science with laboratory experience for non-majors illustrating the principles of organization, cell structure and function; genetics; metabolism; organ systems, and reproduction of both plants and animals; ecology, evolution; and animal behavior. Not open to students who have completed BIOL C101.  54 hours lecture/54 hours laboratory
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Advisory:</th>
<th>Prerequisite:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C115</td>
<td>4.00</td>
<td>Principles of Ecology</td>
<td>Level 2 Reading,</td>
<td>Level 2 Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Relationships of plants and animals to their environment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Structure and functions of ecosystems, energy flow, nutrient cycling, population growth and regulation, community organization and dynamics.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Observation and analysis of ecosystems in the field, exploration of management strategies and the ecosystem approach to resource management.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>54 hours lecture/54 hours laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C121</td>
<td>3.00</td>
<td>Survey of Anatomy and Physiology</td>
<td>Level 2 Writing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>54 hours lecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C122</td>
<td>1.00</td>
<td>Survey of Anatomy and Physiology Laboratory</td>
<td>Level 2 Reading,</td>
<td>BIOL C121 or concurrent enrollment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This course is a practical laboratory experience to accompany BIOL C121; involving hands on experience with models, dissection, and microscopy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>54 hours laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C131</td>
<td>3.00</td>
<td>Introduction to Forestry</td>
<td>Level 2 Reading,</td>
<td>Level 2 Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Forestry management, silvicultural practices, trees, land, and timber measurements and the forest environment. Wood characteristics, identification and uses. Harvesting and manufacturing forest products. Protection of forests from destructive agents. Western forest practices.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>54 hours lecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C133</td>
<td>3.00</td>
<td>Natural Resources</td>
<td>Level 2 Reading,</td>
<td>Level 1 Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Natural resources: conservation and management; includes water, soil, atmosphere and biotic resources such as wildlife, forest, grassland, and aquatic organisms. Resource development, conservation and management practices for the future of a sustainable planet.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>54 hours lecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C135</td>
<td>3.00</td>
<td>Wildlife Management</td>
<td>Level 2 Reading</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Foundations of wildlife production; identification, life histories and ecology of important wildlife species.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>54 hours lecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C137</td>
<td>3.00</td>
<td>Identification of California Wildlife</td>
<td>Level 2 Reading</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Game birds, fish and mammals of California and the Western United States. Characteristics of game animals and protected species. Practice in identifying animals in their environment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>54 hours lecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C138</td>
<td>4.00</td>
<td>Identification of California Plants</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In this course, students will gain a deeper understanding of California natural history with an emphasis on local plants. Topics covered in this course and your ability to identify plants will enrich your enjoyment of local resources and your own garden. Weekend field trips are required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>54 hours lecture/54 hours laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C141</td>
<td>3.00</td>
<td>The Human Environment</td>
<td>Level 1 Reading,</td>
<td>Level 1 Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This course explores the interactions of humans with the lives and activities of the organisms and the environment. Local, regional and global ecology is considered from a scientific perspective. Critical evaluation of environmental issues and problems is a focus of this course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>54 hours lecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C142</td>
<td>1.00</td>
<td>The Human Environment Laboratory</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This course explores the interactions of humans with the lives and activities of the organisms and the environment. Local, regional and global ecology is considered from a scientific perspective. Critical evaluation of environmental issues and problems is a focus of this course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>54 hours lecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C151</td>
<td>1.00</td>
<td>Natural History of the Mojave Desert</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This field course is an overview of the geology, climate, ecology, and flora and fauna of the northern Mojave Desert including Death Valley National Park, and human influences on these ecosystems. Field trip required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>48 hours laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C152</td>
<td>1.00</td>
<td>Natural History Studies - Great Basin Desert</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This field course is an overview of the geology, climate, ecology, and flora and fauna of the Great Basin Desert with emphasis on the southern part of the basin and range province from the Owens Valley to the Mono Basin and impact of humans on the various ecosystems. Field trip required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>48 hours laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C153</td>
<td>1.00</td>
<td>Natural History of the Central California Coast</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This field course is an overview of the geology, past and present climate, ecology, flora and fauna of the California coast systems, particularly that of the central coast and human impact on these systems. Field trip required. Camping recommended. This class can be repeated four times.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>48 hours laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C154</td>
<td>1.00</td>
<td>Natural History of the Foothills</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This course is an overview of the geology, past and present climate, ecology, flora and fauna of the California foothills with an emphasis on the southern Sierra foothills and southern Coast ranges and human impact on these ecosystems.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>48 hours laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Units</td>
<td>Course Title</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>--------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>BIOL C155</td>
<td>1.00</td>
<td>Natural History of the Southern Sierra Nevada</td>
<td>Requisite: None</td>
<td>This field course is an overview of the geology, past and present climate, ecology, and flora and fauna of the Southern Sierra Nevada range and human influences on these ecosystems. Field trip required. 48 hours laboratory</td>
</tr>
<tr>
<td>BIOL C156</td>
<td>1.00</td>
<td>Natural History of the Sonora Desert</td>
<td>Requisite: None</td>
<td>This field course is an overview of the geology, past and present climate, ecology and flora and fauna of the Sonoran Desert, primarily of the Colorado Desert of Southern California and the influence of humans on the ecosystems. Field trip required. 48 hours laboratory</td>
</tr>
<tr>
<td>BIOL 157</td>
<td>1.00</td>
<td>Natural History of the Colorado Plateau</td>
<td>Requisite: None</td>
<td>This field course is an overview of the geology, past and present climate, ecology, flora and fauna of the Colorado Plateau of Southern Utah and the impact of humans on the ecosystems. Field trip required. 48 hours laboratory</td>
</tr>
<tr>
<td>BIOL C161</td>
<td>0.50</td>
<td>Natural History Studies - Bristlecone Forests</td>
<td>Requisite: None</td>
<td>This field course is a study of the Bristlecone pine forests of the White Mountains, the geology, past and present climate, ecology, and flora and fauna associated with their isolated groves. Field trip and hiking at high altitudes required. 24 hours laboratory</td>
</tr>
<tr>
<td>BIOL C162</td>
<td>0.50</td>
<td>Natural History Studies - Carrizo Plains</td>
<td>Requisite: None</td>
<td>This field course is a study of the geology, past and present climate, ecology, flora and fauna of California’s last grassland valley, the Carrizo Plains National Monument, located directly on the San Andreas fault just west of Kern County. Restoration efforts of TNC and BLM, endangered species, pictographs, fault scarps, and offset streams make this a unique place. Field trip required. 24 hours laboratory</td>
</tr>
<tr>
<td>BIOL C163</td>
<td>0.50</td>
<td>Natural History Studies - Death Valley National Park</td>
<td>Requisite: None</td>
<td>This field course is a study in Death Valley National Park of the geology, the past and present climate and its effects on the part, ecology, fragility of desert ecosystems, the plants, and the animals which inhabit the Death Valley area, and human influences on these ecosystems. Field trip required. 24 hours laboratory</td>
</tr>
<tr>
<td>BIOL C164</td>
<td>0.50</td>
<td>Natural History Studies - East Mojave National Preserve</td>
<td>Requisite: None</td>
<td>This field course is a study in the Mojave National Preserve of the geology, past and present climate and its effects on the area, ecology, the plants and the animals which inhabit the Eastern Mojave Desert and the human influences on these ecosystems. Field trip required. 24 hours laboratory</td>
</tr>
<tr>
<td>BIOL C165</td>
<td>0.50</td>
<td>Natural History Studies - Eastern Sierra</td>
<td>Requisite: None</td>
<td>This field course is an overview of the geology, past and present climate, ecology, flora, and fauna of the Sierra Nevada mountains, particularly the “East Side” and the impact of humans on these ecosystems. 24 hours laboratory</td>
</tr>
<tr>
<td>BIOL C166</td>
<td>0.50</td>
<td>Natural History Studies - Spring Flowers</td>
<td>Requisite: None</td>
<td>This field course includes the study of the climate, geology, geography, ecology, and locations and identification of spring wild flowers in the local area. Field trips required. 24 hours laboratory</td>
</tr>
<tr>
<td>BIOL C167</td>
<td>0.50</td>
<td>Natural History Studies - Joshua Tree National Park</td>
<td>Requisite: None</td>
<td>This field course is a study in Joshua Tree National Park of the geology, the past and present climate, ecology, plants, and the animals which inhabit the Park and the human influences on thee ecosystems. Field trip required. 24 hours laboratory</td>
</tr>
<tr>
<td>BIOL C168</td>
<td>0.50</td>
<td>Natural History Studies - Long Valley Caldera</td>
<td>Requisite: None</td>
<td>This field course is an overview of the Long Valley Caldera and Bishop tuff explaining the volcanic activity in the area, rock and mineral identification, ecology, and an understanding of recent changes in the earth between Round Valley and the Mono Basin. Some hiking required. 24 hours laboratory</td>
</tr>
<tr>
<td>BIOL C169</td>
<td>0.50</td>
<td>Natural History Studies - Mono Lake Basin</td>
<td>Requisite: None</td>
<td>This field course is a study in the Mono Basin National Forest Scenic Area and Mono Lake Tufa State Reserve of the geology, past and present climate, ecology, flora and fauna associated with the lake and the influence of humans past and present on the area. Field trips and hiking required. 24 hours laboratory</td>
</tr>
<tr>
<td>BIOL C170</td>
<td>0.50</td>
<td>Natural History Studies - Owens Valley</td>
<td>Requisite: None</td>
<td>This field course is a study in the Owens Valley, the geology, past and present climate, ecology, flora and fauna associated with the Owens River, marshes, and grasslands of the valley area and human influences on the area. 24 hours laboratory</td>
</tr>
<tr>
<td>BIOL C171</td>
<td>0.50</td>
<td>Natural History Studies - Sequoia Forests</td>
<td>Requisite: None</td>
<td>This field course is a study of the Sequoia forests of the southern Sierra Nevada, the geology, past and present climate, ecology, life cycle of the giant trees, and the flora and fauna associated with the isolated groves. Field trips and some hiking required. 24 hours laboratory</td>
</tr>
<tr>
<td>Course Code</td>
<td>Title</td>
<td>Units</td>
<td>Prerequisite</td>
<td>Advisory</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
<td>-------</td>
<td>--------------</td>
<td>----------</td>
</tr>
<tr>
<td>BIOL C172</td>
<td>Natural History Studies - Sierra Meadows</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C173</td>
<td>Natural History Studies - Oases of Mojave Desert</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C241</td>
<td>Plant Pathology</td>
<td>4.00</td>
<td>BIOL C101 or BIOL C105 or BIOL C112</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>BIOL C251</td>
<td>Human Anatomy</td>
<td>4.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C255</td>
<td>Human Physiology</td>
<td>4.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL C261</td>
<td>General Microbiology</td>
<td>4.00</td>
<td>CHEM C101</td>
<td></td>
</tr>
<tr>
<td>BSAD C070</td>
<td>Business Mathematics</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSAD C072</td>
<td>Introduction to Accounting</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSAD C074</td>
<td>Managing Your Own Business</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSAD C075</td>
<td>Fundamentals of Retailing</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSAD C076</td>
<td>Fundamentals of Salesmanship</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This course introduces transaction analysis and reporting accounting information. Students examine accounting theory and the procedures of the accounting cycle. Emphasis is on preparing financial statements and interpreting results. 72 hours lecture.

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

BSAD C110  3.00 Units
Introduction to Personal Finance  A/CSU
Advisory: Level 2 Math
This course introduces students to the principles of personal financial management. Topics include budgeting, the tax structure, consumer credit, insurance and retirement, buying decisions, and savings and investment. Students will participate in simulated decision-making situations giving them practical experience with course material. 54 hours lecture.

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

BSAD C131  3.00 Units
Business Law I  A/UC/CSU – CAN BUS 8
Advisory: Level 1 Reading, Level 1 Writing
This course introduces students to the legal environment of business and the American legal system. Students will examine contracts in depth and agency law. The course will include a study of the governmental regulation of business and the relationship between the law and ethics. 54 hours lecture.

BSAD C132  3.00 Units
Business Law II  A/UC/CSU
Prerequisite: BSAD C131

BSAD C135  3.00 Units
Practical Law for Business and Society  A/CSU
Advisory: Level 1 Reading, Level 2 Writing
A study of small claims court, debtor-creditor and landlord-tenant rights, marriage and divorce law, and selected legal topics. 54 hours lecture.

BSAD C141  3.00 Units
Human Relations in Business  A/CSU
Advisory: Level 1 Reading, Level 2 Writing, BSAD C100
Using a behavioral science approach, students will gain an understanding of the business environment. Emphasis will be placed on self-improvement through self-understanding, elements of job applications and job advancement, motivation, people to people relationships, effective communication, and techniques of leadership on the job. Case studies, experiential exercises, and group projects will be used to assist the students in understanding the material and developing self-awareness. 54 hours lecture.

BSAD C145  3.00 Units
Business Communication  A/CSU
Advisory: Level 1 Reading, Level 1 Writing, CSCI C127
This course presents the principles and techniques of effective written and oral business communications. Students will discuss, critique, and practice business-writing strategies to produce messages, letters, reports, and presentations, while developing critical thinking skills. Business communication in a global environment is also emphasized. 54 hours lecture.

BSAD C151  3.00 Units
Principles Management and Organization  A/CSU
Advisory: Level 1 Reading, Level 2 Writing, BSAD C100
Students will study the formal organization, its environment and structure; elements of planning, organizing, staffing, leading, controlling, and evaluating. Case studies, competency (experiential) exercises, and work team projects will be used to assist the students in understanding the material and in developing managerial skills. Intended to be a “capstone” for business career students. 54 hours lecture.

BSAD C152  3.00 Units
Managing Diversity in the Workplace  A/CSU
Advisory: Level 1 Reading, Level 2 Writing, BSAD C100
This course is a survey of the processes involved in creating a workplace environment which is free of bias related to cultural background, gender, lifestyle or other legally relevant classification. Topics include identifying a personal comfort level, skill building in dealing with diversity issues, and the role of diversity in organizational culture. Case studies, exercises for developing competency, and team projects will be used to assist the students in understanding the material and in developing managerial skills. Meets graduation requirements for diversity education. 54 hours lecture.

BSAD C155  3.00 Units
Human Resource Management  A/CSU
Advisory: Level 1 Reading, Level 2 Writing
This course introduces the principles and methods related to the effective use of human resources in organizations. Students will gain an understanding of human resources involved in recruitment, selection, and placement of employees with regards to training, experience, and abilities. Topics of total compensation, employee-management relations, and global human resources management are also covered. Discussion, case studies, experiential exercises, and work team projects will be used to assist the students in understanding the material and developing skills. 54 hours lecture.
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Advisory</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C157</td>
<td>3.00</td>
<td>Tribal Organization and Management I</td>
<td>A/CSU</td>
<td>Level 1 Reading, Level 2 Writing</td>
<td>Introduction to Tribal government, sovereignty, trust status roles and responsibilities of Tribal Councils, Tribal law and jurisdiction, ordinance and regulations as well as basic administrative systems and procedures of Tribal governments (i.e., personnel, office, financial, property, and other core management systems). 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C158</td>
<td>3.00</td>
<td>Tribal Organization and Management II</td>
<td>A/CSU</td>
<td>Prerequisite: BSAD C157</td>
<td>Continuation of BSAD C157. Methods of conducting community needs assessments. Program planning, surveys, introduction to state/federal grant-in-aid programs. Grant writing. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C171</td>
<td>3.00</td>
<td>Introduction to Marketing</td>
<td>A/CSU</td>
<td>Advisory: Level 1 Reading, Level 2 Writing, Level 3 Math</td>
<td>This course introduces the nature and scope of the marketing activity as demonstrated by an integrated, analytic, and practical study of marketing problems. Topics covered include: how to distribute and sell a product or idea; consumer behavioral patterns; strategy, planning, forecasting, and evaluation of the marketing process. Students will develop skills that will be useful in real business situations. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C180</td>
<td>3.00</td>
<td>Entrepreneurship: Small Business Management</td>
<td>A/CSU</td>
<td>Require: None</td>
<td>This course introduces the principles of planning and managing a small business enterprise. Students will examine the characteristics of the entrepreneur and the process of creating and operating a new business venture. The course will include the development of a business plan and examine the small business aspects of financing, marketing, and organizing. Skill building exercises in record keeping, legalities, personnel and government assistance will be provided. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C201</td>
<td>3.00</td>
<td>Business Ethics</td>
<td>A/CSU</td>
<td>Advisory: Level 1 Reading, Level 1 Writing</td>
<td>This course provides an introduction to the study of business ethics using a theoretical and applications approach. Development of critical thinking skills to understand what constitutes ethical behavior and appropriate standards of conduct are emphasized. Students will develop a framework for evaluating information, values, and assumptions to make informed ethical decisions in a global business environment. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C211</td>
<td>3.00</td>
<td>E-Commerce</td>
<td>A/CSU</td>
<td>Advisory: Level 1 Reading, Level 1 Writing, BSAD C100, CSCI C101</td>
<td>Provides an overview of principles and techniques of effective Internet product marketing. Topics include an introduction to electronic commerce, personal and business services online, buying online, doing business on the Web, developing an electronic commerce web site. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C212</td>
<td>3.00</td>
<td>International Business</td>
<td>A/CSU</td>
<td>Advisory: Level 1 Reading, Level 1 Writing</td>
<td>This course provides a comprehensive overview of international business, including a global perspective of international trade, foreign investments, the impact on financial markets, international marketing, and the operation of multi-national corporations. 54 hours lecture</td>
</tr>
<tr>
<td>BSAD C215</td>
<td>5.00</td>
<td>Exporting: A World of Opportunity</td>
<td>A/CSU</td>
<td>Advisory: Level 1 Reading, Level 1 Writing, BSAD C100</td>
<td>This course is designed to teach interns how to conduct international market research for various companies in Kern County. Students will learn how to locate resources on the Internet and how to export products. Students will participate in a paid internship arranged by the Kern County Export Program. 36 hours lecture/240 hours work experience</td>
</tr>
</tbody>
</table>

### BUSINESS OFFICE TECHNOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Advisory</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSOT C131</td>
<td>1.00</td>
<td>Basic Computer Keyboarding</td>
<td>A/CSU</td>
<td>Advisory: Level 2 Reading</td>
<td>Development or review of touch typing techniques including alphabetic, numeric, and symbol keyboarding. All instruction is delivered on the microcomputer using individualized remedial drills and record keeping. 36 hours lecture/laboratory</td>
</tr>
<tr>
<td>BSOT C132</td>
<td>1.00</td>
<td>Intermediate Computer Keyboarding</td>
<td>A/CSU</td>
<td>Prerequisite: BSOT C131</td>
<td>Advisory: 20 wpm typing</td>
</tr>
<tr>
<td>BSOT C133</td>
<td>1.00</td>
<td>Advanced Computer Keyboarding</td>
<td>A/CSU</td>
<td>Prerequisite: BSOT C132</td>
<td>Advisory: 30 wpm typing</td>
</tr>
<tr>
<td>BSOT C154</td>
<td>3.00</td>
<td>Office Personnel Seminar</td>
<td>A/CSU</td>
<td>Advisory: ENGL C070, CSCI C070 or CSCI C101, CSCI C121, 40 wpm typing</td>
<td>Capstone course designed to integrate and refine office skills. Group projects will develop skills in using e-mail, word processing, voice mail, faxing, presentation software, and the Internet. Team work, problem solving, and decision making skills will be emphasized. 54 hours lecture</td>
</tr>
</tbody>
</table>
## BUSINESS REAL ESTATE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
</table>
| REAL C101   | 3.00  | Principles of Real Estate A/CSU  
Advisory: Level 1 Reading  
Fundamentals of real estate practice and principles: liens, taxes, bonds, contracts, leases, deeds, and other real estate instruments in conjunction with brokerage and home ownership. Principally the point of view of the consumer, orientation to career aspects of real estate. 54 hours lecture |
| REAL C141   | 3.00  | Real Estate Practice A/CSU  
Advisory: Level 1 Reading  
Basic elements of day-to-day real estate sales and brokerage practice, primarily for holders of real estate licenses as sales techniques, escrow and ethics. Partially satisfies the State requirements for the broker’s examination. 54 hours lecture |
| REAL C142   | 3.00  | Real Estate Finance A/CSU  
Advisory: Level 1 Reading  
Comprehensive analysis of real estate finance for the real estate practitioner, advisor, investor and borrower. The loan and mortgage, money market, role of government in real estate financing, lend, risk analysis, loan portfolio management, real property financing, investment analysis and creative financing. Required for State Broker’s License Examination. 54 hours lecture |
| REAL C143   | 3.00  | Legal Aspects of Real Estate A/CSU  
Prerequisite: REAL C101  
Advisory: Level 1 Reading  
Real estate law including rights incident to property ownership and management, agency, contracts and applications to real estate transfer, conveyancing, probate proceedings, trust deeds and foreclosure, as well as recent legislation governing real estate transactions. Applies toward the State Requirement for the broker’s examination. 54 hours lecture |
| REAL C144   | 3.00  | Real Estate Appraisal A/CSU  
Advisory: Level 1 Reading  
Analysis of real estate appraisal for the real estate practitioner, advisor, investor, loan officer. Purposes and functions of appraisals; ethics, definitions and concepts of valuation theory and principles; the appraisal process, city site and neighborhood analysis; architectural styles and functional utility; the cost, market comparison and income approach; depreciation; correlation and final value conclusions; valuation of single family residences and appraisal report. 54 hours lecture |

## CARPENTRY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
</table>
| CARP C151   | 3.00  | Apprentice Training CRPT I A/CSU  
Prerequisite: None  
For apprentices actively employed in the carpentry field and indentured under the provisions of appropriate legislation. Note: Enrollment limited to regular indentured apprentices registered with the State of California. Credit/No Credit Grading. 36 hours lecture/54 hours laboratory |
| CARP C152   | 3.00  | Apprentice Training CRPT II A/CSU  
Prerequisite: CARP C151  
For apprentices actively employed in the carpentry field and indentured under the provisions of appropriate legislation. Note: Enrollment limited to regular indentured apprentices registered with the State of California. Credit/No Credit Grading. 36 hours lecture/54 hours laboratory |
| CARP C153   | 3.00  | Apprentice Training CRPT III A/CSU  
Prerequisite: CARP C152  
For apprentices actively employed in the carpentry field and indentured under the provisions of appropriate legislation. Note: Enrollment limited to regular indentured apprentices registered with the State of California. Credit/No Credit Grading. 36 hours lecture/54 hours laboratory |
| CARP C154   | 3.00  | Apprentice Training CRPT IV A/CSU  
Prerequisite: CARP C153  
For apprentices actively employed in the carpentry field and indentured under the provisions of appropriate legislation. Note: Enrollment limited to regular indentured apprentices registered with the State of California. Credit/No Credit Grading. 36 hours lecture/54 hours laboratory |
| CARP C155   | 3.00  | Apprentice Training CRPT V A/CSU  
Prerequisite: CARP C154  
For apprentices actively employed in the carpentry field and indentured under the provisions of appropriate legislation. Note: Enrollment limited to regular indentured apprentices registered with the State of California. Credit/No Credit Grading. 36 hours lecture/54 hours laboratory |
| CARP C156   | 3.00  | Apprentice Training CRPT VI A/CSU  
Prerequisite: CARP C155  
For apprentices actively employed in the carpentry field and indentured under the provisions of appropriate legislation. Note: Enrollment limited to regular indentured apprentices registered with the State of California. Credit/No Credit Grading. 36 hours lecture/54 hours laboratory |
| CARP C157   | 3.00  | Apprentice Training CRPT VII A/CSU  
Prerequisite: CARP C156  
For apprentices actively employed in the carpentry field and indentured under the provisions of appropriate legislation. Note: Enrollment limited to regular indentured apprentices registered with the State of California. Credit/No Credit Grading. 36 hours lecture/54 hours laboratory |
CHEMISTRY

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

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

CHEM C102  Chemistry Recitation  1.00 Unit
Prerequisite: CHEM C101 or concurrent enrollment
This course emphasizes student recitation and review of concepts and quantitative problems associated with general chemistry (CHEM C101).  This course will develop students' skills necessary for solving quantitative chemical problems.  18 hours lecture

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

CHEM C111H  General Inorganic Chemistry I - Honors  6.00 Units
Prerequisite: MATH C055
This course covers matter and measurement, atoms, molecules, ions, calculations with chemical formulas and equations, aqueous reactions and solution stoichiometry, thermochemistry, the electronic structure of atoms, periodic properties of the elements, concepts of chemical bonding, molecular geometry and bonding theories, the gaseous state, intermolecular forces in solids and liquids, modern materials, and properties of solutions.  The honors course provides more content and requires greater intensity and depth of study than the non-honors class.  Note: Enrollment limited to current and prospective Honors Program students.  90 hours lecture/54 hours laboratory

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

CHEM C113H  General Inorganic Chemistry II - Honors  6.00 Units
Prerequisite: CHEM C111
This course covers modern materials, properties of solutions, kinetics, chemical and aqueous equilibrium, acids and bases, environmental chemistry, thermodynamics, electro-chemistry, nuclear chemistry, metallurgy, chemical trends in the periodic chart, coordination compounds, and biorganic chemistry.  The honors course provides more content and requires greater intensity and depth of study than the non-honors class.  Note: Enrollment limited to current and prospective Honors Program students.  90 hours lecture/54 hours laboratory

CHEM C122  General Inorganic Chemistry for Nursing and Allied Health Science Majors  5.00 Units
Prerequisite: CHEM C101
This course covers matter and measurement, atoms, molecules, ions, calculations with chemical formulas and equations, aqueous reactions and solution stoichiometry, thermochemistry, the electronic structure of atoms, periodic properties of the elements, concepts of chemical bonding, molecular geometry and bonding theories, the gaseous state, intermolecular forces in solids and liquids, modern materials, and properties of solutions.  The laboratory portion of this course includes experiments specifically designed for students pursuing Nursing and/or Allied Health Science careers.  72 hours lecture/54 hours laboratory

CHEM C211  Analytical Chemistry  4.00 Units
Prerequisite: CHEM C113
This course covers modern quantitative chemical analysis.  Major topics include laboratory operations, statistics, volumetric and gravimetric analysis, chemical and electrochemical equilibrium, acid-base chemistry, complex formation, electrochemical measurements, spectrophotometry, atomic spectroscopy, chromatography and sample preparation.  54 hours lecture/54 hours laboratory
CHILD DEVELOPMENT

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

CHDV C105 3.00 Units
Introduction to Infant Development
Advisor: Level 2 Reading
Students will be introduced to the process of human development from conception to age two with an emphasis on embryonic, fetal, neonatal, infant and toddler stages. 54 hours lecture

CHDV C107 3.00 Units
School Age Development
Advisor: Level 2 Reading, Level 2 Writing
This course provides information on school age developmental needs and stages, techniques for interacting positively and effectively with children and ideas to assist in meeting the wide range of children's needs. The design of schedules, policies, the environment and activities are based upon the understanding of children's development, special needs and cultural background. 54 hours lecture

CHDV C111 3.00 Units
Principles of Child Guidance
Advisor: Level 1 Reading, Level 1 Writing
This course introduces positive and effective approaches for guiding children's behavior in the classroom and family settings. 54 hours lecture

CHDV C115 3.00 Units
Child, Family and Community
Advisor: Level 1 Reading
Patterns of family living in a democratic society; implications for those entrusted with the care and education of children and for the community. 54 hours lecture

CHDV C121 3.00 Units
Health, Safety, and Nutrition in Early Childhood Settings
Advisor: None
This course will discuss health nutrition and safety issues in children with special reference to early childhood education and family day care settings. Topics include First Aid and CPR, preventative health practices, control of infectious disease, injury prevention, nutrition, sanitation, emergency preparedness, child abuse and children with special needs. 54 hours lecture

CHDV C122 0.50 Units
Community CPR and First Aid
Advisor: None
Basic first aid with discussion, demonstrations and practical experiences. Students will gain working knowledge and skills for emergency action principles, wounds, shock, poisoning, burns, splintering, diabetic emergencies, infection, heart attack, temperature extremes, transportation, and bandaging. “Community CPR” covers rescue breathing, CPR, choking responses for adult, child and infant. American Red Cross course. 10 hours lecture

CHDV C125 3.00 Units
Diversity in Education
Advisor: None
This course leads the student through a process of identifying biases and ways to implement an anti-bias curriculum in our classrooms in a world full of diversity. 54 hours lecture
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDV C128</td>
<td>3.00</td>
<td>Heads Up! Reading</td>
<td>This course will prepare current or future child development teachers and caregivers to enhance the early literacy outcomes of young children by improving teachers’ knowledge of early literacy development, and their skills in teaching early literacy to young children from birth through age 5. The research-based principles and practices for providing children birth through age 5 provide a strong foundation in early reading and writing within a developmentally appropriate approach. 54 hours lecture</td>
</tr>
<tr>
<td>CHDV C143</td>
<td>3.00</td>
<td>Materials and Curriculum</td>
<td>This course is designed as an overview of the various approaches to curriculum development and implementation. Developmentally Appropriate Practices (DAP) will provide a basis for exploring a variety of curriculum theories and models such as High/Scope, Reggio Emilia, and Montessori. Students will be designing, implementing, and evaluating activities with young children. 54 hours lecture</td>
</tr>
<tr>
<td>CHDV C145</td>
<td>3.00</td>
<td>Language and Literature</td>
<td>This course develops the skills of storytelling and story reading for all ages. Special emphasis will be on incorporating reading and writing activities into an emergent literacy program that supports children's language development through the use of children's literature. 54 hours lecture</td>
</tr>
<tr>
<td>CHDV C147</td>
<td>3.00</td>
<td>Assessment and Evaluation</td>
<td>This course is designed to introduce the concept of assessment and evaluation of young children. The focus is on incorporating and standardizing and state mandated assessments and evaluations into an authentic assessment that can be used to inform teaching practices as well as monitor the development and learning of young children. 54 hours lecture</td>
</tr>
<tr>
<td>CHDV C149</td>
<td>3.00</td>
<td>Play and Meaning</td>
<td>This course delves into the intricacies of play in the classroom and how children use play to develop meaning. Special emphasis will be placed on building play into the curriculum for children aged birth to school-age. 54 hours lecture</td>
</tr>
<tr>
<td>CHDV C171</td>
<td>1.00-2.00-3.00</td>
<td>Professional Development</td>
<td>Child development students and professionals will maintain currency in the field through professional development activities. Activities may include attendance at pre-approved workshops, lectures, conferences, meetings, in-service training; reading and applying information from professional journals and books; and personal balance and wellness activities related to the community serving children and their families. Units will be earned based on the number of hours of documented participation. The student will develop an individual action plan in collaboration with the instructor and, as applicable, the student's Professional Growth Advisor. 9 hours lecture/27-81-135 hours activity</td>
</tr>
<tr>
<td>CHDV C201</td>
<td>2.00</td>
<td>Principles and Practices of Observation and Case Study in Child Development</td>
<td>Understanding techniques, strategies, and record keeping methods of observation through case study reports. Note: Enrollment limited to students with proof of tuberculosis clearance. 18 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>CHDV C202</td>
<td>3.00</td>
<td>Principles and Practices in Child Development I</td>
<td>This course is an introduction to the philosophy, history, and techniques of early childhood programs. Students will work in a supervised field experience planning learning experiences and developing teaching materials appropriate to the physical, cognitive, and socio-emotional growth of the young child. Placements will be made in infant/toddler, preschool, or school-age programs. Proof of tuberculosis (TB) clearance required prior to placement. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>CHDV C203</td>
<td>3.00</td>
<td>Principles and Practices in Child Development II</td>
<td>This course is a continuation of the learning and development in CHDV C202. Students will work in a supervised field experience planning learning experiences and developing teaching materials appropriate to the physical, cognitive, and socio-emotional growth of the young child. Focus will be on assessing and defining learning outcomes on an individual level. Placements will be made in infant/toddler, preschool, or school-age programs. Proof of tuberculosis (TB) clearance required prior to placement. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>CHDV C205</td>
<td>3.00</td>
<td>Foundations of Infant Development</td>
<td>This course will include a study of growth and development from conception to age 2 through an understanding of biology and environment on development. Emphasis will be placed on the appreciation of the interrelatedness of theory, research, and applications. This course will include research and evidence from field experience with children in a wide variety of environments. 54 hours lecture</td>
</tr>
</tbody>
</table>
CHDV C207 3.00 Units  
School Age Curriculum  
A/CSU  
Advisory: Level 2 Reading, Level 2 Writing  
This course provides information on how to implement quality programs for school age children. Students will learn assessment, planning, implementation, and evaluation of programs. Standards for quality school-age care will be used to assess quality indicators in the areas of human relationships, indoor and outdoor environments, activities, health, nutrition, safety, and administration. 54 hours lecture

CHDV C241 3.00 Units  
The Exceptional Child: Nature and Needs  
A/CSU  
Advisory: Level 2 Reading, Level 2 Writing  
This course is intended to provide a broad overview of the theories, descriptions, and practical strategies needed for those who live and work with exceptional needs children. 54 hours lecture

CHDV C251 3.00 Units  
Administration of Programs in Child Development I  
A/CSU  
Prerequisite: Completion of 9 units of Child Development course work  
Students will be introduced to the principles, techniques and methods for the efficient administration of child development programs. Topics covered include curriculum development, budgeting, personnel issues, health and safety, facility design and layout and knowledge of Title 5 and Title 22 state regulations. 54 hours lecture

CHDV C252 3.00 Units  
Administration of Programs in Child Development II  
A/CSU  
Prerequisite: Completion of 9 units of Child Development course work  
Advisory: CHDV C251  
Students will continue studying the principles, techniques and methods emphasizing leadership and advocacy roles in the management of Child Development programs. Topics covered include effective strategies for working with parents, staff development, and team building. Advocacy roles with staff, as a Center, and in the community are also explored. 54 hours lecture

CHDV C281 2.00 Units  
Adult Supervision/Mentor Teacher  
A/CSU  
Requisite: None  
The class addresses methods and principles of supervising student teachers in early childhood classrooms. There is an emphasis on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. 36 hours lecture

COMPUTER SCIENCE

CSCI C041 1.00-2.00-3.00 Units  
Computer Laboratory Practice I  
P  
Requisite: None  
Provides students with the opportunity to spend additional time in the computer laboratory outside of regular class hours to work on class or individual projects related to their particular subject area. Credit/No Credit Grading. Each course level may be taken four times. 54-108-162 hours laboratory

CSCI C042 1.00-2.00-3.00 Units  
Computer Laboratory Practice II  
P  
Requisite: None  
Provides students with the opportunity to spend additional time in the computer laboratory outside of regular class hours to work on class or individual projects related to their particular subject area. Credit/No Credit Grading. Each course level may be taken four times. 54-108-162 hours laboratory

CSCI C043 1.00-2.00-3.00 Units  
Computer Laboratory Practice III  
P  
Requisite: None  
Provides students with the opportunity to spend additional time in the computer laboratory outside of regular class hours to work on class or individual projects related to their particular subject area. Credit/No Credit Grading. Each course level may be taken four times. 54-108-162 hours laboratory

CSCI C044 1.00-2.00-3.00 Units  
Computer Laboratory Practice IV  
P  
Requisite: None  
Provides students with the opportunity to spend additional time in the computer laboratory outside of regular class hours to work on class or individual projects related to their particular subject area. Credit/No Credit Grading. Each course level may be taken four times. 54-108-162 hours laboratory

CSCI C070 1.00 Unit  
Computer Literacy  
A  
Requisite: None  
This is a hands-on beginning computer course for those who have had little exposure to computers. Computer terminology, file management, email, Internet, and basic word processing or basic spreadsheets will be explored. 36 hours lecture/laboratory

CSCI C071 0.50 Units  
Operating System Software  
A  
Advisory: Level 2 Reading  
Hands-on microcomputer course designed to provide a basic understanding of the workings of an operating system with an emphasis on file and hardware management. This course may be taken four times. 18 hours lecture/laboratory
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>A/CSU</th>
<th>Advisory/Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C072</td>
<td>2.00</td>
<td>Networking Essentials</td>
<td>A</td>
<td>None</td>
<td>This course is intended for students who are interested in learning about networking technologies and can prepare the student for taking the Microsoft Certified Systems Engineer examination. 27 hours lecture/laboratory</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>3.00</td>
<td>Introduction to Computers</td>
<td>A/UC-CSU – CAN CSCI 2</td>
<td>None</td>
<td>Non-technical analysis of computer systems. Development and application of critical thinking through human and computer parallels. Computer literacy as a vehicle of communications through technology and methodology. Survey of computer history, terminology, application and social impact. Problem solving using an integrated computer software system; spreadsheet, word processing and database applications. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>CSCI C110</td>
<td>2.00</td>
<td>PC Operating Systems</td>
<td>A/CSU</td>
<td>None</td>
<td>This introductory course will include operating system architecture, installation, configuration, management, and troubleshooting. Additional enhancements to this course include hardware troubleshooting in regards to the software portion of the A Plus exam. 18 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>CSCI C111</td>
<td>2.00</td>
<td>PC Hardware</td>
<td>A/CSU</td>
<td>None</td>
<td>This is an introductory course in the repair and upgrade of personal computers. It is for those students desiring hands-on experience in computer repair and upgrade who are preparing for the hardware certification exam. Subjects include safety, troubleshooting, assembly, hardware upgrades, memory upgrades, and operating system upgrades. Not open to students with credit in ET C111. 18 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>CSCI C121</td>
<td>1.00</td>
<td>Beginning MS Word</td>
<td>A/CSU</td>
<td>CSCI C070 or CSCI C101</td>
<td>This is a hands-on microcomputer course designed to provide a basic understanding of Microsoft Word. Topics to be covered include document creation, editing, formatting, table creation, graphics insertion, printing and file management. This course prepares the student to take the core level Microsoft Office Users Specialist certification exam. 9 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td>CSCI C122</td>
<td>1.00</td>
<td>Advanced MS Word</td>
<td>A/CSU</td>
<td>CSCI C121</td>
<td>This is a hands-on microcomputer course designed to provide advanced understanding Microsoft Word. Topics to be covered include intermediate formatting paragraph techniques document and table design, graphic features, mail merge, form development, macros, and collaborating with Workgroups. This course prepares student to pass the expert level Microsoft Office Users Specialist certification exam. 9 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td>CSCI C123</td>
<td>1.00</td>
<td>Beginning MS Excel</td>
<td>A/CSU</td>
<td>CSCI C070 or CSCI C101</td>
<td>This hands-on microcomputer course is designed to provide a basic understanding of spreadsheets. Spreadsheet design, creation, revision, formatting, and printing are covered. This course prepares the student to take the core level MS Excel Microsoft Office Users Specialist certification exam. 9 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td>CSCI C124</td>
<td>1.00</td>
<td>Advanced MS Excel</td>
<td>A/CSU</td>
<td>CSCI C123 and CSCI C101 or CSCI C070</td>
<td>This is a hands-on microcomputer course designed to provide an intermediate to advanced understanding of spreadsheets using Microsoft Excel. Topics to be covered include importing and exporting data using templates, using multiple workbooks, formatting numbers, printing workbooks, working with named ranges, working with toolbars, macros and auditing a worksheet design. This course prepares students to pass the expert level MS Excel Microsoft Office Specialist certification exam. 9 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td>CSCI C125</td>
<td>1.00</td>
<td>Beginning MS Access</td>
<td>A/CSU</td>
<td>CSCI C070 or CSCI C101</td>
<td>This hands-on microcomputer course is designed to provide a basic understanding of database programs. Database design, creation, revision, report formatting, and printing are covered. This course prepares the student to take the core level MS Access Microsoft Office Users Specialist certification exam. 9 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td>CSCI C127</td>
<td>1.00</td>
<td>MS PowerPoint</td>
<td>A/CSU</td>
<td>CSCI C070 or CSCI C101</td>
<td>This is a hands-on microcomputer course designed to provide basic understanding of Microsoft PowerPoint. Topics to be covered include planning, creating, editing, viewing, and printing. This course prepares the student to take the core level Microsoft PowerPoint Office Users specialist certification exam. 9 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td>CSCI C129</td>
<td>1.00</td>
<td>Beginning MS Outlook</td>
<td>A/CSU</td>
<td>CSCI C070</td>
<td>This is a hands-on microcomputer course designed to provide an introduction to personal management software including email, calendar, contacts, and tasking features using Microsoft Outlook. This course prepares the student to take the expert level Microsoft Office Users Specialist Certification exam. 9 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td>CSCI C131</td>
<td>2.00</td>
<td>Computerized Accounting Practice</td>
<td>A/CSU</td>
<td>BSAD C102</td>
<td>Application of procedures used to maintain accounting records for business using a microcomputer. Hands-on integrated accounting skills approach, using popular commercial software. Focuses on five major accounting systems commonly found in computerized accounting environments: general ledger, depreciation accounts receivable, accounts payable and payroll. Not open to students who have completed BSAD C125. This course may be taken four times. 18 hours lecture/54 hours laboratory</td>
</tr>
</tbody>
</table>
CSCI C133  1.00 Unit
Personal Finance  A/CSU
Advisory:  CSCI C070 or CSCI C101
Hands-on microcomputer course designed to provide a basic
understanding of personal finance software.  This course may be taken
four times.  36 hours lecture/laboratory

CSCI C135  1.00 Unit
Beginning Adobe Acrobat  A/CSU
Advisory:  CSCI C070 or CSCI C101
This is a hands-on microcomputer course designed to provide basic
understanding of Adobe Acrobat.  Topics to be covered include creating
portable document files (PDF), working with PDF files, as well as
annotation and editing of files.  18 hours lecture/54 hours laboratory

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

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

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

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

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

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

CSCI C243  3.00 Units
Introduction to Computer Communications
and Local Area Network  A/CSU
Requisite:  None
Focuses on how computer networks contribute to the increased
effectiveness of the work force and the factors which must be
considered in network selection.  Designed for those currently working
in the network field.  54 hours lecture

CSCI C244  3.00 Units
Design and Engineering of Local, Campus,
and Metropolitan Area Networks  A/CSU
Prerequisite:  CSCI C243
This course focuses on the issues and processes used to evaluate
requirements, estimate costs, design and implement a local, campus,
or metropolitan area network.  54 hours lecture

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

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

CSCI C252  3.00 Units
Introduction to Computer Science  A/UC/CSU
Prerequisite:  MATH C055
Advisory:  Level 1 Reading
Intended for computer science majors.  Elementary PASCAL language
course.  Topics include algorithm development, control structures,
functions, procedures, arrays, and records.  Top-down design,
structured programming, and modularity are emphasized.  Several
programs are written in PASCAL.  54 hours lecture

CSCI C253  3.00 Units
Advanced Pascal  A/UC/CSU
Prerequisite:  CSCI C252
Expanded use of PASCAL programming language, introduction to and
manipulation of common data structures and introduction to modern
engineering techniques.  Laboratory projects are submitted.  36 hours
lecture/54 hours laboratory
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Prerequisite</th>
<th>Description</th>
<th>Lecture/Laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C256</td>
<td>3.00</td>
<td>ADA Programming Language</td>
<td>CSCI C253</td>
<td>Intended for computer science majors. Advanced programming course using the ADA programming language. Topics include program design, syntax, data structure, and packages. Course will emphasize ADA 83, with a brief overview of ADA 95 features. Several programs are designed and written by the student. 36 hours lecture/54 hours laboratory</td>
<td></td>
</tr>
<tr>
<td>CSCI C258</td>
<td>3.00</td>
<td>BASIC Programming Language</td>
<td>CSCI C101 or CSCI C252 and MATH C050</td>
<td>Beginner's All-purpose Symbolic Instruction Code (BASIC) for solving problems with a computer on an interactive basis with a terminal device. Principles of problem analysis, coding, debugging. Problem solving in the field of business and applied social science. Laboratory projects are submitted. 36 hours lecture/54 hours laboratory</td>
<td></td>
</tr>
<tr>
<td>CSCI C260</td>
<td>3.00</td>
<td>FORTRAN Programming Language</td>
<td>CSCI C252</td>
<td>Techniques and principles of problem solving using computer systems with FORTRAN. Appropriate for liberal arts and business students as well as for technically-oriented students. 54 hours lecture/54 hours laboratory</td>
<td></td>
</tr>
<tr>
<td>CSCI C262</td>
<td>3.00</td>
<td>COBOL Programming Language</td>
<td>CSCI C101, CSCI C252 or CSCI C258</td>
<td>Techniques and principles of problem solving using computer systems with COBOL (Common Business Oriented language). Appropriate for students planning to pursue an A.S. in Business Administration. Laboratory projects are submitted. 36 hours lecture/54 hours laboratory</td>
<td></td>
</tr>
<tr>
<td>CSCI C264</td>
<td>3.00</td>
<td>Computer Organization and Assembly Language</td>
<td>MATH C055</td>
<td>Introduces the student to computer architecture by examining the internal organization of digital computers. The role of the CPU, instructions, memory management, I/O and interrupts are explored. The student will develop skills in working with binary numbers and floating-point notation. Assembly language is used to illustrate how the various components work together as a system. Laboratory projects are submitted. 54 hours lecture</td>
<td></td>
</tr>
<tr>
<td>CSCI C265</td>
<td>3.00</td>
<td>C++ Programming Language I</td>
<td>CSCI C252 or CSCI C251 and MATH C055 (may be taken concurrently)</td>
<td>Introduces techniques and principles of problem solving using computer systems with C++ language. Appropriate for liberal arts and business students as well as for technically-oriented students. Laboratory projects are submitted. 54 hours lecture</td>
<td></td>
</tr>
<tr>
<td>CSCI C266</td>
<td>3.00</td>
<td>C++ Programming Language II</td>
<td>CSCI C265</td>
<td>Advanced techniques and principles of problem solving using computer systems with C++ language. Appropriate for liberal arts and business students as well as for technically-oriented students. Laboratory projects are submitted. 54 hours lecture</td>
<td></td>
</tr>
<tr>
<td>CSCI C267</td>
<td>3.00</td>
<td>Java Programming</td>
<td>CSCI C251 or CSCI C252 and MATH C055</td>
<td>This course introduces techniques and principles of problem solving using computer systems with the Java computer programming language. The development of applications and applets with Java will be covered using object-oriented programming techniques. 36 hours lecture/54 hours laboratory</td>
<td></td>
</tr>
<tr>
<td>COUN C081</td>
<td>1.00</td>
<td>Topics in College Adjustment</td>
<td>A</td>
<td>This course is a group approach dealing with problems faced by students attempting to succeed in college. There is an emphasis on study techniques, goal setting and establishing priorities. It is open to all students; however, it is designed for students who have been placed on probation or academic disqualification. 18 hours lecture</td>
<td></td>
</tr>
<tr>
<td>COUN C102</td>
<td>3.00</td>
<td>Becoming a Lifelong Learner</td>
<td>PDEV C101</td>
<td>This class will discuss and practice interpersonal skills necessary to develop teamwork, communication, problem-solving, and leadership. Time and money management will be covered. Personal qualities necessary in life — self-esteem, respect, critical thinking, and multi-project management will be presented. 54 hours lecture</td>
<td></td>
</tr>
<tr>
<td>DANC C104</td>
<td>1.00</td>
<td>Basic Country Western Dancing</td>
<td>A</td>
<td>This beginning country western dance course is designed to give the student a foundation in western/rock social dance routines for both line and couples dancing. Students will learn dances such as the Electric Slide, Reggae Cowboy, Cowboy Cha Cha. This course meets physical education activity requirement. 54 hours activity</td>
<td></td>
</tr>
</tbody>
</table>
## DRAFTING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRFT C111</td>
<td>3.00</td>
<td>Engineering Drawing I</td>
<td>None</td>
<td>Fundamentals, techniques, procedures, and practices of industrial drafting and design based upon the American Standards Association “Drawing and Drafting Room Practices” and “American National Standards Institute (ANSI) Y14.5M, 1982”; review of lettering; use of Leroy lettering equipment; review of basic theory of orthographic projection; detailed drawings; use of drafting equipment; use of ink in drawings; sectioning; auxiliary view drawings; shop processes; dimensioning and detailed working drawings. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>DRFT C112</td>
<td>3.00</td>
<td>Engineering Drawing II</td>
<td>DRFT C111 or two years of high school drafting with grades of “B” or better.</td>
<td>Fundamentals, techniques, procedures, and practices of industrial drafting and design based upon the American Standards Association “Drawing and Drafting Room Practices” and “American National Standards Institute (ANSI) Y14.5M, 1982”; review of lettering; use of Leroy lettering equipment; review of basic theory of orthographic projection; detailed drawings; use of drafting equipment; use of ink in drawings; sectioning; auxiliary view drawings; shop processes; dimensioning and detailed working drawings. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>DRFT C121</td>
<td>3.00</td>
<td>Architectural Planning I</td>
<td>DRFT C111 or one year of high school drafting.</td>
<td>Design of residential and commercial buildings with emphasis on functional and aesthetic planning. Architectural design in masonry, concrete, steel and wood. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>DRFT C122</td>
<td>3.00</td>
<td>Architectural Planning II</td>
<td>DRFT C121</td>
<td>Rendering techniques, shades and shadows, application of perspective and color to presentation drawings and model construction. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>DRFT C151</td>
<td>3.00</td>
<td>Introduction to Computer Aided Design and Drafting</td>
<td>DRFT C112</td>
<td>Fundamentals of computer aided design and documentation process. Graphics fundamentals, geometrical construction using computer software. Advanced editing using computer aided design features and functions. Dimensioning, scaling, and enhanced image techniques. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>DRFT C152</td>
<td>3.00</td>
<td>Advanced Computer Aided Design and Drafting</td>
<td>DRFT C151, DRFT C211</td>
<td>Exploration of the role of Computer Aided Design and Drafting (CADD) in the design process with emphasis on electrical and mechanical systems. Building the critical attributes of a design. Menu modification, 3-D extensions, and design portability are explored. 36 hours lecture/54 hours laboratory</td>
</tr>
</tbody>
</table>

## DRAMA

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRMA C021</td>
<td>0.50</td>
<td>Musical Theater Production</td>
<td>None</td>
<td>Rehearsal and production of main stage, experimental and readers’ theater dramas. Theater activity for the beginner or expert in acting, set construction, costuming, make-up, publicity and theater management. This course may be taken four times. 27 hours laboratory</td>
</tr>
<tr>
<td>DRMA C055</td>
<td>0.50</td>
<td>Contemporary Theatre: London</td>
<td>None</td>
<td>This class is a study of contemporary theatre through travel experience to London, England. Students will attend five theatre productions and a half-day sightseeing tour of London. There will be a three hour orientation class prior to the departure date, a three hour evaluation session upon return and each student will be required to complete a writing project to be arranged with the instructor. 27 hours laboratory</td>
</tr>
</tbody>
</table>
This course provides an introduction to play reading and prepares students for further study in drama. Students will read and discuss a variety of plays, considering each play from the practical perspective of the actor, director, designer, and technician. The course will also cover the fundamental dramatic elements, styles and genres. This course is ideal for actors and other theatre enthusiasts who would like to become familiar with a wide range of plays. **54 hours laboratory**

**DRMA C105**

**Performance Studies**

**3.00 Units**

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

This course focuses on the development of oral and physical communication skills through solo and group performance. Students will learn to gather, select, and arrange texts into proper script format for performance. Students will rehearse and perform literary and conversational texts. **54 hours lecture**

**DRMA C111**

**Fundamentals of Acting**

**2.00 Units**

**Advisory: Level 2 Reading, Level 2 Writing**

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

**DRMA C112**

**Beginning Acting**

**2.00 Units**

**Prerequisite: DRMA C111**

This course introduces students to the Stanislavski System. Class work focuses on the enhancement of vocal and physical range and the development of character-to-character relationships. Students will practice their skills in the performance of theatre exercises, improvisations, cold readings, and monologues. Students will learn relaxation, breathing, and vocal production techniques to enhance vocal clarity and expressiveness for performance. **18 hours lecture/54 hours laboratory**

**DRMA C113**

**Intermediate Acting**

**2.00 Units**

**Prerequisite: DRMA C112**

This course focuses on the interpretation and performance of comedic scripts. Students will work with partners to develop comedic timing and the “inner dialogue” of the character. Students will build on their knowledge of the Stanislavski System as they practice their skills in the performance of theatre exercises, improvisations, cold readings, comedic monologues, and comedic scenes. **18 hours lecture/54 hours laboratory**

**DRMA C114**

**Advanced Acting**

**2.00 Units**

**Prerequisite: DRMA C113**

This course focuses on the interpretation and performance of classical scripts. Students will work on advanced vocal and physical exercises to develop skills in characterization. The course will introduce students to acting methods beyond the Stanislavski System. Students will practice their skills in the performance of theatre exercises, improvisations, cold readings, classical monologues, and classical scenes. **18 hours lecture/54 hours laboratory**

**DRMA C118**

**Improvisation**

**2.00 Units**

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

This course introduces students to improvisational performance. Class work focuses on the enhancement of spontaneity, creativity, and group collaboration in performance. Students will practice comedic timing, scene building, and improvisation techniques in in-class exercises and public performances. **18 hours lecture/54 hours laboratory**

**DRMA C119**

**Technical Theater**

**2.00 Units**

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

Designed for the liberal arts student, this course explores many aspects of the theatre: the actor, the visual elements, the role of the director, theater history, and selected dramatic literature. The goal is to heighten the student’s appreciation and understanding of the art of theater. The history in the course will cover theater from Ancient Greece to present day theater in this country. **54 hours lecture**

**DRMA C121**

**Theater Production**

**3.00 Units**

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

Students will learn how to rehearse for and produce main stage, experimental, and/or reader’s theatre plays. The course will focus on theatre activity for the beginning or advanced student in acting and technical production. Students will explore such technical areas as set construction, costuming, publicity, and theatre management. Enrollment may be limited by audition. **108 hours laboratory**

**DRMA C125**

**Introduction to Theatre**

**2.00 Units**

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

This course is ideal for actors and other theatre enthusiasts who would like to become familiar with a wide range of plays. **54 hours laboratory**

**DRMA C126**

**Shakespeare Theater Production**

**2.00 Units**

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

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

**DRMA C127**

**Intermediate Acting**

**2.00 Units**

**Prerequisite: DRMA C113**

This course focuses on the interpretation and performance of comedic scripts. Students will work with partners to develop comedic timing and the “inner dialogue” of the character. Students will build on their knowledge of the Stanislavski System as they practice their skills in the performance of theatre exercises, improvisations, cold readings, comedic monologues, and comedic scenes. **18 hours lecture/54 hours laboratory**

**DRMA C128**

**Advanced Acting**

**2.00 Units**

**Prerequisite: DRMA C114**

This course focuses on the interpretation and performance of classical scripts. Students will work on advanced vocal and physical exercises to develop skills in characterization. The course will introduce students to acting methods beyond the Stanislavski System. Students will practice their skills in the performance of theatre exercises, improvisations, cold readings, classical monologues, and classical scenes. **18 hours lecture/54 hours laboratory**

**DRMA C129**

**Introduction to Play Reading**

**2.00 Units**

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

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

**DRMA C130**

**Technical Theater**

**2.00 Units**

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

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

**DRMA C131**

**Voice for the Actor**

**2.00 Units**

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

This course focuses on the interpretation and performance of comedic scripts. Students will work with partners to develop comedic timing and the “inner dialogue” of the character. Students will build on their knowledge of the Stanislavski System as they practice their skills in the performance of theatre exercises, improvisations, cold readings, comedic monologues, and comedic scenes. **18 hours lecture/54 hours laboratory**

**DRMA C132**

**Theater Production**

**3.00 Units**

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

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

**DRMA C133**

**Intermediate Acting**

**2.00 Units**

**Prerequisite: DRMA C113**

This course focuses on the interpretation and performance of comedic scripts. Students will work with partners to develop comedic timing and the “inner dialogue” of the character. Students will build on their knowledge of the Stanislavski System as they practice their skills in the performance of theatre exercises, improvisations, cold readings, comedic monologues, and comedic scenes. **18 hours lecture/54 hours laboratory**

**DRMA C134**

**Advanced Acting**

**2.00 Units**

**Prerequisite: DRMA C114**

This course focuses on the interpretation and performance of classical scripts. Students will work on advanced vocal and physical exercises to develop skills in characterization. The course will introduce students to acting methods beyond the Stanislavski System. Students will practice their skills in the performance of theatre exercises, improvisations, cold readings, classical monologues, and classical scenes. **18 hours lecture/54 hours laboratory**

**DRMA C135**

**Voice for the Actor**

**2.00 Units**

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

This course focuses on the interpretation and performance of comedic scripts. Students will work with partners to develop comedic timing and the “inner dialogue” of the character. Students will build on their knowledge of the Stanislavski System as they practice their skills in the performance of theatre exercises, improvisations, cold readings, comedic monologues, and comedic scenes. **18 hours lecture/54 hours laboratory**
DRMA C140  
Movement for the Actor  
Advisory:  Level 1 Reading, Level 2 Writing  
This course offers an introduction to movement for the actor. Students will work to enhance physical clarity, expressiveness, and creativity in performance. The course will guide student work on physical characterization for both modern and period-style plays.  36 hours lecture/54 hours laboratory

DRMA C241  
Creative Drama  
Advisory:  Level 1 Reading, Level 1 Writing  
Drama C241 exposes students to the use of drama as a learning tool and is appropriate for drama enthusiasts; preschool, elementary, and secondary educators; as well as those who will guide recreational activities. Students will gain the necessary skills to guide experiences that will foster personal development, language development, dramatic play, and storytelling and dramatization in others.  36 hours lecture/54 hours laboratory

ELECTRONICS TECHNOLOGY

ET 101  
Introduction to Electronics Technology/ Direct Current Circuits  
Advisory:  None  
As an introductory course to the Electronics Technology curriculum, this course is a prerequisite of all-working engineers, technicians, and assemblers. Fundamental approaches to identification, application, and documentation of electronic and electrical components and quantities are explored. Measurements of electronic and electrical quantities using basic test equipment, are detailed with analysis of direct and alternating current applied.  54 hours lecture/54 hours laboratory

ETC 105  
Alternating Current Circuits  
Advisory:  MATH C142  
A.C. voltage and current in passing circuits, reactive elements, serial and parallel circuit analysis, power, resonant and filter circuits, transformers, three-phase circuits, magnetism, and electric motors.  54 hours lecture/54 hours laboratory

ECONOMICS

ECON C101  
Introduction to Economics  
Advisory:  Level 1 Reading, Level 2 Writing  
Macro and micro concepts as they apply to current economic problems. For the non-economics and non-business majors. Survey of economics for many majors, especially those requiring one semester of economics.  54 hours lecture

ECON C111  
Principles of Economics I  
Advisory:  MATH C050  
This course introduces the principles of microeconomic analysis. Microeconomics is the study of economic decisions made by consumers, firms and the government. These decisions affect our personal choices, the market economy, and public policy. This course will examine the theories of supply and demand, price determination, production, and resource allocation.  54 hours lecture

ECON C112  
Principles of Economics II  
Advisory:  MATH C050  
This course introduces the principles of macroeconomic analysis. Macroeconomics is the study of the nation’s economy as a whole. This course will examine topics such as unemployment, inflation, the budget deficit, and the trade deficit. Students will analyze monetary policy as it affects economic growth and stability.  54 hours lecture

ECON C111  
PC Hardware  
Advisory:  None  
This is an introductory course in the repair and upgrade of personal computers. It is for those students desiring hands-on experience in computer repair and upgrade who are preparing for the hardware certification exam. Subjects include safety, troubleshooting, assembly, hardware upgrades, memory upgrades, and operating system upgrades. Not open to students with credit in CSCI C111.  18 hours lecture/54 hours laboratory

ETC 211  
Active Circuits  
Prerequisite:  ET C105  
This course in active circuits and solid state devices will detail the basic theory and application of diodes (rectifiers, zener, etc.) and bipolar transistors (basing, small signal amplifiers, large signal amplifiers). The students will also work with the use of transistors as switches, field effect transistors, feedback, frequency effects, operational amplifiers and associated linear integrated circuits.  54 hours lecture/54 hours laboratory

ETC 222  
Digital Circuits  
Prerequisite:  ET C101 or concurrent enrollment  
Introduction to digital electronics which includes: Boolean Algebra, logic gates, numbering systems, digital codes, arithmetic circuits, memory circuits, counting circuits, multiplexers, microprocessor fundamentals, multi-vibrators, and digital-to-analog interfaces.  54 hours lecture
ET C261  3.00 Units
Communications Systems  A/CSU
Prerequisite:  ET C105, ET C211

Communication theory and systems including a discussion of noise will be presented. AM, FM single-sided-band and pulse modulation theory, circuits radio, radar systems, microwave concepts and techniques will be investigated. Transmission lines, standing waves, impedance matching, Smith charts, impedance measurement, wave-guides, microwave resonators, microwave components, microwave system performance, and antennas will be explored.  54 hours lecture

ET C281  2.00 Units
Electronics Troubleshooting  A/CSU
Prerequisite: ET C211, ET C222 or concurrent enrollment.

Application of electronic principles.  18 hours lecture/54 hours laboratory

EMERGENCY MEDICAL TECHNOLOGY

EMTC C070  0.50 Units
CPR for the Professional Rescuer  A
Requisite: None

This is an American Red Cross course in CPR for the Professional Rescuer. The course provides training in emergency treatment for life threatening injuries and sudden illnesses. This course also includes one and two rescuer CPR, use of barrier devices and the prevention of disease transmission. This course may be taken four times.  10 hours lecture

EMTC C105  5.00 Units
Emergency Medical Technician I  A/CSU
Requisite: None

Techniques of emergency medical care and operational aspects required for EMT (ambulance) personnel. Recognition of symptoms of illnesses and injuries and proper procedures of emergency care and transportation.  81 hours lecture/27 hours laboratory

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

Care and treatment of emergency situations - designed for rescue personnel. Skills and proper procedures of emergency care and transportation of most types of accidents and illnesses. American Red Cross course. This course may be taken four times.  54 hours lecture

EMTC C205  1.00 Unit
Emergency Medical Technician I-A Refresher  A/CSU
Prerequisite:  EMTC C105, or current EMT Certificate, or certification that has expired in less than one year.

Briefly covers all material included in EMT I (ambulance) course with emphasis on demonstration of skills and updating information. This course may be taken four times.  32 hours lecture

EMTC C215  1.00 Unit
Hazardous Materials; First Responder.-Operational  A/CSU
Requisite: None

This course provides participants who are likely first responders with an improved capability to respond to hazardous material events in a safe and competent manner. Participants will learn to function effectively within the typical resource and capability limitations and the operational level.  24 hours lecture

ENGL C020  3.00 Units
Literacy Skills  P
Requisite: None

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

ENGL C021  1.00 Unit
Basic Spelling Skills  P
Requisite: None

Students have an opportunity to improve their spelling by working through sequential exercises that help them become familiar with spelling principles. This course may be taken four times.  54 hours laboratory

ENGL C030  4.00 Units
Basic Writing Skills  P
Prerequisite:  ENGL C020 or placement at Level 4 Writing
Advisory:  Level 3 Reading

This course teaches students ways to develop and organize ideas in short writings, focusing on the importance of coherent, unified, and well-developed paragraphs with topic sentences and effective supporting detail. The course will also cover how to build these paragraphs into short essays and how to revise and edit for correctness. Major principles of grammar will be reviewed.  72 hours lecture

ENGL C040  4.00 Units
Improving Basic Writing Skills  P
Prerequisites:  ENGL C030 or placement at Level 3 Writing
Advisory:  Level 2 Reading

This course, which is preparation for College Composition, is designed to teach students to write short compositions (500-750 words each) with clear organization, development, keywords, thesis, topic sentences, and sufficient supporting details. Students will become familiar with a variety of rhetorical modes, be introduced to expository and text-based writing, and complete in-class compositions. Major and minor principles of grammar will be reviewed.  72 hours lecture

ENGL C051  3.00 Units
Research for Writing  A
Requisite: None

Students will learn to harness and manage information from printed and electronic sources, including the Internet. Students will develop search skills step by step, using current models for all library and Internet searches. All newly acquired search techniques and strategies will be applied to several short, student-chosen research projects, or to assigned papers from other classes, to be presented before an audience.  54 hours lecture
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL C055</td>
<td>1.00</td>
<td>Special Topics-Shakespeare</td>
<td>Students travel to a major Shakespeare festival or other drama festival, such as the Utah Shakespearean Festival in Cedar City, Utah. They see plays and attend discussions, lectures, tours, and other events that deepen their appreciation of drama and its performance. 9 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td>ENGL C070</td>
<td>4.00</td>
<td>Introductory Composition</td>
<td>This composition course for AA/AS degrees prepares students to take transfer-level courses and to enter the job market. Students write four to six short expository and argumentative essays and a 1000-1250 word research paper with a central controlling idea; coherent development to a reasoned conclusion; and correct sentence structure, punctuation, and spelling. The course further emphasizes properly acknowledging and documenting outside sources. 72 hours lecture</td>
</tr>
<tr>
<td>ENGL C071</td>
<td>1.00</td>
<td>Spelling Improvement</td>
<td>Basic spelling, including the use of the apostrophe. 18 hours lecture</td>
</tr>
<tr>
<td>ENGL C101</td>
<td>4.00</td>
<td>Freshman Composition</td>
<td>In this composition course for transfer to four-year institutions requires the writing of five to seven expository and argumentative essays, including a substantive research paper of 2,000 words showing the student’s ability to analyze and evaluate source material and to generate and develop independent topics of inquiry appropriate to academic work (total: 7,000 words). The course emphasizes analyzing and actively engaging university-level concepts presented in outside sources. 72 hours lecture</td>
</tr>
<tr>
<td>ENGL C101H</td>
<td>5.00</td>
<td>Freshman Composition - Honors</td>
<td>This composition course for transfer to four-year institutions requires the writing of six to eight expository and argumentative essays, including a substantive research paper of 2000 words showing the student’s ability to analyze and evaluate source material and to generate and develop independent topics of inquiry appropriate to university-level academic work (total: 8,000 words). The course emphasizes analyzing and actively engaging concepts presented in outside sources. The reading of at least four book-length works is required. Note: Enrollment limited to current and prospective Honors Program students. 90 hours lecture</td>
</tr>
<tr>
<td>ENGL C102</td>
<td>3.00</td>
<td>Critical Thinking Through Literature</td>
<td>Students will continue development of critical reasoning skills begun in ENGL C101 through advanced study of imaginative literature (novels, poetry, drama). This course will emphasize critical analysis, principles of logic, and presentation of carefully reasoned arguments. Students will write four to five expository essays including a lengthy research paper (total: 8,000 words). 54 hours lecture</td>
</tr>
<tr>
<td>ENGL C102H</td>
<td>4.00</td>
<td>Critical Thinking Through Literature - Honors</td>
<td>Students will continue development of critical thinking and reasoning skills begun in ENGL C101 through advanced study of imaginative literature (novels, poetry, drama). This course will emphasize critical analysis, principles of logic, and presentation of carefully reasoned arguments. Students will write four to five expository essays including a lengthy research paper (total: 8,000 words). This honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students. 72 hours lecture</td>
</tr>
<tr>
<td>ENGL C105</td>
<td>3.00</td>
<td>Critical Reasoning and Composition</td>
<td>Designed to develop critical thinking, reading, and writing beyond the level achieved in ENGL C101. Seven to nine essays and a substantial reference paper (total: 8,000 words). Emphasis on critical analysis and on students’ development of effective written arguments. 54 hours lecture</td>
</tr>
<tr>
<td>ENGL C105H</td>
<td>4.00</td>
<td>Critical Reasoning and Composition - Honors</td>
<td>Designed to develop critical thinking, reading, and writing beyond the level achieved in ENGL C101. Seven to nine essays and a substantial reference paper (total: 8,000 words). Emphasis on critical analysis and on students’ development of effective written arguments. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students. 72 hours lecture</td>
</tr>
<tr>
<td>ENGL C111</td>
<td>3.00</td>
<td>Introduction to Types of Literature</td>
<td>This course provides students an introduction to the analysis and interpretation of imaginative literature and will develop students’ ability to understand structure, theme, and artistic purpose in works of poetry, drama, and fiction. 54 hours lecture</td>
</tr>
<tr>
<td>Course Code</td>
<td>Title</td>
<td>Units</td>
<td>Prerequisites</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------</td>
<td>-------</td>
<td>---------------</td>
</tr>
<tr>
<td>ENGL C111H</td>
<td>Introduction to Types of Literature - Honors</td>
<td>4.00</td>
<td>ENGL C070</td>
</tr>
<tr>
<td>ENGL C141</td>
<td>Introduction to Creative Writing</td>
<td>3.00</td>
<td>ENGL C070</td>
</tr>
<tr>
<td>ENGL C142</td>
<td>Fiction Writing</td>
<td>3.00</td>
<td>ENGL C141</td>
</tr>
<tr>
<td>ENGL C143</td>
<td>Writing for Publication</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>ENGL C144</td>
<td>Introduction to Poetry Writing</td>
<td>3.00</td>
<td>ENGL C141</td>
</tr>
<tr>
<td>ENGL C145</td>
<td>Business Communication</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>ENGL C151</td>
<td>Technical Writing</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>ENGL C161</td>
<td>Newswriting</td>
<td>3.00</td>
<td>ENGL C070</td>
</tr>
<tr>
<td>ENGL C221</td>
<td>World Literature I</td>
<td>3.00</td>
<td>ENGL C070</td>
</tr>
<tr>
<td>ENGL C221H</td>
<td>World Literature I - Honors</td>
<td>4.00</td>
<td>ENGL C070</td>
</tr>
<tr>
<td>ENGL C222</td>
<td>World Literature II</td>
<td>3.00</td>
<td>ENGL C070</td>
</tr>
<tr>
<td>ENGL C222H</td>
<td>World Literature II - Honors</td>
<td>4.00</td>
<td>ENGL C070</td>
</tr>
<tr>
<td>ENGL C231</td>
<td>Survey of British Literature I: Beginnings to 1785</td>
<td>3.00</td>
<td>ENGL C070</td>
</tr>
<tr>
<td>Course Code</td>
<td>Units</td>
<td>Title</td>
<td>Prerequisite(s)</td>
</tr>
<tr>
<td>------------</td>
<td>-------</td>
<td>-------</td>
<td>-----------------</td>
</tr>
</tbody>
</table>
| ENGL C231H | 4.00  | Survey of British Literature I: Beginnings to 1785 - Honors | ENGL C070 | Prerequisite: ENGL C070  
Advisory: Level 1 Reading  
This course studies English literature from Anglo-Saxon times to the end of the eighteenth century. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students.  
72 hours lecture |
| ENGL C232 | 3.00  | Survey of British Literature II: 1785 to the Present | ENGL C070 | Prerequisite: ENGL C070  
Advisory: Level 1 Reading  
This course studies British literature from the Romantic Period to the present.  
54 hours lecture |
| ENGL C232H | 4.00  | Survey of British Literature II: 1785 to the Present - Honors | ENGL C070 | Prerequisite: ENGL C070  
Advisory: Level 1 Reading  
This course studies British literature from the Romantic Period to the present. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students.  
72 hours lecture |
| ENGL C235 | 3.00  | Introduction to Shakespeare | ENGL C070 | Prerequisite: ENGL C070  
Advisory: Level 1 Reading  
Introduction to Shakespeare's art. Discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and/or social influences of Renaissance England contributing to the development of Shakespeare's literary achievements.  
54 hours lecture |
| ENGL C235H | 4.00  | Introduction to Shakespeare - Honors | ENGL C070 | Prerequisite: ENGL C070  
Advisory: Level 1 Reading  
Introduction to Shakespeare's art. Discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and/or social influences of Renaissance England contributing to the development of Shakespeare's literary achievements. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students.  
72 hours lecture |
| ENGL C241 | 3.00  | Survey of American Literature I: Beginnings to 1865 | ENGL C070 | Prerequisite: ENGL C070  
A/UC/CSU - CAN ENGL 14  
Advisory: Level 1 Reading  
This course studies American authors from the Colonial Period to the beginning of the twentieth century.  
54 hours lecture |
| ENGL C241H | 4.00  | Survey of American Literature I: Beginnings to 1865 - Honors | ENGL C070 | Prerequisite: ENGL C070  
A/UC/CSU  
Advisory: Level 1 Reading  
This course studies American authors from the Colonial Period to the beginning of the twentieth century. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. Note: Enrollment limited to current and prospective Honors Program students.  
72 hours lecture |
| ENGL C242 | 3.00  | Survey of American Literature II: 1865 to the Present | ENGL C070 | Prerequisite: ENGL C070  
A/UC/CSU  
Advisory: Level 1 Reading  
This course studies American authors from 1865 to the present.  
54 hours lecture |
| ENGL C242H | 4.00  | Survey of American Literature II - Honors | ENGL C070 | Prerequisite: ENGL C070  
A/UC/CSU  
Advisory: Level 1 Reading  
This course studies American authors from 1865 to the present. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students.  
72 hours lecture |
| ENGL C245 | 3.00  | Women's Literature | ENGL C070 | Prerequisite: ENGL C070  
A/UC/CSU  
Advisory: Level 1 Reading  
This course studies the literary achievements of women writers.  
54 hours lecture |
| ENGL C245H | 4.00  | Women's Literature - Honors | ENGL C070 | Prerequisite: ENGL C070  
A/UC/CSU  
Advisory: Level 1 Reading  
This course studies the literary achievements of women writers. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students.  
72 hours lecture |
ENGL C249 3.00 Units  
Multi-Ethnic American Literature  
A/UC/CSU  
Prerequisite: ENGL C070  
Advisory: Level 1 Reading  
This course studies the contributions to American literature by African-Americans, Asian-Americans, Latinos and Native Americans. 54 hours lecture

ENGL C249H 4.00 Units  
Multi-Ethnic American Literature - Honors  
A/UC/CSU  
Prerequisite: ENGL C070  
Advisory: Level 1 Reading  
This course studies the contributions to American literature by African-Americans, Asian-Americans, Latinos, and Native Americans. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students. 72 hours lecture

ENGLISH AS A SECOND LANGUAGE

ENSL C020 2.00 Units  
English for Speakers of Other Languages I  
P  
Requisite: None  
This course is beneficial to students that are at a low beginning skill level. Students will learn English vocabularies and improve their listening and speaking skills. Using both spoken and written drills and exercises, students will learn and practice the basic parts of an English sentence. Needs and skills assessment will be given to determine personal goals, ability to benefit from the class and skill level. This course can be taken four times. 18 hours lecture/54 hours laboratory

ENSL C021 2.00 Units  
English for Speakers of Other Languages II  
P  
Prerequisite: ENSL C020  
This course is beneficial to students that are at a high beginning skill level. Students will learn English vocabularies and improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students will learn and practice basic English grammar. Needs and skills assessment will be given to determine personal goals, ability to benefit from the class and skill level. This course can be taken four times. 18 hours lecture/54 hours laboratory

ENSL C022 2.00 Units  
English for Speakers of Other Languages III  
P  
Prerequisite: ENSL C021  
Students will learn English vocabularies and improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students will learn and practice basic English grammar. Needs and skills assessment will be given to determine personal goals, ability to benefit from the class and skill level. This course is beneficial to students that are at a low intermediate skill level. This course can be taken four times. 18 hours lecture/54 hours laboratory

FAMILY AND CONSUMER EDUCATION

FACE C040 0.50 Units  
SERV SAFE Certification  
P  
Requisite: None  
This course is designed to provide the principles of food safety. It fulfills the California SERV SAFE certification requirement. 9 hours lecture

FACE C111 3.00 Units  
Interior Design I  
A/CSU  
Advisory: Level 1 Reading  
Art elements and principles applied to the home. Beauty, comfort, use and care adapted to families of varying interests and income. 54 hours lecture

FACE C112 3.00 Units  
Interior Design II  
A/CSU  
Advisory: Level 1 Reading  
Analysis of housing needs in selection of site, architecture, floor plans, color and furnishings. Comparison study of quality in construction, materials and design related to cost. 54 hours lecture

FACE C121 3.00 Units  
Nutrition  
A/CSU  
Advisory: Level 1 Reading  
Principles of nutrition and applications to daily eating habits. 54 hours lecture

FILM

FILM C211 3.00 Units  
Hispanic Culture Through Film  
A/CSU  
Advisory: Level 1 Reading, Level 2 Writing  
This class will study Hispanic civilization and culture through films, videos, and documentaries. There will be analysis, discussion, and written critique of selected films from Spain and Latin America. The emphasis is on the cultural information illustrated by the films. Films are subtitled, no knowledge of Spanish is required. (Cross listed with SPAN C211) 54 hours lecture

FIRE TECHNOLOGY

FIRE C101 3.00 Units  
Fire Protection Organization  
A/CSU  
Requisite: None  
Provides an introduction to fire protection; career opportunities in fire protection and related fields, philosophy and history of fire protection, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local government, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, basic fire chemistry and physics, and an introduction to fire protection systems and fire strategy and tactics. 54 hours lecture
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE C105</td>
<td>3.00</td>
<td>Fire Prevention Technology</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention to fire safety education and detection and suppression systems. 54 hours lecture</td>
</tr>
<tr>
<td>FIRE C111</td>
<td>3.00</td>
<td>Fire Protection Equipment and Systems</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention to fire safety education and detection and suppression systems. 54 hours lecture</td>
</tr>
<tr>
<td>FIRE C115</td>
<td>3.00</td>
<td>Building Construction for Fire Protection</td>
<td>FIRE C101, FIRE C105</td>
<td>Studies the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations and operating at fires. The development and evolution of building and fire codes are studied in relationship to past fires in residential, commercial and industrial occupancies. 54 hours lecture</td>
</tr>
<tr>
<td>FIRE C121</td>
<td>3.00</td>
<td>Fire Behavior and Combustion</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>Provides the student with basic information on the fundamentals and scientific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic materials, forms of energy and fire prevention/suppression techniques. 54 hours lecture</td>
</tr>
<tr>
<td>FIRE C125</td>
<td>3.00</td>
<td>Fire Hydraulics</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>A review of applied mathematics, hydraulics laws as applied to the fire science, application of formulas and mental calculation to hydraulics and water supply problems. 54 hours lecture</td>
</tr>
<tr>
<td>FIRE C131</td>
<td>3.00</td>
<td>Wildland Fire Control</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>Provides the employed fireman or Fire Technology major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior and control techniques. 54 hours lecture</td>
</tr>
<tr>
<td>FIRE C205</td>
<td>10.00</td>
<td>Firefighter I Academy</td>
<td>FIRE C101</td>
<td>Provides the basic educational and practical training essential for the achievement of the objectives specified for Firefighter I. Content covers areas of organizational procedures, forcible entry tools, protective breathing apparatus, emergency medical care, inspection procedures, fire protection equipment and systems, wildland fire control, fire behavior and petroleum fire procedures. Meets requirements for the California State Board of Fire Services Fire Fighter I certification standards. 54 hours lecture</td>
</tr>
<tr>
<td>FIRE C211</td>
<td>3.00</td>
<td>Fire Management</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>Provides students with fundamental knowledge of planning, operating and controlling the personnel functions necessary to become a company officer. Areas of training include: counseling, managing the development of a fire fighter, participating in departmental grievance procedures, managing discipline, moral safety standards and minority group members. 54 hours lecture</td>
</tr>
<tr>
<td>FIRE C252</td>
<td>3.00</td>
<td>Fire Command 1a</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>Provides the student with information and experience in command and control techniques used at the scene of an emergency. The course emphasizes decision making, the act of command, the authority or right to command, the personnel, organization structure or area under an individual commander and the pre-planning and training requirements for effective performance as a fire ground supervisor. 54 hours lecture</td>
</tr>
<tr>
<td>FIRE C253</td>
<td>3.00</td>
<td>Fire Command 1b</td>
<td>FIRE C252 or concurrent enrollment</td>
<td>Provides students with information and experience in command and control techniques, emphasizing acts of commanding, the authority or right to command and performance requirements for fire service officers. 54 hours lecture</td>
</tr>
<tr>
<td>FIRE C254</td>
<td>3.00</td>
<td>Fire Prevention 1a</td>
<td>FIRE C101 or concurrent enrollment</td>
<td>Designed to provide the student with the fundamental skills and knowledge necessary for the position of Fire Prevention Officer I. Content includes legal responsibilities and fire hazard characteristics of various materials. 54 hours lecture</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Prerequisite/Special Notes</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>-------</td>
<td>-------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>FIRE C255</td>
<td>Fire Prevention 1b</td>
<td>3.00</td>
<td>A/CSU, FIRE C254</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provides information for fire company officers so they may respond to a variety of fire prevention situations in a professional and effective manner. Information on types and operations of sprinkler and alarm systems is also included. 54 hours lecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRE C261</td>
<td>Fire Investigation</td>
<td>3.00</td>
<td>A/CSU, FIRE C261 or concurrent enrollment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Designed to help arson investigators successfully carry out their responsibilities in insurance/arsen detection, and explosives investigations. Emphasis will be placed upon the use of laboratory services and investigative responsibilities of an investigator at locations of arson and explosives incidents. 54 hours lecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRE C265</td>
<td>Fire Instructor 1a</td>
<td>3.00</td>
<td>A/CSU, FIRE C261 or concurrent enrollment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In-service training program intended for those in the Fire Technology field who would like to become certified fire instructors through the State Fire Marshall's Office. The class emphasizes occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives and development of lesson plans. Also included is the psychology of learning, evaluation of effectiveness and student teaching demonstrations. 54 hours lecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRE C266</td>
<td>Fire Instructor 1b</td>
<td>3.00</td>
<td>A/CSU, FIRE C265</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course is a continuation of FIRE C265. Emphasis is on the instructor's role and responsibilities in the classroom, course outline development, lesson plan review, instructional aid development, fundamentals of testing and measurements and student teaching demonstrations. 54 hours lecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRE C275</td>
<td>Emergency Vehicle Operation (Driver/Operator)</td>
<td>3.00</td>
<td>A/CSU, FIRE C275 or concurrent enrollment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Designed to encompass vehicle laws, driver responsibilities, emergency response procedures, apparatus and equipment maintenance procedures and the maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. 54 hours lecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRE C276</td>
<td>Fire Pump Operation (Driver/Operator)</td>
<td>3.00</td>
<td>A/CSU, FIRE C275</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Encompasses types and designs of fire service pumps and their operations. Methods and techniques to calculate engine and nozzle pressures, operating pumping engines at draft and from hydrants, supplying single and multiple hose lines, and recognizing different types of water supply sources and their uses are explored. 54 hours lecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FREN C101</td>
<td>Beginning French I</td>
<td>4.00</td>
<td>A/UC/CSU, Level 1 Reading, Level 2 Writing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beginning French I is the first of a two-semester sequence to develop the basic grammatical structures and vocabulary for understanding, speaking, reading, and writing French. Students will also explore French and francophone cultures and traditions. An interactive classroom approach emphasizes linguistic performance of students as they apply the language to concrete situations using essential vocabulary and structures. 72 hours lecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FREN C102</td>
<td>Beginning French II</td>
<td>4.00</td>
<td>A/UC/CSU, FREN C101 or placement at this level based on results of CLEP, AP, or other accepted equivalency exam.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beginning French II is the second of a two-semester sequence to develop the basic grammatical structures and vocabulary for understanding, speaking, reading, and writing French. Students will continue to explore French and francophone cultures and traditions. An interactive classroom approach emphasizes linguistic performance of students as they apply the language to concrete situations using essential vocabulary and structures. 72 hours lecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FREN C131</td>
<td>Basic Conversational French</td>
<td>3.00</td>
<td>A/CSU, Level 2 Reading, Level 2 Writing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Basic Conversational French is designed for students who wish to learn to communicate in French on a very basic level. The course emphasizes speaking with minimal instruction in grammar. Students will learn and use phrases and vocabulary related to everyday situations and travel, while learning about French and francophone cultures and traditions. An interactive classroom approach emphasizes linguistic performance of students as they apply the language to concrete situations using essential vocabulary and structures. 72 hours lecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FREN C201</td>
<td>Intermediate French I</td>
<td>4.00</td>
<td>A/UC/CSU, FIRE C101 or placement at this level based on results of CLEP, AP, or other accepted equivalency exam.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intermediate French I is a second-semester course that emphasizes speaking in French on a more advanced level. Students will learn and use phrases and vocabulary related to everyday situations and travel, while learning about French and francophone cultures and traditions. An interactive classroom approach emphasizes linguistic performance of students as they apply the language to concrete situations using essential vocabulary and structures. 72 hours lecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FREN C202</td>
<td>Intermediate French II</td>
<td>4.00</td>
<td>A/UC/CSU, FIRE C201 or placement at this level based on results of CLEP, AP, or other accepted equivalency exam.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intermediate French II is an advanced-level course that emphasizes speaking in French on a more advanced level. Students will learn and use phrases and vocabulary related to everyday situations and travel, while learning about French and francophone cultures and traditions. An interactive classroom approach emphasizes linguistic performance of students as they apply the language to concrete situations using essential vocabulary and structures. 72 hours lecture</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GEography

GEOG C101 3.00 Units
Introduction to Physical Geography  A/UC/CSU – CAN GEOG 2
Advisory: Level 1 Reading, Level 2 Writing
The earth as an integrated system, earth-sun relationships and motions, earth location, atmospheric elements, weather climatic types and regions, ecosystems, soils, classification systems, landforms and the ocean.  54 hours lecture

GEOG C102 1.00 Unit
Physical Geography Lab  A/UC/CSU
Prerequisite: GEOG C111 or concurrent enrollment
Advisory: Level 1 Reading, Level 2 Writing
The geography laboratory course builds upon the material presented in GEOG C111 and provides practical experience in field methods as well as enhancement of selected topics.  54 hours laboratory

GEOG C111 4.00 Units
Physical Geography  A/UC/CSU
Advisory: Level 1 Reading, Level 2 Writing
Introduction to Physical Geography is a general survey of the elements of physical geography including earth-sun relationships, weather, climate, soils, natural vegetation, landforms and their patterns of global distribution.  The emphasis is on the interconnectedness of all the above elements within the earth as a system.  The laboratory section of the course will provide practical experience in field methods as well as reinforcement of lecture and reading materials.  54 hours lecture/54 hours laboratory

GEOG C121 3.00 Units
Cultural Geography  A/UC/CSU – CAN GEOG 4
Advisory: Level 1 Reading, Level 2 Writing
Cultural geography, the interdisciplinary nature of geographic perspective and geographic literacy as it relates to population and settlement, agriculture, natural resource exploitation, manufacturing, commerce and their patterns of world distribution. Global environmental awareness and the geographical perspective.  54 hours lecture

GEOG C131 3.00 Units
World Regional Geography  A/UC/CSU
Advisory: Level 1 Reading, Level 2 Writing
Aspects of physical and cultural geography such as land-forms, climate, vegetation, soils, natural resources, demography, political and economic organization, and urbanization are applied to various world regions. An emphasis is placed on understanding human-land relationships, promoting cultural awareness, and examining current world problems from a geographical perspective.  54 hours lecture

Geology

GEOL C111 4.00 Units
Physical Geology  A/UC/CSU – CAN GEOL 2
Advisory: Level 1 Reading, Level 2 Writing
The origin and evolution of the earth, particularly its crust.  Emphasis is on the nature of rocks and minerals, their origin, breakdown, and reconstitution; the evolution of continents, ocean basins, and mountain belts; processes of volcanism; and the work of water, wind, and ice in modifying the earth’s surface.  54 hours lecture/54 hours laboratory

GEOL C115 3.00 Units
Minerals and Rocks  A/CSU
Requisite: None
An introduction to minerals and rocks for the non-science major, with the emphasis given to mineral recognition.  36 hours lecture/54 hours laboratory

GEOL C121 3.00 Units
Historical Geology  A/UC/CSU
Advisory: Level 1 Reading, Level 2 Writing
The history of the earth and of life on earth.  Principles and methods of historical geology.  54 hours lecture

GEOL C131 3.00 Units
Environmental Geology  A/UC/CSU
Advisory: Level 1 Reading, Level 2 Writing
Study of the relationship between human beings and their environment.  Emphasis is on those aspects of geology that can be applied toward improving the human endeavor.  Volcanic eruptions, earthquakes, landslides, floods and other geo-hazards as well as the earth’s resources, mineral and energy are given particular attention.  Intended for students with little or no science background.  54 hours lecture
### GERMAN

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
</table>
| GERM C101   | 4.00  | Elementary German I  
Advisory: Level 1 Reading, Level 2 Writing  
This course will present the fundamentals of the German language necessary for accurate understanding, speaking, reading, and writing. Drills in pronunciation, structure, and communication in the language will be used. There will also be a component of the class dedicated to learning about German culture and civilization. 72 hours lecture |
| GERM C102   | 4.00  | Elementary German II  
Prerequisite: GERM C101  
Advisory: Level 1 Reading, Level 2 Writing  
This course will present a continuation of the basic grammar and vocabulary necessary for understanding, speaking, reading, and writing German. The emphasis of the course is on communication and on preparation for advanced reading and composition skills and will include a component dedicated to German culture and civilization. 72 hours lecture |

### HEALTH CAREERS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
</table>
| HCRS C041   | 0.50  | Practice Laboratory for Student Vocational Nurses I  
Prerequisite: Concurrent enrollment in HCRS C101, HCRS C102, HCRS C201, HCRS C111, HCRS C112, or HCRS C211  
A supervised laboratory experience in which the student vocational nurse receives direct and/or indirect supervision of all theory topics, clinical skills and procedures, and related subjects such as math for medications, medication administration, or the nursing process. Clinical simulations in assorted medical-surgical, pediatric, and obstetrical areas enhance the student’s comprehension of clinical situations and critical thinking skills. Credit/No Credit Grading. 27 hours laboratory |
| HCRS C042   | 0.50  | Practice Laboratory for Student Vocational Nurses II  
Prerequisite: Concurrent enrollment in HCRS C101, HCRS C102, HCRS C201, HCRS C111, HCRS C112, or HCRS C211  
A supervised laboratory experience in which the student vocational nurse receives direct and/or indirect supervision of all theory topics, clinical skills and procedures, and related subjects such as math for medications, medication administration, or the nursing process. Clinical simulations in assorted medical-surgical, pediatric, and obstetrical areas enhance the student’s comprehension of clinical situations and critical thinking skills. Credit/No Credit Grading. 27 hours laboratory |
| HCRS C043   | 0.50  | Practice Laboratory for Student Vocational Nurses III  
Prerequisite: Concurrent enrollment in HCRS C101, HCRS C102, HCRS C201, HCRS C111, HCRS C112, or HCRS C211  
A supervised laboratory experience in which the student vocational nurse receives direct and/or indirect supervision of all theory topics, clinical skills and procedures, and related subjects such as math for medications, medication administration, or the nursing process. Clinical simulations in assorted medical-surgical, pediatric, and obstetrical areas enhance the student’s comprehension of clinical situations and critical thinking skills. Credit/No Credit Grading. 27 hours laboratory |
| HCRS C045   | 2.00  | Student Vocational Nurse Content Review  
Prerequisite: HCRS C101, HCRS C102, HCRS C201, HCRS C111, HCRS C112, HCRS C211  
This course is a comprehensive content review of theory topics covered during the three semester Student Vocational Nursing Program. The course is designed to assist students in the final preparation for the mandated licensing exam (NCLEX-PN) to become Licensed Vocational Nurses. Credit/No Credit Grading. 36 lecture hours |
| HCRS C050   | 3.00  | Medical Terminology for the Health Professional  
A Requisite: None  
Medical Terminology for the Health Professional is designed to familiarize the student with the language of medicine. Medical terminology is an integral part of every aspect of health careers and the course is encouraged for any individual with a health career objective. The course presents a review of the components of medical words including word roots, combining forms, suffixes, and prefixes. The student will be able to combine these components to build many medical terms and to separate existing medical terms to determine their meaning. Topics discussed include diminutives, plurals, adjective and noun suffixes. An overview of the systems of the body will be discussed using medical terminology. 54 hours lecture |
| HCRS C055   | 5.00  | Certified Nurses Aide  
A Requisite: None  
This course develops the skills necessary to pass the state mandated test to become a Certified Nurses Aide. Topics include legal and ethical responsibilities, bedside care, moving and positioning a resident, general observations of a resident’s condition and responsibilities related to care of the elderly resident. Practical bedside skills are practiced by the student in the nursing skills lab. The student gains experience in a long-term care facility. The student must pass the course with a grade of “C” or better. 54 hours lecture/108 hours laboratory |
| HCRS C057   | 1.00  | Home Health Aide Training  
A Requisite: Must be a Certified Nurses Aide  
Designed to prepare the student to work with clients in a home setting providing hands-on patient care. Focuses on the skills required to provide for the basic care of residents who need assistance with activities of daily living. These include bathing and hygiene measures, transfers, bed making, and cleaning and homemaking tasks. The student must pass the course with a grade of “C” or better. 20 hours lecture/ 20 hours laboratory |
HCRS C061  5.00 Units
Administrative Medical Assisting - Receptionist
Prerequisite:  CSCI C101, BSAD C141, HSCI C105 (may be taken concurrently)  
Advisory:  Level 1 Reading, Level 2 Writing, Level 4 Math
The Medical Receptionist course presents approaches for working and communicating in a medical office environment. Topics include law and ethics, professional conduct, appointments and scheduling, office environment, and office communication techniques. Office communication will overview verbal communication techniques, written communication such as letters and client records, and filing systems in a medical office. Upon completion of the Medical Receptionist course, the student will be able to seek employment as an employee in a medical front office as a receptionist.  120 hours lecture

HCRS C062  4.00 Units
Administrative Medical Assisting - Financial Management and Insurance
Advisory:  Level 1 Reading, Level 2 Writing, Level 4 Math
Financial Management and Insurance in the Medical Office presents a thorough discussion of office finance management and insurance. Insurance coding and billing prepares the student to undertake the details necessary for implementing the specialized insurance forms utilized in the modern healthcare system. Lecture and clinical practice exercises using computerized systems of billing and coding combine to provide the student with experience using numerous health insurance claim forms. Included in the course insurance exercises are Blue Cross and Blue Shield, Medicaid-Medical, CHAMPUS, Unemployment and Workers’ Compensation, and Health Maintenance Organizations.  50 hours lecture/150 hours laboratory

HCRS C065  3.00 Units
Clinical Medical Assisting – Fundamentals of Client Care
Prerequisite:  BIOL C121, BIOL C122, HCRS C061, HCRS C062
Advisory:  Level 1 Reading, Level 2 Writing, Level 4 Math
This is the introductory course for the Clinical Medical Assisting student (Back Office). The course introduces the student to medical and surgical aseptic techniques, instrumentation, care of office equipment, and the basic principles of nutrition. This course is designed to prepare the student for a more in-depth study of microorganisms and common office procedures.  80 hours lecture

HCRS C066  4.00 Units
Clinical Medical Assisting - Microbiology in the Medical Office
Prerequisite:  HCRS C065
This course is the second course in the Clinical Medical Assistant series. It introduces the student to the microscope and common microscope procedures performed in the medical office. The student combines lecture with hands-on skills laboratory experience with centrifuges, sterilization equipment, and microscopes.  35 hours lecture/105 hours laboratory

HCRS C067  4.00 Units
Clinical Medical Assisting - Clinical Procedures in the Medical Office
Prerequisite:  HCRS C066
The third course of the Clinical Medical Assisting series offers the student both lecture and hands-on Skills Lab experience doing common office procedures. Topics include routine exams, electrocardiograms, basic treatments using hot and cold, and overview of diagnostic radiology, spirometry, and therapeutic and physical exercises. Vital signs are taught with emphasis on the normal and abnormal ranges. An introduction to basic pharmacology is presented. On Skills Lab mannequins, the student practices the techniques necessary to administer enteral and parenteral medications. Emphasis is placed on client education and the role of the medical assistant.  35 hours lecture/105 hours laboratory

HCRS C068  3.00 Units
Medical Assisting Clinical Externship
Prerequisite:  HCRS C067
The Clinical Externship is practical application of the theory and skills learned in the classroom and lab. The student participates in office or clinic patient care under the direct supervision of the physician and the office manager and the indirect supervision of the classroom instructor.  160 hours Volunteer Work Experience

HCRS C091  0.50 Units
Health Careers Practice Skills Laboratory I
Corequisite:  Concurrent enrollment in an HCRS class
The Health Careers Practice Skills Lab is designed to augment the student’s technical healthcare skills in a practice laboratory setting. The Skills Lab contains a realistic environment and up-to-date equipment that resemble a hospital, clinic, or physician’s office. The student may get hands-on assistance with technical procedures that reinforce his/her understanding and expertise of skills presented in lecture and/or laboratory class. The Skills Lab may be utilized to remediate or to meet clinical objectives when deficiencies are observed by the student’s instructor. The student may also use the laboratory independently to further reinforce his/her level of understanding of healthcare procedures or theoretical knowledge. Self-paced computerized programs in the areas of medical terminology, insurance billing, and nursing procedures are available for independent student use.  18 hours laboratory

HCRS C092  0.50 Units
Health Careers Practice Skills Laboratory II
Corequisite:  Concurrent enrollment in an HCRS class
The Health Careers Practice Skills Lab is designed to augment the student’s technical healthcare skills in a practice laboratory setting. The Skills Lab contains a realistic environment and up-to-date equipment that resemble a hospital, clinic, or physician’s office. The student may get hands-on assistance with technical procedures that reinforce his/her understanding and expertise of skills presented in lecture and/or laboratory class. The Skills Lab may be utilized to remediate or to meet clinical objectives when deficiencies are observed by the student’s instructor. The student may also use the laboratory independently to further reinforce his/her level of understanding of healthcare procedures or theoretical knowledge. Self-paced computerized programs in the areas of medical terminology, insurance billing, and nursing procedures are available for independent student use.  19 hours laboratory
The Health Careers Practice Skills Lab is designed to augment the student’s technical healthcare skills in a practice laboratory setting. The Skills Lab contains a realistic environment and up-to-date equipment that resemble a hospital, clinic, or physician’s office. The hands-on assistance with technical procedures that reinforce his/her understanding and expertise of skills presented in lecture and/or laboratory class. The Skills Lab may be utilized to remediate or to meet clinical objectives when deficiencies are observed by the student’s instructor. The student may also use the laboratory independently to further reinforce his/her level of understanding of healthcare procedures or theoretical knowledge. Self-paced computerized programs in the areas of medical terminology, insurance billing, and nursing procedures are available for independent student use. 18 hours laboratory

**HCRS C101**

**Vocational Nursing: Medical-Surgical Nursing I**  
9.00 Units  
A/CSU  
Prerequisite: BIOL C121, PSYC C101, current CNA certificate. May be taken concurrently with HCRS C041, HCRS C111  
Advisory: Level 1 Reading, Level 2 Writing, Level 2 Math  
The Vocational Nursing Program begins with an introduction to the various aspects of nursing. Legal and ethical considerations, cultural diversity, the nursing process, basic data collection, and geriatrics are included as theory topics. Fundamental nursing skills are discussed in detail with concurrent hands-on practice of manual skills in the Nursing Skills Lab. Topics in basic nutrition are presented including and overview of basic nutrients, basic therapeutic diets, and client education of nutrition. An introduction to pharmacology and aspects of medication administration, complete the semester. 162 hours lecture

**HCRS C102**

**Vocational Nursing: Medical-Surgical Nursing II**  
9.00 Units  
A/CSU  
Prerequisite: HCRS C101, HCRS C111. May be taken concurrently with HCRS C041, HCRS C112  
The second semester of the Vocational Nursing Program emphasizes the nursing care of a client in an acute care setting, an ambulatory care setting, and a public health facility. Nursing theory focuses on the care of the client with cardiovascular, lymphatic, respiratory, and genitourinary disorders. Theory topics and nursing responsibilities for the normal aspects of maternal-child care in obstetrics and pediatrics are also presented. 162 hours lecture

**HCRS C111**

**Vocational Nursing: Clinical Practice I**  
6.00 Units  
A/CSU  
Prerequisite: May be taken concurrently with HCRS C041, HCRS C101  
Advisory: Level 1 Reading, Level 2 Writing, Level 2 Math  
Clinical Practice I presents the foundation of nursing care for a client in a long-term and acute-care facility. Students practice fundamental clinical skills in the Nursing Skills Lab. Upon successful completion of Fundamentals, the student focuses on the care of a resident with uncomplicated needs in a long-term facility. During the last weeks of the semester, basic clinical skills are advanced as the student begins clinical experience in an acute care facility. 324 hours Clinical Experience

**HCRS C112**

**Vocational Nursing: Clinical Practice II**  
6.00 Units  
A/CSU  
Prerequisite: HCRS C101, HCRS C111. May be taken concurrently with HCRS C042, HCRS C102  
Clinical Practice II focuses on the intermediate clinical application of nursing theory in the medical-surgical areas of cardiovascular, lymphatic, respiratory, and genitourinary disorders. Clinical experiences for the specialty areas of normal obstetrics, neonatal, and pediatrics, including growth and development, are presented in an acute care facility and/or an ambulatory care center. A community health care agency is utilized to augment experiences. 324 hours Clinical Experience

**HCRS C201**

**Vocational Nursing: Medical-Surgery Nursing III**  
9.00 Units  
A/CSU  
Prerequisite: HCRS C102, HCRS C112. May be taken concurrently with HCRS C043, HCRS C211  
The final semester of the Vocational Nursing Program emphasizes care of a client in an acute care setting, an ambulatory care setting, and a home health setting. Nursing theory focuses on the care of the client with endocrine, gastrointestinal, orthopedic, neurosensory, and integumentary disorders. Theory topics and nursing responsibilities related to leadership, supervision, and rehabilitation are also discussed. 162 hours Clinical Experience

**HCRS C211**

**Vocational Nursing: Clinical Practice III**  
6.00 Units  
A/CSU  
Prerequisite: HCRS C102, HCRS C112. May be taken concurrently with HCRS C043, HCRS C201  
Clinical Practice III focuses on the clinical application of nursing theory in the medical-surgical areas of gastrointestinal, endocrine, musculoskeletal, integumentary, and neurosensory disorders. Professional skills utilizing concepts in leadership and supervision are included as part of the senior nursing student’s semester. In addition to acute medical-surgical nursing experience, the student has experience in a home health agency and working as a supervised team leader in a long-term care facility. 324 hours Clinical Experience

**HCRS C220**

**Introduction to Teaching the Adult Learner**  
2.00 Units  
A/CSU  
Prerequisite: None  
Designed to introduce the student to the educational needs of the adult learner, this course is suitable for healthcare educators and healthcare personnel. Techniques of classroom communication, professional ethics, and motivation are presented with respect to adult learning theory. Course content includes the practical basics of curriculum development, use, and construction of an instructional plan, designing a student syllabus, and writing objectives. Styles of student learning, methods of instruction and evaluation, and assorted teaching techniques are compared and contrasted. 36 hours lecture
**HEALTH SCIENCE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Credits</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCI C081</td>
<td>0.50</td>
<td>Community CPR</td>
<td>A</td>
<td>Level 2 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>HSCI C101</td>
<td>3.00</td>
<td>Principles of Health Education</td>
<td>A/UC/CSU</td>
<td>Level 2 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>HSCI C105</td>
<td>0.50</td>
<td>Community First Aid and Safety</td>
<td>A/CSU</td>
<td>Level 2 Reading, Level 2 Writing</td>
</tr>
</tbody>
</table>

**HISTORY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Credits</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST C103</td>
<td>3.00</td>
<td>Western Civilization I</td>
<td>A/UC/CSU – CAN HIST 2</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>HIST C103H</td>
<td>4.00</td>
<td>Western Civilization I - Honors</td>
<td>A/UC/CSU</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>HIST C104</td>
<td>3.00</td>
<td>Western Civilization II</td>
<td>A/UC/CSU – CAN HIST 4</td>
<td>Level 1 Reading, Level 1 Writing</td>
</tr>
<tr>
<td>HIST C104H</td>
<td>4.00</td>
<td>Western Civilization II - Honors</td>
<td>A/UC/CSU</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>HIST 131</td>
<td>3.00</td>
<td>History of the United States I</td>
<td>A/UC/CSU - CAN HIST 8</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>HIST 131H</td>
<td>4.00</td>
<td>History of the United States I - Honors</td>
<td>A/UC/CSU</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>HIST 132</td>
<td>3.00</td>
<td>History of the United States II</td>
<td>A/UC/CSU – CAN HIST 10</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>HIST 132H</td>
<td>4.00</td>
<td>History of the U.S. II - Honors</td>
<td>A/UC/CSU</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
</tbody>
</table>
HIST C141 3.00 Units  
History of Americas I  
Advisory: Level 1 Reading, Level 2 Writing  
The development of the Western Hemisphere and inter-American relations. Discovery and exploration of the American Continents and the establishment of the Spanish, Portuguese, French and British colonies; the revolutionary movement in the Spanish and British colonies. May be taken in place of HIST C131. Satisfies U.S. History requirements. 54 hours lecture

HIST C142 3.00 Units  
History of Americas II  
Advisory: Level 1 Reading, Level 2 Writing  
The development of Western Hemisphere and inter-American relations. National periods of the American republics and Canada and the inter-relations of the United States, Canada and the Latin American countries. Fulfills requirements in U.S. Constitution, American History and state and local government. May be taken in place of HIST C132. Satisfies U.S. History requirements. 54 hours lecture

HIST C206 3.00 Units  
History of the City  
Advisory: Level 1 Reading, Level 2 Writing  
The changing role of the city in western life from the beginning of civilization to the present, with emphasis on the period since the Industrial Revolution. Examines social, political, economic, and intellectual forces shaping urban life. Historical perspective on current problems the modern city. 54 hours lecture

HIST C209 3.00 Units  
History of Mexico  
Advisory: Level 1 Reading, Level 2 Writing  
Mexico from the earliest times to the present. The social, cultural, political and economic aspects of the Mexican past. 54 hours lecture

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

HIST C218 3.00 Units  
History of California  
Advisory: Level 1 Reading, Level 2 Writing  
Political, economic, social and cultural development of California from the earliest times to the present. 54 hours lecture

HIST C224 3.00 Units  
War and Civilization  
Advisory: Level 1 Reading, Level 2 Writing  
Characteristics and impact of war on social, political, cultural and psychological development. Different historical periods will be studied to identify and understand the relationship between war and civilization. 54 hours lecture

HIST C226 3.00 Units  
The History of the Arab-Islamic Culture  
Advisory: Level 1 Reading, Level 2 Writing  
Cultural religions, political, and economic history of the Arabic peoples. The pre-Islamic period, the rise of Islam, the Arabic world in conflict and the problems of modernization in the Middle East. 54 hours lecture

HUMANITIES

HUM C111 3.00 Units  
American Indian Culture  
Requisite: None  
Survey of art, music, literature, folklore, traditions, customs and religious of American Indian people. Emphasis on Eastern California Tribes. 54 hours lecture

HUM C121 3.00 Units  
Special Topics Classical Languages  
Prerequisite: LATN C202  
This course is for students who wish to pursue special areas of study within the discipline. 36 hours lecture

INDUSTRIAL TECHNOLOGY

INDT C081 1.50 Units  
New Surface Miner Safety Training  
A  
Requisite: None  
Introduction and understanding of surface mine safety and mandatory health training as required by the Mine, Safety and Health Administration (MSHA) for the inexperienced surface miner. Additional site and task training will be required to be provided by mine operator or contractor. 24 hours lecture

INDT C082 0.50 Units  
Newly Employed Experienced Surface Miner Safety Training  
A  
Prerequisite: Prior new miner training within the previous 12 months, or work in the appropriate category of mining for at least 12 months of the previous 36 months as per MSHA guidelines.  
Introduction and understanding of surface mine safety and mandatory health training as required by the Mine, Safety and Health Administration (MSHA). Additional site and task training will be required to be provided by mine operator or contractor. 8 hours lecture
INTERDISCIPLINARY STUDIES

INST C040  0.50 Units
Academic Skills Review Laboratory
Co-requisite: Must be enrolled in any course at Cerro Coso to receive assistance in that area.

This open entry class provides support for students who need assistance in their academic skills to succeed in a particular class. 27 hours laboratory

INST C051  1.00 Unit
Becoming a Successful Online Student I
Requisite: None

This course covers the basics of taking an interactive, asynchronous, distance education course via the Internet or other computer based system. Use of E-mail, online class interactions such as discussion groups, and WWW access, equipment needs and differences between on-line and onsite courses will be covered. The goal of this class is to better prepare students for taking online classes by familiarizing students with the online course environment. 9 hours lecture/27 hours laboratory

INST C052  1.00 Unit
Becoming a Successful Online Student II
Requisite: None

This course is designed to familiarize students with advanced skills required to become successful in an online course. Students will explore how to use different internet tools to effectively participate in an online environment. Topics covered in the course are the effective use of discussion groups, email, and synchronous chat sessions; the location and downloading of web-browser plug-ins; and effective internet research techniques. 9 hours lecture/27 hours laboratory

INST C055  1.00 Unit
Issues of Contemporary Culture
Requisite: None

Students will travel to major cultural events in the Los Angeles Metropolitan area which enhance the student's understanding and appreciation of plays, museums and theatrical events that deal with important multi-cultural ethnic and contemporary issues. This course may be taken four times. 108 hours laboratory

INST C108  3.00 Units
Honors Seminar and Practicum I
Requisite: None

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

INST C111  3.00 Units
Society and the Future: Into the 21st Century
Advisory: Level 1 Reading, Level 2 Writing

Exploring anticipated changes and developments in the realm of science and technology, the nature of institutions, life styles, psychological insights and the customs and traditions of our own and other cultures. Effort to achieve a global picture of the future through the use of accumulated facts, visions, dreams, imagination, fantasy and creativity. 54 hours lecture

INST C120  4.00 Units
Politics and History in Action
Requisite: None

This is a travel course where students will participate in an intense visit and experience of major political and cultural attractions. 36 hours lecture/108 hours laboratory

INST C151  3.00 Units
Dynamics of Community Development
Requisite: None

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

INST C155  3.00 Units
Service Learning in Elementary Schools
Prerequisite: INST C151

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

INST C158  4.00 Units
Project Hope House
Requisite: None

This community service learning class is designed to train college students in strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory
This community service learning class is designed to train college students in advanced strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume leadership roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory

The purpose of Tutor Training is to develop tutoring methods for students who hope to work as tutors. 9 hours lecture

In this course, students will explore the themes of human unity and diversity across several academic disciplines, with a special emphasis on the practical and ethical implications of both the unitary characteristics and differences among humans. 54 hours lecture

Criteria of reasoning in everyday life and in science. Basic principles of deductive and inductive reasoning, fallacies of reasoning, techniques and aids to reasoning, principles of scientific method, historical perspective, hypotheses and theories which form the themes of scientific investigation. 54 hours lecture

Thinking versus feeling in history and society. A study of conflict and contrast in selected historical and literary personalities. 54 hours lecture

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

Students will use critical reasoning skills to discover how the structures of race, class, gender and similar constructs have shaped and formed our society. The class will cover a range of topics from the philosophical origins of racist thought to an exploration of current buzzwords such as diversity and multiculturalism. Through multiple and varied readings and classroom discussion we will attempt to discover the interrelatedness of concepts such as race, class and gender and the roots and future of our “melting pot” society. 54 hours lecture

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

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

This is a course designed for prospective and current K-12 educators. Through use of online tutorials, participants will acquire the basic skills to use instructional technology effectively. Participants are required to complete 8 online tutorials covering the following applications: Microsoft Windows98, Word97/00, Excel97/00, PowerPoint 97/00, FrontPage98, Internet Explorer/NetMeeting 4.0, Project 98, and one tutorial of the participant’s choosing. The primary emphasis of this course is the integration of these applications into an instructional setting. 36 hours lecture/54 hours laboratory

This course is designed to familiarize faculty with the requisite skills that students require in order to become successful in an online course. Participants are engaged in Cerro Coso’s “Becoming A Successful Online Student” class with online students preparing to take an online class. The course acquaints faculty with the online class environment from a student perspective, and assists faculty who may have limited computer skills to improve their ability to work online. Participants demonstrate their skill levels by demonstrating competencies in areas such as interacting asynchronously and synchronously, cutting and pasting from word processing files, sending assignments as attached RTF files, and other related online course skills. 9 hours lecture/27 hours laboratory
### INST C262: Introduction to Online Teaching and Learning
- **1.50 Units**
- **Prerequisite:** INST C261
- This course examines best practices in the design, development, and teaching of an online class and surveys current learning theory as applicable to online education. The course explores various teaching and learning styles, and provides models to improve teaching, and maximize learning in a student centered online environment. Participants will work individually and collaboratively to explore various means of presenting content in their disciplines to accommodate diverse populations of online learning styles.  
  
### INST C263: A Practical Guide to Online Management Strategies
- **1.00 Unit**
- **Prerequisite:** INST C261
- This course surveys problems associated with online course management, with an emphasis on the need for careful planning and communication. Strategies are provided to help to streamline the management process, improve communication with students, and eliminate inefficient expenditures of faculty time.  
  
### INST C264: Introduction to Web-Based Course Content
- **1.00 Unit**
- **Prerequisite:** INST C261
- This course teaches faculty to develop course content for the web using Microsoft FrontPage. Skill and knowledge gained from this class will be applicable to other web development tools. Additionally, this course will demonstrate how FrontPage can be used to create a complete course environment. Using a course template, and working from online tutorials, participants will create components of an online course, adding content from their discipline.  
  
### INST C265: Developing and Managing an Online Course with Microsoft FrontPage
- **1.00 Unit**
- **Prerequisite:** INST C264
- This course is a continuation of the Introduction to Microsoft FrontPage for Web Development course. Participants will expand their course components to include the creation and management of interactive elements including quizzes, exams, and assignment submission forms. Various desktop and online tools will be used and integrated into the FrontPage environment.  
  
### INST C266: Survey of Course Management Software
- **1.00 Unit**
- **Prerequisite:** None
- This course assists participants in understanding how to define their individual, as well as institutional, instructional needs in the delivery of online courses, and what solutions are available to best meet their instructional needs. Participants will compare online class environments and have the opportunity to work directly with popular courseware, as well as hybrid solutions.  

### INST C267: Introduction to Multimedia for Online Teaching
- **1.50 Units**
- **Prerequisite:** INST C261
- This course explores the creation and delivery of instructional multimedia on the web through hands-on projects. Topics include case studies of the technologies that are reshaping the web and education, design foundations, interactivity, and streaming digital video. Upon completion of this course, the student will have a framework to plan and execute a comprehensive web experience.  
  
### INST C268: Accessibility for Web Course Development
- **1.00 Unit**
- **Prerequisite:** INST C264
- This course reviews the tools and methods used to create universally accessible online course content. Students will learn the basic accessibility requirements of users with disabilities and how assistive technology can make online content more accessible to those users. Standards and guidelines will be presented to develop an understanding of access issues. Students will use these guidelines and state-of-the-art evaluation tools to check their online content for accessibility to the widest possible audience.  

### JRNL C161: Newswriting
- **3.00 Units**
- **Prerequisite:** ENGL C070
- Course in newswriting principles. Clear, concise, and accurate communication is emphasized through writing and rewriting of basic news stories. Not open to students with credit in ENGL C161.  

### LATN C101: Elementary Latin I
- **4.00 Units**
- **Advisory:** Level 1 Reading, Level 1 Writing
- Basic structures and vocabulary for understanding reading, writing, and speaking Latin. Drill in pronunciation, comprehension, and structure of the language.  

### LATN C102: Elementary Latin II
- **4.00 Units**
- **Advisory:** Level 1 Reading, Level 1 Writing
- Continuation of LATN C101. Basic structures and vocabulary for understanding reading, writing, and speaking Latin. Drill in pronunciation, comprehension, and structure of the language.  

---
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
<th>Prerequisite</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LATN C201</td>
<td>4.00</td>
<td>Intermediate Latin I</td>
<td>LATN C102</td>
<td>More advanced work in basic structures and vocabulary development for reading, writing, and speaking Latin; continued drill in pronunciation and comprehension; completion of study of basic grammatical features of Latin. 72 hours lecture</td>
</tr>
<tr>
<td>LATN C202</td>
<td>4.00</td>
<td>Intermediate Latin II</td>
<td>LATN C201</td>
<td>Vergil’s “Aeneid”. A detailed and intensive reading of books I, II, IV, and VI of the “Aeneid.” A running review of basic grammar structures will be carried out. 72 hours lecture</td>
</tr>
<tr>
<td>LATN C291</td>
<td>2.00</td>
<td>Special Topics in Classical Languages</td>
<td>LATN C202</td>
<td>This course is for students who wish to pursue special areas of study within the discipline. 36 hours lecture</td>
</tr>
<tr>
<td>MCTL C083</td>
<td>1.50</td>
<td>Advanced Knife Design</td>
<td>MCTL C082</td>
<td>Advanced knife design and construction. To introduce the student to advanced design features and manufacturing techniques that are employed in the art of creating a collectable knife. This course may be taken four times. 18 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td>MCTL C111</td>
<td>3.00</td>
<td>Beginning Machine Shop</td>
<td>None</td>
<td>A basic introduction to Machine Shop theory and practice including setup and operation of the lathe, drill press, horizontal and vertical milling machines, metal band saw and pedestal grinder. The use of hand tools and precision measuring tools, layout techniques, and tool sharpening will be studied in practical shop applications. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>MCTL C081</td>
<td>1.50</td>
<td>Basic Knife Design</td>
<td>None</td>
<td>Introduction to basic knife design, the use of hand tools, heat treating of steel, soldering and sheath design and construction. This course may be taken four times. 18 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td>MCTL C082</td>
<td>1.50</td>
<td>Intermediate Knife Design</td>
<td>MCTL C081 or MCTL C111</td>
<td>Instruction in intermediate knife design. Material selection for various application and knife requirements. The use of basic power tools to assist in the construction of a quality knife. This course may be taken four times. 18 hours lecture/27 hours laboratory</td>
</tr>
<tr>
<td>MCTL C211</td>
<td>3.00</td>
<td>Advanced Machine Shop</td>
<td>MCTL C112</td>
<td>Continuation of MCTL C111 with emphasis on skill development in setups and operations of the standard machine tools. Parts of moderate complexity will be produced to close tolerances. Introduction of the use of surface grinder and tool and cutter grinder. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>MCTL C081</td>
<td>1.50</td>
<td>Advanced Machine Shop and Tool Problems</td>
<td>MCTL C211</td>
<td>Machine shop skills development is continued with emphasis on machining complex parts and multiple parts assemblies. Tooling and indexing will be studied relative to adjustments and maintenance of machine tools, along with machine manuals and machinist's handbooks, and planning of parts production and use of special machine attachments. 36 hours lecture/54 hours laboratory</td>
</tr>
<tr>
<td>MCTL C215</td>
<td>3.00</td>
<td>Introduction to Computer Number Control</td>
<td>MCTL C112</td>
<td>Includes setup and operation of CNC-mills and CNC-lathes, CNC-machining systems, manual and computer-aided programming and tape preparation. Bridgeport's “Boss” Mori-Seiki “Fanuc 6TB” controls will be used. 36 hours lecture/54 hours laboratory</td>
</tr>
</tbody>
</table>
MATH C020  4.00 Units
Basic Arithmetic Skills
Requisite: None
Students will learn how to perform the basic operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. They will be introduced to the concepts of ratios and percents. 72 hours lecture

MATH C040  4.00 Units
Pre-Algebra
Prerequisite: Math C020 or placement at Level 4 Math
This course covers basic arithmetic, introductory concepts in algebra, and problem solving techniques. Specific topics include addition, subtraction, multiplication and division of signed numbers, and applications of these skills. The course introduces algebraic concepts, including algebraic operations of polynomials, solving equations, formulas, and an introduction to solving word problems. 72 hours lecture

MATH C041  3.00 Units
Pre-Algebra I
Prerequisite: Math C020 or placement at Level 4 Math
This course covers the first half of the content of MATH C040 and is designed as a slower paced introduction to algebra. Emphasis is on the addition, subtraction, multiplication and division of signed integers and signed rational numbers. The course introduces algebraic concepts, solving equations, formulas, and approaches to solving word problems. Not open to students with credit in MATH C040. 36 hours lecture/54 hours laboratory

MATH C042  3.00 Units
Pre-Algebra II
Prerequisite: MATH C041
This course covers the second half of the content of MATH C040 and is designed to complete the introduction to pre-algebra. Emphasis is on the addition, subtraction, multiplication and division of signed numbers, percentage, and applications of these skills. Included are the algebraic operations of polynomials, solving equations, and solving word problems. Not open to students with credit in MATH C040. 36 hours lecture/54 hours laboratory

MATH C050  4.00 Units
Elementary Algebra
Prerequisite: MATH C040 or placement at Level 3 Math
This course covers the fundamental algebraic concepts and mathematical processes: first degree equations, special products and factoring, ratios, proportions, radicals, exponents, simultaneous linear equations, quadratic equations, and graphing linear and quadratic functions. 72 lecture hours

MATH C051  3.00 Units
Elementary Algebra I
Prerequisite: MATH C040 or placement at Level 3 Math
This course covers the first half of the content of MATH C050 and is designed as a slower paced introduction to algebra. Emphasis is on the application of signed arithmetic, algebraic fractions, exponents, factoring, and solving linear equations and word problems. Not open to students with credit in MATH C050. 36 hours lecture/54 hours laboratory

MATH C052  3.00 Units
Elementary Algebra II
Prerequisite: MATH C051
This course covers the second half of the content of MATH C050 and is designed as a slower paced introduction to algebra. Emphasis is on radicals, exponents, solving systems of linear equations, solving quadratic equations, graphing linear and quadratic functions, and solving word problems. Not open to students with credit in MATH C050. 36 hours lecture/54 hours laboratory

MATH C055  4.00 Units
Intermediate Algebra
Prerequisite: MATH C050, or MATH C051 and MATH C052, or one year of high school algebra with a grade of "C" or better
Intermediate Algebra expands on the skills learned in Elementary Algebra and prepares the student for more advanced work in mathematics and science. The focus will be on exponents, factoring, solving linear and quadratic equations, systems of equations, algebraic fractions, graphs of linear and quadratic equations and inequalities, radicals determinants, function notation, and the exponential and logarithmic functions. 72 hours lecture

MATH C057  4.00 Units
Geometry
Prerequisite: MATH C050, or MATH C051 and MATH C052, or one year of high school algebra with a grade of "C" or better, or placement at Level 2 Math
This course provides a thorough coverage of Euclidean geometry including constructions, parallel lines, congruent triangles, similar triangles, polygons, circles, solid geometry, analytic geometry and transformations. The concept of proof is developed through deductive and inductive reasoning. Students will also be introduced to higher dimensions and non-Euclidean geometries. 72 hours lecture

MATH C075  0.50 Units
Graphing Calculators
Prerequisite: MATH C050
An overview of features and applications of hand-held scientific graphic calculators. Applications of calculators and graphs are demonstrated in algebra, trigonometry, statistics and business. The course is particularly useful for students intending to enroll in trigonometry, college algebra, calculus, statistics and/or business. 18 hours lecture/laboratory
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH C091</td>
<td>Beginning Math Review Lab</td>
<td>0.50</td>
<td>A</td>
</tr>
<tr>
<td>MATH C092</td>
<td>Intermediate Math Review Lab</td>
<td>0.50</td>
<td>A</td>
</tr>
<tr>
<td>MATH C093</td>
<td>Advanced Math Review Lab</td>
<td>0.50</td>
<td>A</td>
</tr>
<tr>
<td>MATH C101</td>
<td>Survey of Mathematical Concepts</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
<tr>
<td>MATH C121</td>
<td>Elementary Probability and Statistics</td>
<td>4.00</td>
<td>A/UC/CSU – CAN STAT 2</td>
</tr>
<tr>
<td>MATH C121H</td>
<td>Elementary Probability and Statistics - Honors</td>
<td>5.00</td>
<td>A/UC/CSU – MATH C055</td>
</tr>
<tr>
<td>MATH C130</td>
<td>Finite Mathematics</td>
<td>4.00</td>
<td>A/UC/CSU – MATH C055</td>
</tr>
<tr>
<td>MATH C131</td>
<td>Basic Functions and Calculus for Business</td>
<td>4.00</td>
<td>A/UC/CSU – CAN MATH 34</td>
</tr>
<tr>
<td>MATH C141</td>
<td>College Algebra</td>
<td>4.00</td>
<td>A/UC/CSU – MATH C055</td>
</tr>
<tr>
<td>MATH C142</td>
<td>Trigonometry</td>
<td>4.00</td>
<td>A/CSU – CAN MATH 8</td>
</tr>
</tbody>
</table>
### MATH C151
**5.00 Units**
**Analytic Geometry and Calculus I**
A/UC/CSU – CAN MATH 18

*Prerequisite: MATH C141, MATH C142*

This course provides the student with a good foundation in differential and integral calculus with emphasis on both skills and applications. Topics covered include functions; limits; derivatives of polynomial, trigonometric, parametric, and implicit functions; applications of differentiation; the indefinite integral; the definite integral; applications of the definite integral. 90 hours lecture

### MATH C152
**5.00 Units**
**Analytic Geometry and Calculus II**
A/UC/CSU – CAN MATH 20

*Prerequisite: MATH C151*

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

### MATH C251
**5.00 Units**
**Analytic Geometry and Calculus III**
A/UC/CSU – CAN MATH 22

*Prerequisite: MATH C152*

This course is a continuation of Analytic Geometry and Calculus II, extending the skills of differentiation and integration by learning new techniques and working with partial derivatives and double and triple integrals. Other major topics include cylindrical and spherical coordinates, quadric surfaces, vector functions, vector analysis, Green's theorem and Stoke's theorem. 90 hours lecture

### MATH C252
**4.00 Units**
**Ordinary Differential Equations**
A/UC/CSU – CAN MATH 24

*Prerequisite: MATH C251*

This course covers first, second and higher order differential equations including Euler's method, eigenvalues, numerical methods, nonlinear systems, La Place transforms, and ordinary differential equations using various methods. It introduces students to equations of change, motion, and growth within chemical, physical, biological, and business systems—emphasizing modeling, mathematical foundations, and problem solving. A brief introduction to partial differential equations and to systems of ordinary differential equations is included. 72 hours lecture

### MATH C257
**4.00 Units**
**Linear Algebra**
A/UC/CSU

*Prerequisite: MATH C152*

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

### MEDIA ARTS

### MAC070
**2.00 Units**
**Animation Practicum**

*Corequisite: Concurrent enrollment in any Media Arts course*

This is a laboratory course to enable students who are enrolled in the Academy of Digital Animation to spend additional time in the animation lab outside of regular class hours to work on individual projects related to their particular employment niche area. This course may be used for elective credit in Media Arts Certificate and/or Degree programs. This course may be taken twice for credit. 108 hours laboratory

### MAC101
**3.00 Units**
**Fundamentals of Web Design**

*A/CSU
Advisory: CSCI C101 or CSCI C171 or equivalent skills and experience*

This course introduces students to principles of web design. Students will acquire skills for creating attractive web pages that are easy to read and navigate and will learn to use a leading web development software application. No prior knowledge of HTML coding is required. 36 hours lecture/54 hours laboratory

### MAC102
**3.00 Units**
**Digital Imaging**

*A/CSU
Advisory: CSCI C101 or CSCI C171 or equivalent skills are strongly advised*

This course provides beginning through intermediate concepts in digital imaging. Concepts covered include photo retouching and enhancing, original creation of composite images from photographs and artwork, drawing and painting original digital artwork, and the creation of web graphics. Students will incorporate basic design principles in their digital photographs and compositions. 36 hours lecture/54 hours laboratory

### MAC105
**3.00 Units**
**Accessibility and Usability**

*A/CSU
Advisory: Level 1 Reading, Level 2 Writing, MA C101, MA C102 strongly advised*

This course builds upon the foundation provided in MA C101. It examines web usability issues and provides students with the skills to analyze content for usability, the ability to articulate in writing how best to plan for the design of such content, and opportunities to implement those designs creatively. It also provides students with an understanding of web site accessibility issues for disabled users and gives students the current technological solutions for accommodating such users. 36 hours lecture/54 hours laboratory

### MAC111
**3.00 Units**
**Computer Illustration**

*A/CSU
Advisory: CSCI C101 and CSCI C171 or equivalent skills and experience*

This class provides an introduction to the primary features, functions, and various applications of a vector, or object-based, drawing program. Students will apply these skills to such projects as logo design, technical illustration, page layout design, and web graphics. 36 hours lecture/54 hours laboratory
**MA C112  3.00 Units**
**Advanced Digital Imaging and Illustration**
Advisory: MA C102 and MA C111 are strongly advised

Students will acquire advanced skills in digital imaging and computer illustration. They will study a variety of illustration styles and design periods and begin to develop a personal style of their own. Advanced software techniques will be studied, as well as the preparation of media for offset printing and the Web. 36 hours lecture/54 hours laboratory

**MAC C115  3.00 Units**
**Hypertext Markup Language (HTML)**
Advisory: CSCI C101 or CSCI C171 is strongly advised

This course provides students with the skills to write HTML and XHTML code and publish completed Web pages to a Web server. Students will also gain a fundamental knowledge of controlling the appearance of a page through Cascading Style Sheets. 36 hours lecture/54 hours laboratory

**MAC C118  3.00 Units**
**Fundamentals of Web Scripting**
Advisory: MA C101 and CSCI C251 are strongly advised

This course provides students with an introduction to scripting languages for use on the World Wide Web. Course content includes a client-side scripting language and a server-side scripting language. Students will gain a basic understanding of client/server interaction and produce simple scripts that enhance interactivity of a site, process form data, authenticate user login, and much more. 36 hours lecture/54 hours laboratory

**MAC C119  3.00 Units**
**Fundamentals of Web Programming**
Advisory: MA C118 is strongly advised

This course provides students with the theory and practice of server-side programming for the World Wide Web. Course content includes a review of fundamentals of programming logic, Visual Basic.NET, Active Server Pages (ASP.NET), and PHP. These languages enable students to create guestbooks, database integration, shopping carts, and much more. 36 hours lecture/54 hours laboratory

**MAC C121  3.00 Units**
**Desktop Publishing**
Advisory: CSCI C212, MA C102, and MA C111 are advised

Students will gain a strong foundation in the design of printed communications, including newsletters, brochures, advertisements, and business documents through visual problem-solving and hands-on experience with a leading desktop publishing software application. Students will also develop skills in using and mixing typefaces effectively in their graphic designs. 36 hours lecture/54 hours laboratory

**MAC C124  3.00 Units**
**Web Animation**
Advisory: CSCI C101 or the equivalent skill is strongly advised

In this hands-on course the student will master the skills needed to design and reliably deliver professional quality web content that includes bitmap graphics, vector animation, streaming media, audio, form input, and interactivity. 36 hours lecture/54 hours laboratory

**MAC C125  3.00 Units**
**Writing for Media Arts**
Advisory: ENGL C101

This is a pragmatic course in creative writing for media production. Students will work in teams to design and complete writing projects in all industry formats. The student will present a portfolio presentation that displays all skills obtained in the course. 36 hours lecture/54 hours laboratory

**MAC C126  3.00 Units**
**Advanced Web Animation with Flash**
Advisory: MA C124 or equivalent skills and experience is strongly advised

This course is an advanced study in web animation production. This course explores the relationships between: arrays, ASP, collision detection, custom controls, databases, dynamic elements, forms, wireless applications, and externalizing content with XML through a balanced combination of exercises, individual and group projects. 36 hours lecture/54 hours laboratory

**MAC C127  3.00 Units**
**Digital Video Production**
Advisory: MA C101 and MA C102 or concurrent enrollment in both is strongly advised

This course introduces digital video production techniques including: camera operation and procedures, basic principles and techniques of sound and scripting; and digital video editing. Course topics include the operation of digital camcorders, lighting and sound equipment and post production digital editing suites; concepts and techniques of nonlinear digital editing, including organization of the editing process, working with timeline and audio editing, with emphasis on the principles and aesthetics of film and video editing. 36 hours lecture/54 hours laboratory

**MAC C128  3.00 Units**
**Interactivity and Interface Design**
Advisory: MA C101

This hands-on course is an in-depth study of Graphic User Interface design. The user interface is what enables a person to successfully interact with the web site content and access the content in a non-linear fashion. Successful completion of this course will give students a tremendous advantage over the majority of web designers in competing for jobs and in producing quality work. It will also equip students to adapt to the changing landscape of the internet such as complex database systems and the use of online software applications and tutorials. 36 hours lecture/54 hours laboratory

**MAC C130  3.00 Units**
**Fundamentals of Game Design**
Advisory: CSCI C265 and C266 or equivalent skill

This course introduces the techniques for electronic game design production. Topics include the past, present and future of the game industry, basic game programming concepts, game art requirements, understanding palettes, file formats, creating graphics for 2D games, creating graphics for 3D games, porting of project meshes, maps, and animation data to game format files, low-polygon count modeling techniques, and motion capture. Artificial intelligence for opponent behaviors, networked systems, and the issues surrounding multi-user play will also be examined. 36 hours lecture/54 hours laboratory
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC131</td>
<td>3.00</td>
<td>Game Interface Design</td>
</tr>
<tr>
<td>MAC132</td>
<td>3.00</td>
<td>Portfolio Development</td>
</tr>
<tr>
<td>MAC133</td>
<td>3.00</td>
<td>Animation Production Art</td>
</tr>
<tr>
<td>MAC134</td>
<td>3.00</td>
<td>Principles of Animation</td>
</tr>
<tr>
<td>MAC135</td>
<td>3.00</td>
<td>Multi-User Game Design</td>
</tr>
<tr>
<td>MAC136</td>
<td>3.00</td>
<td>Animation II</td>
</tr>
<tr>
<td>MAC137</td>
<td>3.00</td>
<td>Artificial Intelligence in Game Design</td>
</tr>
<tr>
<td>MAC138</td>
<td>3.00</td>
<td>Digital Character Animation</td>
</tr>
<tr>
<td>MAC139</td>
<td>3.00</td>
<td>Animation Programming</td>
</tr>
<tr>
<td>MAC140</td>
<td>3.00</td>
<td>Animation Technology Applications</td>
</tr>
</tbody>
</table>

**Course Descriptions**

**Game Interface Design**
- **Prerequisite:** MAC130
- This course investigates user interface design for electronic game design and production. Topics include the use of DirectX and Direct3D in game engine and user interface I/O; user input devices; projections of game interface techniques; front-end visual game design tools, stock game engines; basic game programming concepts; and the balance of game performance and player immersion. 36 hours lecture/54 hours laboratory

**Portfolio Development**
- **Prerequisite:** MAC165 or MAC130 or equivalent skill
- This course prepares the student to create and present an industry quality portfolio of skills obtained in the media arts. Topics include creating printed portfolio, developing CDROM portfolio, portfolios for the web and creating demo reels on videotape. This course is intended for graduating media arts majors who are interviewing for employment or for transfer to four year institutions. 36 hours lecture/54 hours laboratory

**Animation Production Art**
- **Prerequisite:** None
- This course examines the principles of animation pre-production. The student will explore the processes of story development, storyboarding, character development, defining artistic and lighting styles, planning emotional curves, production schedule planning, and budgeting for animation production. 36 hours lecture/54 hours laboratory

**Principles of Animation**
- **Prerequisite:** ENGL C070, CSCI C101, CSCI C171, and MA 102 or equivalent skill in portfolio are strongly advised
- This course investigates the fundamental principles of 3D animation. The student will survey the historical development of the animated film, preproduction, 3D modeling and the basics of 3D animation. 36 hours lecture/54 hours laboratory

**Multi-User Game Design**
- **Prerequisite:** MAC133
- This course explores the concepts and techniques of distributed multi-user game programming and design for electronic game production. Topics include: the use of DirectX, Direct3D, and Win32 in game engine design; algorithms, data structures, and memory management issues relevant to game engine design; the history and future of game engine programming; the use of front-end visual game design tool to compliment the game engine programming process; and the use and issues of stock game engines. 36 hours lecture/54 hours laboratory

**Digital Character Animation**
- **Prerequisite:** MAC160
- This course is an advanced study in digital character animation and programmed modeling, deformation, posing and kinematics. The student will survey the historical development of the animated film, preproduction, 3D modeling and the basics of 3D animation. 36 hours lecture/54 hours laboratory

**Animation II**
- **Prerequisite:** MAC160
- This course uses a guided digital studio approach in a close analysis of the practical production skills and techniques in 3D modeling and animation. Students will complete a combination of exercises, individual and group projects. 36 hours lecture/54 hours laboratory

**Digital Character Animation**
- **Prerequisite:** MAC161
- This course is an advanced study in digital character animation and feature-length digital media production. This course explores the relationships among anatomy, motion, weight, and timing through a balanced combination of exercises and individual and group projects. 36 hours lecture/54 hours laboratory

**Animation Programming**
- **Prerequisite:** MAC160
- This course is a close analysis of animation programming applications to automate 3D animation production. Course topics include programmed modeling, deformation, posing and kinematics. 36 hours lecture/54 hours laboratory

**Animation Technology Applications**
- **Prerequisite:** MAC163
- This course is a close analysis of animation technology. Course topics include the history of animation technologies, environments, languages, asset control, and pipeline management. 36 hours lecture/54 hours laboratory
MA C165  3.00 Units
Render Management
Advisory: MA C164
This course is an advanced study in digital animation visual processing for production. This course explores shader development, rendering, particle systems and post-production operations through a balanced combination of exercises, individual and group projects. 36 hours lecture/54 hours laboratory

MA C168  3.00 Units
Digital Cinematography
Advisory: MA C127, MA C163, MA C130 or equivalent skills
This is a course in digital cinema planning and production through hands-on experience. Course topics include digital cinema as a distinct form of artistic expression; an investigation of the aesthetic, technological, economic, and social factors that contributed to the evolution of digital cinema; logistics, scripting, sound recording, film and sound editing; and methods by which the visual and aural elements may be organized. The roles and responsibilities of the digital cinema producer will be examined, including; skills and knowledge required in developing, budgeting, managing, producing, and distributing programs. 36 hours lecture/54 hours laboratory

MA C180  3.00 Units
Creating Motion Graphics with After Effects
Advisory: Level 1 Reading, Level 1 Writing, CSCI C101, CSCI C171, MA C102, MA C160
In this project-based course, students will learn the techniques for creating digital effects, shooting videos for effects, and using effects to aid in the telling of a story. Topics include integration of text, graphics, sound, video, and 2D/CG animation into video productions. A special emphasis is placed upon the fundamental motion graphics skills essential to employment in the broadcast industry, utilizing Adobe After Effects. 36 hours lecture/54 hours laboratory

MA C190  3.00 Units
Art of Narrative
Advisory: Level 1 Reading, Level 1 Writing
This course introduces students to the variety and nature of storytelling. Students will read and analyze short stories and other kinds of narratives to better understand the elements of successful storytelling. 54 hours lecture

MA C230  3.00 Units
Game Design for eLearning
Advisory: Level 1 Reading, Level 1 Writing, CSCI C101 and CSCI C171 are strongly advised
Intended for students interested in education and instructional technology, this course is an introduction to the design of electronic games for eLearning. Topics include the game industry, game play, game mods, online gaming, eLearning, game based learning, and eLearning game concept development. Students will explore eLearning games first hand, and the course outcomes include the development of an original eLearning game development concept. 54 hours lecture

MA C238  3.00 Units
Game Production for eLearning
Advisory: MA C230 is strongly advised
A practical application of skills learned in MA C230, this course is intended for educators interested in developing a pitch package for an eLearning game. Topics include the electronic game production process, eLearning game production planning, and the practical application of concepts learned in MA C230: game play, game mods, online gaming, eLearning, and game based learning. The major course outcome will be the development of an original eLearning game production design document. 54 hours lecture

MUSC C031  0.50-1.00 Unit
Chamber Orchestra I
Requisite: None
Preparation and performance of beginning level chamber orchestra works. Chamber Orchestra is an ensemble for stringed instrument players of the beginning level. A repertoire of composers from the 16th through the 20th century is performed. This course may be taken four times. Enrollment may be limited by audition. 4.50-9.00 hours lecture/13.50-27.00 hours laboratory

MUSC C032  0.50-1.00 Unit
Chamber Orchestra II
Prerequisite: MUSC C031
Continuing preparation and performance of chamber orchestra works. Chamber Orchestra is an ensemble for stringed instrument players of the beginning level. A repertoire of composers from the 16th through the 20th century is performed. This course may be taken four times. Enrollment may be limited by audition. 4.50-9.00 hours lecture/13.50-27.00 hours laboratory

MUSC C033  0.50-1.00 Unit
Chamber Orchestra III
Prerequisite: MUSC C032
Continuing preparation and performance of chamber orchestra works. Chamber Orchestra is an ensemble for stringed instrument players of the beginning level. A repertoire of composers from the 16th through the 20th century is performed. This course may be taken four times. Enrollment may be limited by audition. 4.50-9.00 hours lecture/13.50-27.00 hours laboratory

MUSC C034  0.50-1.00 Unit
Chamber Orchestra IV
Prerequisite: MUSC C033
Preparation and performance of advanced level chamber orchestra works. Chamber Orchestra is an ensemble for stringed instrument players of the beginning level. A repertoire of composers from the 16th through the 20th century is performed. This course may be taken four times. Enrollment may be limited by audition. 4.50-9.00 hours lecture/13.50-27.00 hours laboratory
MUSC C050  1.00 Unit  A  
Opera Laboratory  
Requisite: None  
The study and preparation for performances of selected operas and operettas. This course may be taken four times. 54 hours laboratory

MUSC C071  0.50 Units  A  
Music Cultural Events  
Requisite: None  
Students will travel to major cultural events in the Greater Metropolitan Los Angeles or Orange County area for musical performances. Critical evaluation of musical performances is required. 18 hours lecture/laboratory

MUSC C101  3.00 Units  A/UC/CSU  
Music Appreciation  
Advisory: Level 1 Reading, Level 2 Writing  
Music Appreciation is a music survey course emphasizing the development of the listener's perception to the basic elements of music. The semester will be devoted to the study of the development of Western music from approximately 450 AD. to the present. Musical examples used in class will be drawn from a variety of musical styles. Concert attendance required. 54 hours lecture

MUSC C101H  4.00 Units  A/UC/CSU  
Music Appreciation - Honors  
Advisory: Level 1 Reading, Level 1 Writing  
Music Appreciation - Honors is a music survey course emphasizing the development of the listener’s perception to the basic elements of music. The semester will be devoted to the study of the development of Western music from approximately 450 AD. to the present. Musical examples used in class will be drawn from a variety of musical styles. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. Note: Enrollment limited to current and prospective Honors Program students. 72 hours lecture

MUSC C105  3.00 Units  A/UC/CSU  
Music Fundamentals  
Requisite: None  
Music Fundamentals is an introduction to the basics of reading and notating music. The written aspects of the course include pitch and rhythmic notation and the construction of scales, intervals and chords. Students will learn to identify keys, basic chords structures of melodies and forms of short works. 54 hours lecture

MUSC C106  2.00 Units  A/UC/CSU  
Music Fundamentals II  
Prerequisite: MUSC C105  
Continuation of MUSC C105 with emphasis on study of intervals, minor scales, compound rhythm, and major, minor, diminished, and augmented chords. 36 hours lecture

MUSC C111  3.00 Units  A/UC/CSU  
Beginning Harmony I  
Advisory: Level 1 Reading, Level 2 Writing  
Traditional diatonic harmony as practiced in four part, homophonic textures. Analysis and writing of simple compositions. 54 hours lecture

MUSC C112  3.00 Units  A/UC/CSU  
Beginning Harmony II  
Prerequisite: MUSC C111  
Traditional diatonic harmony as practiced in four part, homophonic textures. Analysis and writing of simple compositions. 54 hours lecture

MUSC C113  2.00 Units  A/UC/CSU  
Ear Training I  
Prerequisite: MUSC C105  
Ear training and sight singing. Recognition of intervals, rhythms and basic harmonies. Melodic, harmonic and rhythmic dictation. 36 hours lecture

MUSC C114  2.00 Units  A/UC/CSU  
Ear Training II  
Prerequisite: MUSC C113  
Ear training and sight singing. Recognition of intervals, rhythms and basic harmonies. Melodic, harmonic and rhythmic dictation. 36 hours lecture

MUSC C121  1.00-2.00 Units  A/UC/CSU  
Piano I  
Requisite: None  
Beginning piano class emphasizing development of technique, practice habits, and knowledge of basic music fundamentals. Practice time outside of class required. 18-36 hours lecture

MUSC C122  1.00-2.00 Units  A/UC/CSU  
Piano II  
Prerequisite: MUSC C121  
Continuation of skill development. Includes progressive technical skills, melodies with chordal accompaniment and easy classics. Theory includes minor scales and chords. Practice time outside of class required. 18-36 hours lecture

MUSC C123  2.00 Units  A/UC/CSU  
Voice I  
Prerequisite: MUSC C105 or concurrent enrollment  
A beginning voice class emphasizing technique, practice habits and knowledge of basic music facts. 27 hours lecture/27 hours laboratory

MUSC C124  2.00 Units  A/UC/CSU  
Voice II  
Prerequisite: MUSC C123  
A continuation of voice class emphasizing technique, practice habits and knowledge of basic music facts. 27 hours lecture/27 hours laboratory

MUSC C125  1.00 Unit  A/UC/CSU  
Percussion Instrument Techniques  
Requisite: None  
The beginning percussion class emphasizes the development of techniques, practice habits, and knowledge of basic music fundamentals. Practice time outside of class is required and students must supply their own instruments. A public concert performance is an essential component of the class. 9 hours lecture/27 hours laboratory
### MUSC C126
**Guitar I**
- **Units:** 2.00
- **Prerequisite:** None
- **Description:** Guitar I is an introduction to the basics of playing the guitar. Guitar techniques will include both classical and popular styles. Students will learn to read modern music notation as well as tablature. Students will learn to play both open string chords and barre chords. These techniques will be combined with a variety of strums and finger picking patterns for the accompaniment of songs in various meters. Possession of a playable acoustic guitar. 

### MUSC C127
**Guitar II**
- **Units:** 2.00
- **Prerequisite:** MUSC C126
- **Description:** Guitar II will include further development of the skills introduced in Guitar I. The emphasis of the course will be on more advanced studies in reading, fingerboard harmony, chord strums, and technique. Guitar techniques will include a variety of popular playing styles. Possession of a playable acoustic guitar.

### MUSC C131
**Orchestra I**
- **Units:** 0.50-2.00
- **Prerequisite:** MUSC C105
- **Description:** Preparation and performance of standard orchestral works. Participation in public performance is required. This course may be taken four times. Enrollment may be limited by audition.

### MUSC C132
**Orchestra II**
- **Units:** 0.50-2.00
- **Prerequisite:** MUSC C105
- **Description:** Preparation and performance of standard orchestral works. Participation in public performance is required. This course may be taken four times. Enrollment may be limited by audition.

### MUSC C141
**Community Band I**
- **Units:** 0.50-2.00
- **Prerequisite:** None
- **Description:** Preparation and performance of basic concert band and wind ensemble works from basic to advanced. This course may be taken four times. Enrollment may be limited by audition.

### MUSC C142
**Community Band II**
- **Units:** 0.50-2.00
- **Prerequisite:** MUSC C141
- **Description:** Preparation and performance of basic concert band and wind ensemble works from basic to advanced. This course may be taken four times. Enrollment may be limited by audition.

### MUSC C151
**Choir I**
- **Units:** 0.50-2.00
- **Prerequisite:** MUSC C105
- **Description:** Preparation and performance of standard choral works, including one masterwork yearly. Participation in public performance required. Previous choral experience desirable. This course may be taken four times.

### MUSC C152
**Choir II**
- **Units:** 0.50-2.00
- **Prerequisite:** MUSC C151
- **Description:** Preparation and performance of standard choral works, including one masterwork yearly. Participation in public performance required. Previous choral experience desirable. This course may be taken four times.

### MUSC C161
**Jazz Combo I**
- **Units:** 1.00
- **Prerequisite:** None
- **Description:** Ensemble work of basic jazz pieces in a variety of styles. Learn about improvisational scales, techniques and rhythms while playing in an ensemble setting. Students will improvise and accompany at the beginning level of jazz. Basic rhythms and feel will be incorporated in students' performance. This course may be taken four times. Enrollment may be limited by audition.

### MUSC C162
**Jazz Combo II**
- **Units:** 1.00
- **Prerequisite:** MUSC C161
- **Description:** Ensemble work of basic jazz pieces in a variety of styles. Learn about improvisational scales, techniques and rhythms while playing in an ensemble setting. A beginning intermediate level of improvisation and accompaniment. Students will have a slightly sharper sense of rhythmic feel and placement in music. This course may be taken four times. Enrollment may be limited by audition.

### MUSC C173
**Appreciation of Jazz**
- **Units:** 3.00
- **Advisory:** Level 1 Reading, Level 2 Writing
- **Description:** Survey of twentieth century jazz styles and performers with a historical background of the antecedents of jazz. Listening laboratory and concert attendance required.

### MUSC C181
**Music and Technology I**
- **Units:** 3.00
- **Advisory:** Level 1 Reading, CSCI C070
- **Description:** This course is an introduction to music technology with topics to include history, overview, CAI software, and fundamentals of analog and digital music systems. Students will be introduced to the operational principles of synthesizer/MIDI keyboards and computer music software. Students will have the opportunity to create their own sound samples and audio tracks, CD's and MP3's using computers and synthesizers.

### MUSC C182
**Music, MIDI, and Computers II**
- **Units:** 2.00
- **Prerequisite:** MUSC C181
- **Description:** Understanding MIDI (Musical Instrument Digital Interface) application in music making. Integrating different components of computer, music hardware and software in producing music notation, sequences, arrangements and compositions. Basic understanding of computer usage in the organization of MIDI setup. Students should have basic computer skills and will learn intermediate computer skills. Fundamentals of music will be taught at the beginning-intermediate level. Students will learn to handle MIDI messages at the beginning-intermediate level.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC C183</td>
<td>3.00</td>
<td>Fundamentals of Sound Design for Media</td>
<td>This course is an introduction to the fundamentals of creating sound for various media. Students will explore the relationship of sound and music to video, film, animation, and video games. Students will learn how to produce effective audio tracks using live sound, MIDI synthesizers, digital sound effects and computer hard disk recording. 36 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>MUSC C205</td>
<td>3.00</td>
<td>Survey of Musical Literature I</td>
<td>Prerequisite: MUSC C105. Survey of styles, practices and aesthetics from Greco- Early Christian to present. Score is primary source for study. 54 hours lecture.</td>
</tr>
<tr>
<td>MUSC C206</td>
<td>3.00</td>
<td>Survey of Musical Literature II</td>
<td>Prerequisite: MUSC C205. Survey of styles, practices and aesthetics from Greco- Early Christian to present. Score is primary source for study. 54 hours lecture.</td>
</tr>
<tr>
<td>MUSC C211</td>
<td>4.00</td>
<td>Intermediate Theory I</td>
<td>Prerequisite: MUSC C112. Contrapuntal and harmonic approach. More advanced diatonic-chromatic study. Advanced ear-training, sight-singing and dictation. 54 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>MUSC C212</td>
<td>4.00</td>
<td>Intermediate Theory II</td>
<td>Prerequisite: MUSC C211. Contrapuntal and harmonic approach. More advanced diatonic-chromatic study. Advanced ear-training, sight-singing and dictation. 54 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>MUSC C221</td>
<td>1.00-2.00</td>
<td>Piano III</td>
<td>Prerequisite: MUSC C122. Study of easier classics and beginning study of interpretation by musical period. Development of ability to prepare pieces without assistance and on performance techniques. Practice time outside of class required. 18-36 hours lecture.</td>
</tr>
<tr>
<td>MUSC C222</td>
<td>1.00-2.00</td>
<td>Piano IV</td>
<td>Prerequisite: MUSC C221. Study of moderately easy classics with attention to form and interpretation. More advanced technical work, ability to select and prepare pieces with little assistance and on performance techniques. Practice time outside of class required. 18-36 hours lecture.</td>
</tr>
<tr>
<td>MUSC C223</td>
<td>2.00</td>
<td>Voice III</td>
<td>Prerequisite: MUSC C124. A continuation of voice class emphasizing technique, practice habits and knowledge of basic music facts. 27 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>MUSC C224</td>
<td>2.00</td>
<td>Voice IV</td>
<td>Prerequisite: MUSC C223. An advanced voice class emphasizing technique, practice habits and knowledge of basic music facts. 27 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>MUSC C226</td>
<td>2.00</td>
<td>Guitar III</td>
<td>Prerequisite: MUSC C127. Guitar III will include further development of the skills introduced in Guitar I and II. Students will learn a variety of advanced scales, arpeggios, and chords. The course will include advanced concepts of left hand fingerings such as aim directed movement, weight transfer, inverted fingerings, and guide/pivot fingers. These techniques will then be applied to various studies and songs which were composed for the purpose of increasing speed, accuracy, and musicality. Repertoire will include both classical and popular styles. Possession of a playable acoustic guitar. 27 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>MUSC C231</td>
<td>0.50-2.00</td>
<td>Orchestra III</td>
<td>Prerequisite: MUSC C105. Preparation and performance of standard orchestral works. Participation in public performance is required. This course may be taken four times. Enrollment may be limited by audition. 18-36-72 hours lecture/laboratory.</td>
</tr>
<tr>
<td>MUSC C232</td>
<td>0.50-2.00</td>
<td>Orchestra IV</td>
<td>Prerequisite: MUSC C105. Preparation and performance of standard orchestral works. Participation in public performance is required. This course may be taken four times. Enrollment may be limited by audition. 18-36-72 hours lecture/laboratory.</td>
</tr>
<tr>
<td>MUSC C241</td>
<td>0.50-2.00</td>
<td>Community Band III</td>
<td>Prerequisite: MUSC C142. Preparation and performance of basic concert band and wind ensemble works from basic to advanced. This course may be taken four times. Enrollment may be limited by audition. 18-36-72 hours lecture/laboratory.</td>
</tr>
<tr>
<td>MUSC C242</td>
<td>0.50-2.00</td>
<td>Community Band IV</td>
<td>Prerequisite: MUSC C241. Preparation and performance of basic concert band and wind ensemble works from basic to advanced. This course may be taken four times. Enrollment may be limited by audition. 18-36-72 hours lecture/laboratory.</td>
</tr>
<tr>
<td>MUSC C251</td>
<td>0.50-2.00</td>
<td>Choir III</td>
<td>Prerequisite: MUSC C152. Preparation and performance of standard choral works, including one masterwork yearly. Participation in public performance required. Previous choral experience desirable. This course may be taken four times. 18-36-72 hours lecture/laboratory.</td>
</tr>
</tbody>
</table>
Preparation and performance of standard choral works, including one masterwork yearly. Participation in public performance required. Previous choral experience desirable. This course may be taken four times. 18-36-72 hours lecture/laboratory

MUSC C261  1.00 Unit
Jazz Combo III  A/CSU
Prerequisite: MUSC C162

Ensemble work of basic jazz pieces in a variety of styles. Learn about improvisational scales, techniques and rhythms while playing in an ensemble setting. An intermediate level of improvisation in a more musical manner. Rhythmic sense and placement in music should be rather strong. This course may be taken four times. Enrollment may be limited by audition. 36 hours lecture/laboratory

MUSC C262  1.00 Unit
Jazz Combo IV  A/CSU
Prerequisite: MUSC C261

Ensemble work of basic jazz pieces in a variety of styles. Learn about improvisational scales, techniques and rhythms while playing in an ensemble setting. Intermediate-Advanced level of improvisation and accompaniment. Student should be able to improvise on sight with adequate success. Contour and musical shape to improvisation should be established. Rhythmic and placement in music should be very strong. This course may be taken four times. Enrollment may be limited by audition. 36 hours lecture/laboratory

MUSC C281  2.00 Units
Music, MIDI and Computers III  A/CSU
Prerequisite: MUSC C182

Understanding MIDI (Musical Instrument Digital Interface) application in music making. Integrating different components of computer, music hardware and software in producing music notation, sequences, arrangements and compositions. Basic understanding of computer usage in the organization of MIDI setup. Students should have intermediate level computer skills and will learn about trouble shooting basic computer problems and maintaining an optimum operating system. Fundamentals of music will be taught at intermediate level. Students will handle more advanced MIDI messages and incorporate them in projects. 36 hours lecture

MUSC C282  2.00 Units
Music, MIDI and Computers IV  A/CSU
Prerequisite: MUSC C281

Understanding MIDI (Musical Instrument Digital Interface) application in music making. Integrating different components of computer, music hardware and software in producing music notation, sequences, arrangements and compositions. Basic understanding of computer usage in the organization of MIDI setup. Students will learn intermediate-advanced skills in computer operation. Students will use all components of a MIDI setup to create more advanced MIDI concepts. 36 hours lecture
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARA C220</td>
<td>3.00</td>
<td>Bankruptcy Law</td>
<td>This course examines the field of bankruptcy law and prepares the student to assist in the bankruptcy process. Students will learn the types of bankruptcy, the common forms used, bankruptcy court procedures and how to research the bankruptcy laws.</td>
<td>PARA C110</td>
</tr>
<tr>
<td>PARA C230</td>
<td>3.00</td>
<td>Probate Law</td>
<td>This course examines the field of probate law and prepares the student to assist in the administration of an estate. Topics to be covered include wills, conservatorships, guardianships, trusts, estate planning and taxation of estates.</td>
<td>PARA C110</td>
</tr>
<tr>
<td>PARA C240</td>
<td>3.00</td>
<td>Criminal Law and Procedure</td>
<td>This course examines the field of criminal law and prepares the student to assist in the preparation of criminal cases. Students will learn all aspects of a trial case from the development of the case to the appellate process. They will study the procedures of the criminal justice system.</td>
<td>PARA C110</td>
</tr>
<tr>
<td>PARA C250</td>
<td>3.00</td>
<td>Family Law</td>
<td>This course examines the field of family law. Students will examine the legal principles that define relationships, rights and duties within family units. The course will include the history of family law and how it has evolved over the last several decades.</td>
<td>PARA C110</td>
</tr>
<tr>
<td>PARA C260</td>
<td>3.00</td>
<td>Personal Injury and Tort Litigation</td>
<td>This course reviews the practice of tort law. Students will be introduced to tort liability issues such as assault and battery, negligence, malpractice, product liability, and defamation. The class will provide practice with common documents and procedures used in personal injury and other tort cases.</td>
<td>PARA C110</td>
</tr>
<tr>
<td>PARA C270</td>
<td>2.00</td>
<td>Real Property Law</td>
<td>This course examines the field of real property law and prepares the student to assist in real estate transactions. Topics to be covered include ownership rules, determination of title, acquisition and transfer of property, financing, and taxation.</td>
<td>PARA C110</td>
</tr>
<tr>
<td>PARA C280</td>
<td>2.00</td>
<td>Worker’s Compensation Law</td>
<td>This course examines the field of worker’s compensation law and prepares the student to assist in torts resulting from work injuries. Topics to be covered include compensation principles, employer-employee relationship, work injuries and accidents and the worker’s compensation system.</td>
<td>PARA C110</td>
</tr>
<tr>
<td>PARA C290</td>
<td>2.00</td>
<td>Paralegal Studies Internship</td>
<td>This course enables the paralegal student to obtain practical experience under the supervision of an attorney and/or legal professional. Students will gain experience in the daily operations of a typical legal office, legal research, interviewing clients and preparing briefs. The course will also cover job search techniques. Students will be responsible for arranging their own assignments. 120 hours unpaid or 150 hours paid Work Experience</td>
<td>PARA C110</td>
</tr>
</tbody>
</table>

**PERSONAL DEVELOPMENT**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDEV C022</td>
<td>2.00</td>
<td>Reading Improvement</td>
<td>This course is designed for students who experience severe reading or spelling difficulties. Students will learn auditory/phonemic awareness skills and gain the ability to think about and manipulate sounds important for success in reading and spelling. The course content is also appropriate for students who have difficulty completing the college's reading and spelling classes and ESL students who need additional auditory practice.</td>
<td>None</td>
</tr>
<tr>
<td>PDEV C023</td>
<td>2.00</td>
<td>Learning Disability Awareness and Study Strategies Introduction</td>
<td>This course covers basic learning disability awareness and strategies for college success. Topics covered are disability awareness, learning styles, information processing, memory techniques, time management, goal setting, concentration, anxiety, and reading systems. Open to any student, this class teaches use of personal strengths, specific skills, and strategies to overcome obstacles to college success for students with disabilities.</td>
<td>None</td>
</tr>
<tr>
<td>PDEV C025</td>
<td>1.00</td>
<td>Study Strategies</td>
<td>This course is designed for all students who have the potential to benefit from college courses but lack specific skills and learning strategies to succeed in college. Students in this class may have functional limitations or be in the Special Services Program. This course focuses on developing planning strategies for long-term projects based on the students' learning style.</td>
<td>None</td>
</tr>
<tr>
<td>PDEV C031</td>
<td>1.00</td>
<td>Functional Word Processing</td>
<td>This course provides a more slowly paced version of word processing. This class is designed specifically for the student who has little or no knowledge of computers or word processing, for students with functional limitations, or for students who are in the Special Services Program. This course is open to any student who has the potential to benefit from college courses and who would benefit from being able to type class work.</td>
<td>None</td>
</tr>
</tbody>
</table>
PDEV C035  1.00 Unit
Basic Thinking Strategies  A/CSU
Requisite: None
Designed for students who want to improve their skills in attention/ concentration, memory, spatial processing, and problem solving through the use of computer software and class activities.  **36 hours lecture/ laboratory**

PDEV C051  1.00 Unit
Training in Assertiveness  A
Requisite: None
Students will learn and practice ways to effectively communicate their needs, desires, and limitations to other people at home, at work, and in other social situations.  **18 hours lecture**

PDEV C061  0.50 Units
Yoga for Personal Development  A
Requisite: None
This course is intended to introduce the student to the practice of awareness of the integrated operations of thought, breath, posture, and balance and to provide the student with opportunities to develop greater awareness, concentration, and perseverance. Additionally, students generally find that they develop greater equanimity, more positive interpretations, greater strength and flexibility through regular yoga practice.  **27 hours activity**

PDEV C071  0.50 Units
Living with Math  A
Requisite: None
Identifying and coping with math anxiety; gaining confidence about mathematics in a supportive environment.  **Credit/No Credit Grading.  9 hours lecture**

PDEV C075  0.50-1.00 Units
Career Alternatives  A
Requisite: None
Students will evaluate their individual life-style preferences through use of in class assessment tools. Students will explore the world of work and educational programs, and develop career decisions and action plans necessary to achieve individual career goals.  **9-18 hours lecture**

PDEV C076  0.50 Units
Stress: Sources, Management, Prevention  A
Requisite: None
Identifying and coping with stress as a positive force for personal adjustment.  **Credit/No Credit Grading.  9 hours lecture**

PDEV C077  1.00-2.00-3.00 Units
Workforce Readiness Workshop  A
Requisite: None
Intensive workshop will use an experimental emphasis to meet the goal of developing personal qualities important to securing and sustaining a job. The expectation of high performance standards will be supported with instructor/student evaluation of readiness for the workplace.  **18-36-54 hours lecture**

PDEV C078  1.00 Unit
Building Career Search Skills  A
Requisite: None
Preparation for choosing a career through self-assessment and understanding the process of career choice. Discussion on college majors, trends in today’s work force and local resources for employment. Preparation to enter the work force through career development and planning, resume and interview practicum.  **18 hours lecture**

PDEV C082  1.00 Unit
Career Expansion  A
Requisite: None
Increasing motivation and planning to achieve career goals and assist individuals in exploring career options.  **Credit/No Credit Grading.  18 hours lecture**

PDEV C085  1.00 Unit
Creativity Through Visual Perception  A
Requisite: None
This course is designed to teach non-artists how to access perceptual and creative skills they already possess through drawing. Students will learn the relationship of drawing to visual and perceptual brain processes and to develop methods of accessing and controlling these processes.  **9 hours lecture/27 hours laboratory**

PDEV C090  1.00 Unit
Becoming A Student Ambassador  A
Requisite: None
This course is available to all students interested in acquiring skills necessary to be a student ambassador on campus. The course will focus on developing the interpersonal skills necessary for effective verbal communication and appropriate behavior and dress for the workplace. The course will provide the necessary information regarding college resources and facilities as well as an understanding of the world of academia to effectively represent the campus in a variety of settings.  **18 hours lecture**

PDEV C101  3.00 Units
Becoming a Master Student  A/UC/CSU
Advisory: Level 1 Reading
This class emphasizes skills for becoming an effective student such as time management, note taking, memory skills, textbook reading, exam preparation and test strategies. A variety of college resources including the library will be introduced. Topics such as personal strengths, goal setting and career choice will be explored.  **54 hours lecture**

PDEV C111  1.00 Unit
Master Worker Program Orientation  A/CSU
Prerequisite: PDEV C101 or concurrent enrollment
This course is designed to inform potential Master Worker students about the Master Worker Program by modeling what they can expect if chosen to participate. Presented mostly in an interactive format, students will be expected to role play, work in dyads and small groups, demonstrate their ability to function in teams and be open to opportunities for personal growth. Each student will begin the development of a personal portfolio to be presented during the selection interview.  **18 hours lecture**
PDEV C112  3.00 Units  Master Worker Phase II – Apprentice  A/CSU
Prerequisite: PDEV C111
This course focuses on the development of effective communication skills, thinking skills, and personal qualities necessary for success in the workplace. Personal qualities, important in all work environments, such as self-esteem, respect for others, integrity, and responsibility, will be discussed, practiced, observed, and evaluated in small and large groups, both inside and outside of the classroom. Learning activities will include practical experiences dealing with issues and problems normally encountered in the world of work. Students will regularly meet with a mentor employer from the local business community to observe, document and report results to the class.  54 hours lecture

PDEV C113  3.00 Units  Master Worker Phase III – Journeyman  A/CSU
Prerequisite: PDEV C112
Building on the skills learned in the Master Worker Apprentice Phase, this course serves to further enhance the development of communication, thinking and inter-personal skills, and introduces students to the concepts of self-master, the learning process, and teamwork critical to success in the modern workplace. Project teams will be created and projects will be defined and accomplished. In this forum, the students will have the opportunity to develop and practice leadership skills, teamwork, and the planning and accomplishment of goals. Student teams will regularly visit mentor employers from the local business community to make assessments, then document and report results to the class.  54 hours lecture

PDEV C114  3.00 Units  Master Worker Phase IV - Master Worker  A/CSU
Prerequisite: PDEV C113
This course will build on the skills learned in the Master Worker Journeyman Phase while focusing on workplace preparation. Students will be instructed in workplace standards and basic business principles employers are expected to know to function effectively and intelligently in the workplace. The personal skills of stress management and conflict resolution critical success in the modern workplace will be discussed and practiced. Teamwork and community involvement will be enhanced by accomplishing a project in cooperation with a mentor employer that supports and adds value to the local community.  54 hours lecture

PDEV C121  3.00 Units  Master Worker Intensive  A/CSU
Prerequisite: PDEV C111
This course focuses on the development of personal skills and qualities that are the foundation for success in the 21st century workplace. These skills and qualities were defined in collaboration with local business leaders and include: communication and thinking skills, teamwork, leadership, time and project management, stress management, customer service, basic business principles, conflict resolution, and workplace standards. Personal qualities important in all work environments such as self-esteem, respect, integrity, and responsibility, will be discussed, practiced, and developed. This course will facilitate employability and advancement whatever the chosen career field.  54 hours lecture

PHIL C101  3.00 Units  Introduction to Philosophical Problems  A/UC/CSU – CAN PHIL 2
Advisory: Level 1 Reading, Level 2 Writing
This course offers a survey of human intellectual interactions within the self, with other persons, with human society, and with the natural world in relation to ultimate concerns.  54 hours lecture

PHIL C101H  4.00 Units  Introduction to Philosophical Problems - Honors  A/UC/CSU
Advisory: Level 1 Reading, Level 2 Writing
This course offers a survey of human intellectual interactions within the self, with other persons, with human society, and with the natural world in relation to ultimate concerns. The Honors course includes additional readings and a seminar in which contemporary philosophical works are presented by students. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students.  72 hours lecture

PHIL C111  3.00 Units  Introduction to Logic  A/UC/CSU – CAN PHIL 6
Advisory: Level 1 Reading, Level 2 Writing, Level 3 Math
Traditional and modern logic with emphasis on language, thought and argument. Uses of language and definition and problems with informal fallacies. Deductive logic and the deductive method. Inductive logic involving probable inference, casual connections, hypothesis and probability. Fulfills basic logic requirement for state colleges and universities.  54 hours lecture

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

PHIL 161  3.00 Units  Introduction to the Philosophy of Religion  A/UC/CSU
Advisory: Level 1 Reading, Level 1 Writing
The purposes of this course are to explore the historical role of religion in human life across cultures and to explore the place of religion in the 21st century "global village".  54 hours lecture
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Advisory/Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL C162</td>
<td>3.00</td>
<td>World Religions of the East</td>
<td>A/UC/CSU</td>
<td>The distinctive nature of the major religions of the East: Hinduism, Buddhism, Confucianism and Taoism. 54 hours lecture</td>
</tr>
<tr>
<td>PHIL C163</td>
<td>3.00</td>
<td>World Religions of the West</td>
<td>A/UC/CSU</td>
<td>The distinctive nature of the major religions of the West: Zoroastrianism, Judaism, Christianity, Islam. 54 hours lecture</td>
</tr>
<tr>
<td>PHIL C201</td>
<td>3.00</td>
<td>Introduction to Systematic Theories</td>
<td>A/UC/CSU</td>
<td>Students are introduced to the historical development of systematic philosophy and to trends towards a new synthesis of science, the arts and personal meaning. Concepts covered include systems theory, chaos theory, morphogenic field theory and holographic models of the mind and the universe. 54 hours lecture</td>
</tr>
<tr>
<td>PHIL C205</td>
<td>3.00</td>
<td>Critical Reasoning - Science as a Way of Knowing</td>
<td>A/UC/CSU</td>
<td>Criteria of reasoning in everyday life and in science. Basic principles of deductive and inductive reasoning, fallacies of reasoning, techniques and aids to reasoning, principles of scientific method, historical perspective, hypotheses and theories which form the themes of scientific investigation. 54 hours lecture</td>
</tr>
<tr>
<td>PHIL C211</td>
<td>4.00</td>
<td>Symbolic Logic</td>
<td>A/UC/CSU</td>
<td>The study of logical relationships (consistency, equivalency and entailment) by way of models and procedures in a symbolic system. The concept of proof and the demands of formal proof. Illustrations and applications through the solutions of problems, puzzles and paradoxes. Methods of demonstrating logical properties, including truth tables, derivations in sentence and predicate logic, and semantic interpretations. The relation between conventional languages and symbolic encodings. A selection of related theoretical topics, including proofs of soundness and consistency for the derivation systems, and elementary set theory. 72 hours lecture</td>
</tr>
<tr>
<td>PHIL C215</td>
<td>3.00</td>
<td>History of Western Philosophy</td>
<td>A/UC/CSU</td>
<td>The writings of philosophers from Socrates to contemporary thinkers will be examined as presented in an historical sequence. 54 hours lecture</td>
</tr>
</tbody>
</table>

**PHYSICAL EDUCATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Advisory/Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED C020</td>
<td>0.50</td>
<td>Baseball Camp I</td>
<td>P</td>
<td>Participants receive instruction in the fundamental skills of baseball at the beginning level including hitting, pitching, fielding, catching, and throwing. Analysis of strengths and suggested improvements will be made. Skill, drills, and games will be used to meet these goals. This course may be taken four times. Credit/No credit grading. 27 hours activity</td>
</tr>
<tr>
<td>PHED C021</td>
<td>0.50</td>
<td>Baseball Camp II</td>
<td>P</td>
<td>Participants receive instruction in the fundamental skills of baseball at the intermediate level including hitting, pitching, fielding, catching, and throwing. Analysis of strengths and suggested improvements will be made. Skill, drills, and games will be used to meet these goals. This course may be taken four times. Credit/No credit grading. 27 hours activity</td>
</tr>
<tr>
<td>PHED C022</td>
<td>0.50</td>
<td>Baseball Camp III</td>
<td>P</td>
<td>Participants receive instruction in the fundamental skills of baseball at the advanced level including hitting, pitching, fielding, catching, and throwing. Analysis of strengths and suggested improvements will be made. Skill, drills, and games will be used to meet these goals. This course may be taken four times. Credit/No credit grading. 27 hours activity</td>
</tr>
<tr>
<td>PHED C101</td>
<td>3.00</td>
<td>Foundations of Physical Education</td>
<td>A/UC/CSU</td>
<td>This class is an introduction to the professional field of physical education and its significance in the total educational program. Major emphasis on the historical backgrounds and philosophies relation to the fields of physical education, recreation, and health. 54 hours lecture</td>
</tr>
<tr>
<td>PHED C102</td>
<td>2.00</td>
<td>Personal Lifelong Fitness</td>
<td>A/CSU</td>
<td>This is a course designed to assist in the process of creating a personal wellness and fitness program. This class will include a lifestyle survey, physical fitness assessments, a computerized wellness profile, exercise prescription and goal setting techniques. Participants will primarily utilize exercise equipment in the cardiovascular lab to fulfill their individual prescription. This course may be taken four times. Note: Enrollment is limited to students who are symptom free of any cardiovascular disease or have a physician’s statement to participate. 18 hours lecture/54 hours laboratory</td>
</tr>
</tbody>
</table>
This is a beginning course in the fundamentals of golf. This course may be taken four times. 54 hours activity

Requisite: None

PHED C104
Aerobic Dance II
1.00 Unit
A/UC/CSU
This is an intermediate class that produces knowledge in fitness dance and that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises. This course may be taken four times. 54 hours activity

Prerequisite: PHED C103

PHED C105
Weight Training I
1.00 Unit
A/UC/CSU
This is a beginning course in co-educational weight training. This course includes knowledge of strength and muscle development. Also teaches how to contour and firm-up the body in a most efficient manner. Emphasizes individualized programs. This course may be taken four times. 54 hours activity

Requisite: None

PHED C106
Weight Training II
1.00 Unit
A/UC/CSU
This is an intermediate class giving knowledge of muscle and strength development and how to utilize weight training for specific athletic and weight training needs. Strong emphasis on individual work programs. This course may be taken four times. 54 hours activity

Prerequisite: PHED C105

PHED C107
General Conditioning I
1.00 Unit
A/UC/CSU
This is a beginning course in co-educational physical fitness designed to help improve general fitness through exercise. Includes current scientific trends and methods, general psychological and kinesiological and the practical application of physical fitness methods. Emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. This course may be taken four times. 54 hours activity

Requisite: None

PHED C108
General Conditioning II
1.00 Unit
A/UC/CSU
This is an intermediate course designed to further one’s knowledge in the various types of conditioning and fitness programs and to develop an individualized program with emphasis on personal fitness improvement. This course may be taken four times. 54 hours activity

Prerequisite: PHED C107

PHED C109
Golf I
1.00 Unit
A/UC/CSU
This is a beginning course in the fundamentals of golf. This course may be taken four times. 54 hours activity

Requisite: None

PHED C110
Golf II
1.00 Unit
A/UC/CSU
This is an intermediate course in which a continuation and refinement of the basic fundamentals of golf apply. With a greater emphasis on course play. This course may be taken four times. 54 hours activity

Prerequisite: PHED C109

PHED C111
Swimming I
1.00 Unit
A/UC/CSU
This is a beginning course dedicated to equip the individual with basic water safety skills and knowledge. This course may be taken four times. 54 hours activity

Requisite: None

PHED C112
Swimming II
1.00 Unit
A/UC/CSU
This is an intermediate course dedicated to increase the endurance of the individual, improve that individual’s ability to care for him or herself in the water, and introduce additional coordinated movements. This course may be taken four times. 54 hours activity

Prerequisite: PHED C111

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

Requisite: None

PHED C114
Tennis II
1.00 Unit
A/UC/CSU
This is an intermediate course in tennis. This class refines the basic strokes with special emphasis on the lob, smash (overhead), and intermediate singles and doubles play. This course may be taken four times. 54 hours activity

Prerequisite: PHED C113

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

Requisite: None

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

Prerequisite: PHED C115

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

Requisite: None

Cerro Coso Community College 2004-2006
Course Descriptions - 127
PHED C118  1.00 Unit  A/UC/CSU
Basketball II
Prerequisite: PHED C117
This is an intermediate course designed for continuation of basic skill
development with special emphasis on team offensive and defensive
strategies, as well as tactics and individualized moves by position.
This course may be taken four times.  54 hours activity

PHED C119  1.00 Unit  A/UC/CSU
Archery I
Requisite: None
A physical education course designed to introduce the fundamental
skills of beginning archery, with emphasis on the mental, as well as
the physical aspects of the sport. Safe use and proper care of tackle
and range safety are included.  This course may be taken four times.
54 hours activity

PHED C120  1.00 Unit  A/UC/CSU
Archery II
Prerequisite: PHED C119
This is a physical education course designed to refine the skills of
beginning archery. Greater emphasis will be placed on individual
correction of errors and improvement of archery techniques.  This
course may be taken four times.  54 hours activity

PHED C121  1.00 Unit  A/UC/CSU
Badminton I
Requisite: None
This is a beginning course that introduces fundamental badminton skills
with emphasis on equipment, serves, forehand/backhand strokes,
drive/lob shots, strategy, and general rules.  This course may be taken
four times.  54 hours activity

PHED C122  1.00 Unit  A/UC/CSU
Badminton II
Prerequisite: PHED C121
This is an intermediate course that is a continuation of basic skill levels
with special emphasis on hairpin set shots, push shots, different
serves, offensive and defensive strategies.  This course may be taken
four times.  54 hours activity

PHED C123  1.00 Unit  A/UC/CSU
Softball I
Requisite: None
This is a beginning level course designed to introduce basic softball
skills. The class emphasizes strategies and fundamentals of offensive
and defensive play including batting, bunting, fielding, and throwing.
This course may be taken four times.  54 hours activity

PHED C124  1.00 Unit  A/UC/CSU
Softball II
Prerequisite: PHED C123
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.  This course may be taken four times.  54
hours activity

PHED C125  1.00 Unit  A/UC/CSU
Soccer I
Requisite: None
This is a course designed to equip the student with beginning soccer
skills. There will be emphasis on beginning strategies and techniques.
This course may be taken four times.  54 hours activity

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

PHED C127  1.00 Unit  A/UC/CSU
Racquetball I
Requisite: None
This is a beginning course in the fundamentals of racquetball. The
class will cover rules, equipment, safety, etiquette, and basic skills of
the forehand, backhand and serve. This course may be taken four
times.  54 hours activity

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

PHED C129  1.00 Unit  A/UC/CSU
Cardiovascular Fitness I
Requisite: None
A basic course in cardiovascular fitness using the machines in the
fitness lab (rowers, stationary bikes, treadmills and stair steppers).
This class is designed for inactive people who want to begin a
cardiovascular exercise program. This course may be taken four times.
Note: Enrollment is limited to students who are symptom free of any
cardiovascular disease or have a physician's statement to participate.
54 hours activity

PHED C130  1.00 Unit  A/UC/CSU
Cardiovascular Fitness II
Prerequisite: PHED C129.
An intermediate course in cardiovascular fitness using the machines in
the fitness lab (rowers, stationary bikes, and stair steppers). This
class is designed for the moderately fit person who wants to improve
his/her cardiovascular fitness level. This course may be taken four
times. Note: Enrollment is limited to students who are symptom free of any
cardiovascular disease or have a physician's statement to participate.  54 hours activity

PHED C131  1.00 Unit  A/UC/CSU
Wellness Walking I
Requisite: None
This is a physical activity course designed to improve fitness through
walking. This course may be taken four times.  54 hours activity
PHED C132  1.00 Unit
Wellness Walking II  
Prerequisite: PHED C131  
A physical activity course designed to improve fitness through power walking. This course may be taken four times. 54 hours activity

PHED C133  1.00 Unit
Beginning Modern Dance  
Requisite: None  
This is a course designed to cover beginning techniques of modern dance. Participants practice exercises to develop strength, flexibility, and grace. Emphasis is on dance for fitness and personal expression. This course may be taken four times. 54 hours activity

PHED C135  1.00 Unit
Jazz Dance I  
Requisite: None  
This is a course designed to cover beginning techniques of jazz dance. Participants practice beginning level exercises to develop strength and flexibility of the limbs and torso and learn beginning jazz dance combinations. This course may be taken four times. 54 hours activity

PHED C136  1.00 Unit
Jazz Dance II  
Requisite: PHED C135  
This is a course designed to cover intermediate techniques of jazz dance. Participants practice intermediate level exercises to develop strength and flexibility of the limbs and torso and learn intermediate level jazz dance combinations. This course may be taken four times. 54 hours activity

PHED C147  1.00 Unit
Adaptive Physical Education I  
Requisite: None  
This is a course designed to allow physically disabled students to participate in an adapted physical education program for its physical benefits. Each student will have an individualized program prescribed, which will help remediate specific physical limitations. Credit/No Credit Grading. This course may be taken four times. 54 hours activity

PHED C148  1.00 Unit
Adaptive Physical Education II  
Requisite: PHED C147  
This an advanced course designed to allow physically disabled students to continue to expand their physical strength and skills through utilizing their individualized educational program. Credit/No Credit Grading. This course may be taken four times. 54 hours activity

PHED C151  1.00 Unit
Introduction to General Conditioning for Competitive Athletes  
Requisite: None  
This is an introductory course in co-educational physical fitness designed to help improve general fitness through exercise for competitive athletes. It includes current scientific trends and methods in related general physiology and kinesiology and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. Note: Enrollment limited to intercollegiate athletes. 54 hours activity

PHED C152  1.00 Unit
Beginning General Conditioning for Competitive Athletes  
Requisite: PHED C151  
This is a beginning course in co-educational physical fitness designed to help improve general fitness through exercise for competitive athletes. It includes current scientific trends and methods, general psychological and kinesiological and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. Note: Enrollment limited to intercollegiate athletes. 54 hours activity

PHED C155  3.00 Units
Theory of the Care and Prevention of Athletic Injuries  
Requisite: None  
This course is designed to introduce the student to the athletic training educational competencies set by the National Athletic Trainer's Association Board of Certification (NATABOC). These educational competencies will involve the skills of: Prevention of Athletic Injuries and Illness; Recognition and Evaluation; Management, Treatment and Disposition of Athletic Injuries; Rehabilitation of Athletic Injuries. 54 hours lecture

PHED C161  1.00 Unit
Intercollegiate Basketball I  
Requisite: None  
Participation in high-level activity and skill development. Emphasizes introductory skill, theory, tactics, strategy and application thereof for the intercollegiate competitor. For first semester of eligibility (Fall only). Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines and must be enrolled in a minimum of 12 units during the season of competition. 54 hours activity

PHED C162  1.00 Unit
Intercollegiate Basketball II  
Requisite: PHED C161  
This class is designed for second semester participation and eligibility. Shall emphasize a high level of training and skill development. Emphasizes primary skill, theory, tactics, strategy and application thereof for the intercollegiate competitor. Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines and must be enrolled in a minimum of 12 units. 54 hours activity

PHED C163  1.00 Unit
Competitive Basketball Techniques I  
Requisite: None  
This is a basic course designed for individuals with prior years of basketball playing experience. The class prepares individuals for competitive experience through cardiovascular, kinesiological endurance as well as through advanced basketball skills, strategy and competition. Note: Enrollment limited to intercollegiate athletes. This course may be taken four times. 54 hours activity
**PHED C164** 1.00 Unit
**Competitive Basketball Techniques II**
Prerequisite: PHED C163
This is an intermediate course designed for individuals with prior years of basketball playing experience. Course prepares individuals for competitive experience through cardiovascular, kinesiological endurance as well as through advanced basketball skills, strategy and competition. This course may be taken four times. Note: Enrollment limited to intercollegiate athletes. 54 hours activity

**PHED C165** 1.00 Unit
**Intercollegiate Golf**
Prerequisite: PHED C165
This is a course designed for your first semester of eligibility. Participate in high level competition and skill development. Emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines and must be enrolled in a minimum of 12 units. 54 hours activity

**PHED C166** 1.00 Unit
**Intercollegiate Golf II**
Prerequisite: PHED C165
This is a course designed for your second semester of eligibility. A continuation of high level competition and skill development to help students decide goals for life. Emphasizes advanced skill, theory, tactics, strategy, intercollegiate competition and further goals. Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines and must be enrolled in 12 units, and must have completed 24 units with at least a 2.0 G.P.A. 54 hours activity

**PHED C167** 1.00 Unit
**Intercollegiate Cross-Country I**
Prerequisite: None
This course is designed for first semester participation in high level competition and skill development. Emphasizes advanced skill development, theory, tactics, strategy and intercollegiate competition. Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines and must be enrolled in 12 units. 54 hours activity

**PHED C168** 1.00 Unit
**Intercollegiate Cross-Country II**
Prerequisite: PHED C167
This is a course designed for second semester participation in high level competition and skill development. Emphasizes advanced skill development, theory, tactics, strategy and intercollegiate competition. Students must meet CCCA Athletic Code Eligibility Guidelines, must be enrolled in 12 units, and must be enrolled in a minimum of 24 units with a 2.0 G.P.A. 54 hours activity

**PHED C169** 1.00 Unit
**Intercollegiate Tennis I**
Prerequisite: None
This course is designed for the first semester participation in high level competition and skill development. Emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Students must meet CCCA Athletic Code Eligibility Guidelines and must be enrolled in 12 units. 54 hours activity

**PHED C170** 1.00 Unit
**Intercollegiate Tennis II**
Prerequisite: PHED C169
This course is designed for the second semester participation in high level competition and skill development. Emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines, must be enrolled in 12 units, and must have completed 24 units with a 2.0 G.P.A. 54 hours activity

**PHED C171** 1.00 Unit
**Intercollegiate Volleyball I**
Prerequisite: None
This is a course designed for the first semester of participation in high level competition and skill development. Emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines and must be enrolled in 12 units. 54 hours activity

**PHED C172** 1.00 Unit
**Intercollegiate Volleyball II**
Prerequisite: PHED C171
This is a course designed for the second semester of participation in high level competition and skill development. Emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines and must be enrolled in 12 units, and must have completed 24 units with a 2.0 G.P.A. 54 hours activity

**PHED C173** 1.00 Unit
**Intercollegiate Baseball I**
Prerequisite: None
This course involves participation in a high level of competition and skill development in baseball. There is an emphasis on advanced skill, theory, tactics and strategy in intercollegiate baseball. This course is taken during the first semester of athletic eligibility (Spring only). Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines and must be enrolled in a minimum of 12 units. 54 hours activity

**PHED C174** 1.00 Unit
**Intercollegiate Baseball II**
Prerequisite: PHED C173
This course involves participation in a high level of competition and skill development at the intercollegiate level in the sport of baseball. Emphasis will be placed on advanced skill, theory, tactics, strategy and intercollegiate competition. This course is to be taken the second semester of intercollegiate athletic eligibility (Spring only). Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines, must be enrolled in a minimum of 12 units, and must have completed 24 units with a 2.0 G.P.A. 54 hours activity

**PHED C175** 1.00 Unit
**Competitive Baseball I**
Prerequisite: None
This is a basic course designed to prepare the athlete in the sport of baseball at the competitive level. Skills will be developed through high intensity practice sessions on a daily basis. Note: Enrollment limited to intercollegiate athletes. 54 hours activity
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED C176</td>
<td>1.00 Unit</td>
<td>Competitive Baseball II A/UC/CSU This is an intermediate course designed to prepare the athlete in the sport of baseball at the competitive level. Skills will be developed through high intensity practice sessions on a daily basis. Note: Enrollment limited to intercollegiate athletes. 54 hours activity</td>
</tr>
<tr>
<td>PHED C177</td>
<td>1.00 Unit</td>
<td>Women's Intercollegiate Basketball I A/UC/CSU This is a course designed for the first semester of intercollegiate competition and eligibility. Participation in high level activity and skill development. Emphasizes introductory skill, theory, tactics, strategy and application thereof for the intercollegiate competitor. Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines and must be enrolled in a minimum of 12 units. 54 hours activity</td>
</tr>
<tr>
<td>PHED C178</td>
<td>1.00 Unit</td>
<td>Women's Intercollegiate Basketball II A/UC/CSU This course is designed for the second semester of intercollegiate competition and eligibility. Students will participate in high level activity and skill development. Emphasizes primary skill, theory, strategy and application thereof for the intercollegiate competitor. Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines and must be enrolled in a minimum of 12 units. 54 hours activity</td>
</tr>
<tr>
<td>PHED C181</td>
<td>1.00 Unit</td>
<td>Intercollegiate Softball I A/UC/CSU Requires: None This course involves participation in a high level of competition and skill development in softball. There is an emphasis on advanced skill, theory, tactics and strategy in intercollegiate softball competition. This course is taken during the first semester of athletic eligibility (Spring only). Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines and must be enrolled in a minimum of 12 units. 54 hours activity</td>
</tr>
<tr>
<td>PHED C183</td>
<td>1.00 Unit</td>
<td>Competitive Softball I A/UC/CSU Requires: None This is a basic level course designed to introduce students to competitive softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. This course may be taken four times. Note: Enrollment limited to intercollegiate athletes. 54 hours activity</td>
</tr>
<tr>
<td>PHED C184</td>
<td>1.00 Unit</td>
<td>Competitive Softball II A/UC/CSU Requires: PHED C183 This is an intermediate level course designed to expose students to competitive softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. This course may be taken four times. Note: Enrollment limited to intercollegiate athletes. 54 hours activity</td>
</tr>
<tr>
<td>PHED C185</td>
<td>1.00 Unit</td>
<td>Water Safety Instruction I A/UC/CSU Requires: None This is a beginning level course designed to certify instructor candidates to reach a number of water safety and swimming courses. This course may be taken four times. Note: Students must be at least 17 years of age; have completed an Introduction to Health Services Education course; possess a certificate for the American Red Cross Emergency Water Safety course or the American Red Cross Lifeguard Training course. 54 hours activity</td>
</tr>
<tr>
<td>PHED C186</td>
<td>1.00 Unit</td>
<td>Water Safety Instruction II A/UC/CSU Requires: PHED C185 This is an intermediate level course designed to certify instructor candidates to reach a number of water safety and swimming courses. This course may be taken four times. 54 hours activity</td>
</tr>
<tr>
<td>PHED C203</td>
<td>1.00 Unit</td>
<td>Aerobic Dance III A/UC/CSU Requires: PHED C104 This is an advanced course in fitness dance that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises at a higher fitness level. This course may be taken four times. 54 hours activity</td>
</tr>
<tr>
<td>PHED C205</td>
<td>1.00 Unit</td>
<td>Weight Training III A/UC/CSU Requires: PHED C106 This is an advanced course in co-educational weight training. Includes refinement of intermediate skills previously acquired with a heavy emphasis on weight training theory with further development of sophisticated individual program. This course may be taken four times. 54 hours activity</td>
</tr>
<tr>
<td>PHED C207</td>
<td>1.00 Unit</td>
<td>General Conditioning III A/UC/CSU Requires: PHED C108 This is an advanced course in a co-educational, general conditioning class designed to help improve general fitness through exercise. Includes refinement of intermediate skills previously gained and emphasizes the maintenance of an individually designed fitness program. This course may be taken four times. 54 hours activity</td>
</tr>
<tr>
<td>PHED C209</td>
<td>1.00 Unit</td>
<td>Golf III A/UC/CSU Requires: PHED C110 This is an advanced course with a continuation and refinement of all golf skills. A greater emphasis on course play and tournament play. This course may be taken four times. 54 hours activity</td>
</tr>
<tr>
<td>PHED C211</td>
<td>1.00 Unit</td>
<td>Swimming III A/UC/CSU Requires: PHED C112 This is a course dedicated to giving students opportunities for continued practice of strokes with the emphasis on stroke production. This course may be taken four times. 54 hours activity</td>
</tr>
<tr>
<td>Course Code</td>
<td>1.00 Unit</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------</td>
<td>--------------</td>
</tr>
<tr>
<td>PHED C213</td>
<td>A/UC/CSU</td>
<td>PHED C114</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHED C215</td>
<td>A/UC/CSU</td>
<td>PHED C116</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHED C217</td>
<td>A/UC/CSU</td>
<td>PHED C118</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHED C219</td>
<td>A/UC/CSU</td>
<td>PHED C120</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHED C221</td>
<td>A/UC/CSU</td>
<td>PHED C122</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHED C223</td>
<td>A/UC/CSU</td>
<td>PHED C124</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHED C225</td>
<td>A/UC/CSU</td>
<td>PHED C126</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHED C227</td>
<td>A/UC/CSU</td>
<td>PHED C128</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHED C229</td>
<td>A/UC/CSU</td>
<td>PHED C130</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHED C231</td>
<td>A/UC/CSU</td>
<td>PHED C132</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHED C235</td>
<td>A/UC/CSU</td>
<td>PHED C136</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHED C251</td>
<td>A/UC/CSU</td>
<td>PHED C152</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHED C252</td>
<td>A/UC/CSU</td>
<td>PHED C251</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PHED C261  1.00 Unit  
Intercollegiate Basketball III  
Prerequisite: PHED C162

This course is designed to teach with emphasis on advanced skill, theory, tactics, strategy and intercollegiate competition. This class is only for the third semester of eligibility (Fall only). Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines and must have completed 24 units with a 2.0 G.P.A. 54 hours activity

PHED C262  1.00 Unit  
Intercollegiate Basketball IV  
Prerequisite: PHED C261

This course is designed with emphasis on advanced skill, theory, tactics, strategy and intercollegiate competition. This is for the fourth semester of eligibility (Spring only). Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines, must be enrolled in a minimum of 12 units, and must have completed 24 units with a 2.0 G.P.A. 54 hours activity

PHED C263  1.00 Unit  
Competitive Basketball Techniques III  
Prerequisite: PHED C164

This is an advanced course designed for individuals with prior years of basketball playing experience. Course prepares individuals for competitive experience through cardiovascular, kinesiological endurance as well as through advanced basketball skills, strategy and competition. This course may be taken four times. Note: Enrollment limited to intercollegiate athletes. 54 hours activity

PHED C275  1.00 Unit  
Competitive Baseball III  
Prerequisite: PHED C176

This is an advanced course designed to prepare the athlete in the sport of baseball at the competitive level. Skills will be developed through high intensity practice sessions on a daily basis. This course may be taken two times. Note: Enrollment limited to intercollegiate athletes. 54 hours activity

PHED C276  1.00 Unit  
Advanced Baseball Skills  
Requisite: None

Summer baseball class. A course for individuals with prior years of baseball playing experience. Improvement and refinement of advanced baseball skills in a competitive laboratory environment. In addition, students will increase knowledge and application of advanced baseball strategies. Field trips are designed to provide opportunities for student participants to apply advanced baseball skills. This course may be taken four times. 54 hours activity

PHED C277  1.00 Unit  
Women's Intercollegiate Basketball III  
Prerequisite: PHED C178

This course is designed for the third semester of intercollegiate competition and eligibility. Students will participate in high level activity and skill development. Emphasizes intermediate skills, theory, tactics, strategy and application thereof for the intercollegiate competitor. Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines, must be enrolled in a minimum of 12 units, and must have completed 24 units with a 2.0 G.P.A. 54 hours activity

PHED C278  1.00 Unit  
Women's Intercollegiate Basketball IV  
Prerequisite: PHED C277

This course is designed for the fourth semester of intercollegiate competition and eligibility. Students must participate in high level activity and skill development. Emphasizes advanced skills, theory, tactics, strategy and application thereof for the intercollegiate competitor. Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines, must be enrolled in a minimum of 12 units, and must have completed 24 units with a 2.0 G.P.A. 54 hours activity

PHED C281  1.00 Unit  
Intercollegiate Softball II  
Prerequisite: PHED C181

This course involves participation in high level competition and skill development at the intercollegiate level in the sport of softball. Emphasis will be placed on advanced skill, theory, tactics, strategy and intercollegiate competition. This course is to be taken during the second semester of intercollegiate athletic eligibility (Spring only). Note: Enrollment limited to intercollegiate athletes. Students must meet CCCA Athletic Code Eligibility Guidelines, must be enrolled in a minimum of 12 units, and must have completed 24 units with a 2.0 G.P.A. 54 hours activity

PHED C283  1.00 Unit  
Competitive Softball III  
Prerequisite: PHED C184

This is an advanced level course designed to expose students to competitive softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. Note: Enrollment limited to intercollegiate athletes. 54 hours activity

PHED C285  1.00 Unit  
Water Safety Instruction III  
Prerequisite: PHED C186

An advanced level course designed to certify instructor candidates to reach a number of water safety and swimming courses. This course may be taken four times. 54 hours activity

PHYSICAL SCIENCE

PHSC C101  3.00 Units  
General Earth Sciences  
Advisory: Level 1 Reading, Level 2 Writing

A general survey of the four fields in the physical sciences - geology, oceanography, meteorology, and astronomy - that focus on our physical environment. This course is designed to provide an overview of the physical world for students concentrating in studies outside of the natural sciences. 54 hours lecture

PHSC C102  1.00 Unit  
Earth Sciences Laboratory  
Prerequisite: PHSC C101 or concurrent enrollment

Practical experience in the correlated area of geology, oceanography, meteorology and astronomy; the methods of science. 54 hours laboratory
Astronomy is a general survey of the physical universe; the nature and evolution of the universe, galaxies, stars, and planets; and the methods and tools by which the current understanding has been achieved will be emphasized. The laboratory portion will consist of: understanding the optical principles and actual hands-on construction of several types of telescopes; the use of star charts; guided hands-on observations of the night sky using the naked eye, binoculars, and telescopes; and the performance of research projects and reports. 54 hours lecture/54 hours laboratory
### PHYSICS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS C101</td>
<td>4.00</td>
<td>MATH C142</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>PHYS C102</td>
<td>4.00</td>
<td>PHYS C101</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>PHYS C111</td>
<td>5.00</td>
<td>MATH C151 or concurrent enrollment</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>PHYS C113</td>
<td>5.00</td>
<td>CAN PHYS 12</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>PHYS C211</td>
<td>5.00</td>
<td>PHYS C113</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
</tbody>
</table>

**Oceanography**

**PHSC C145** 4.00 Units  
A/UC/CSU  
Advisory: Level 1 Reading, Level 2 Writing  
Oceanography is an introduction to the basic concepts of ocean science, covering all aspects: physical, chemical, geological, and biological, and emphasizing the coastal environment. The course includes both laboratory and field experiences. The laboratory experiences include exercises on ocean currents, tides, sea floor bathymetry and sediments, seawater characteristics and marine organisms. Field studies may include trips to lakes and selected sites along the California coast to study sandy beaches and rocky intertidal environments. 54 hours lecture/54 hours laboratory

### POLITICAL SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS C090</td>
<td>1.00</td>
<td>None</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>POLS C101</td>
<td>3.00</td>
<td>None</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>POLS C101H</td>
<td>4.00</td>
<td>None</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>POLS C102</td>
<td>3.00</td>
<td>None</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
<tr>
<td>POLS C204</td>
<td>3.00</td>
<td>None</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
</tbody>
</table>

**American Government**

**POLS C101** 3.00 Units  
A/UC/CSU – CAN GOVT 2  
The course includes the study of American government with an emphasis on national, state, and local government. In addition, students will undertake a comprehensive analysis of government structure, functions, principles, and problems. 54 hours lecture

**American Government - Honors**

**POLS C101H** 4.00 Units  
A/UC/CSU – CAN GOVT 2  
The course includes the study of American government with an emphasis on national, state, and local government. In addition, students will undertake a comprehensive analysis of government structure, functions, principles, and problems. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 54 hours lecture

**American Government**

**POLS C101** 3.00 Units  
A/UC/CSU – CAN GOVT 2  
The course includes the study of American government with an emphasis on national, state, and local government. In addition, students will undertake a comprehensive analysis of government structure, functions, principles, and problems. 54 hours lecture

**American Government - Honors**

**POLS C101H** 4.00 Units  
A/UC/CSU – CAN GOVT 2  
The course includes the study of American government with an emphasis on national, state, and local government. In addition, students will undertake a comprehensive analysis of government structure, functions, principles, and problems. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 54 hours lecture

**Introduction to Parliamentary Procedure**

**POLS C090** 1.00 Unit  
A/UC/CSU – CAN GOVT 2  
Advisory: Level 1 Reading, Level 2 Writing  
Designed to assist leaders, managers, and others involved with organizations to conduct meetings effectively, this course covers the fundamental principles of parliamentary law and the presentation of motions including the classification, precedence, and rules governing motions. Notices of meetings and proposals, quorum, order of business, debate, votes required, and methods of voting are also covered. 18 hours lecture

### PSYCHOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC C071</td>
<td>3.00</td>
<td>None</td>
<td>Level 1 Reading, Level 2 Writing</td>
</tr>
</tbody>
</table>

**Psychology for Life**

**PSYC C071** 3.00 Units  
A/UC/CSU – CAN PSYCH 14  
A non-theoretical approach to human behavior; adaptation to problems of college, vocation, family, and society. Growth and development of children from the prenatal periods to adolescence. Emphasizes the stages of development. 54 hours lecture
PSYC C101  3.00 Units
General Psychology  A/UC/CSU – CAN PSY 1, 2
Advisory: Level 1 Reading, Level 2 Writing
An introduction to the scientific study of behavior; perceptions, thinking, motivation, emotion, intelligence and learning; general psychological principles. 54 hours lecture

PSYC C101H  4.00 Units
General Psychology - Honors  A/UC/CSU
Advisory: Level 1 Reading, Level 2 Writing
This course offers the student an introduction to the scientific study of behavior; perceptions, thinking, motivation, emotion, intelligence, and learning; general psychological principles. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students. 72 hours lecture

PSYC C102  3.00 Units
Physiological Psychology  A/UC/CSU
Prerequisite: PSYC C101
The physiological principles which facilitate effective behavior; the study of the structure and function of the nervous system, specialized sense organs and responding structures, and how they influence human behavior. 54 hours lecture

PSYC C111  3.00 Units
Introduction to Human Services Professions  A/CSU
Advisory: Level 1 Reading
The purpose of this course is to introduce the student to the human service professions and their role in helping people to cope with the problem of living. The course will provide an historical overview and contemporary theories, as well as description of service delivery models of human services, and will help the student to understand the client as a whole person in a specific context. The course will also address issues of competence, professionalism, and ethics in human services. 54 hours lecture

PSYC C112  3.00 Units
Introduction to Substance Abuse Issues  A/CSU
Advisory: Level 1 Reading
This course is intended to provide an overview of history and theories related to substance abuse, including alcoholism, drug abuse, and chemical dependency. The course will address cultural, religious, and political influences, as well as public policy issues, prevention, and treatment, including recovery and self-help models. 54 hours lecture

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

PSYC C114  3.00 Units
Interpersonal and Group Skills  A/UC/CSU
Prerequisite: PSYC C101
Advisory: Level 1 Reading, Level 2 Writing
In this course, students acquire information and skill practice to increase effectiveness in communication functions in both interpersonal and group settings. Topics include communication theory, cultural diversity, verbal and non-verbal communication, group interaction theory and practice, conflict management, and helping interviews. 54 hours lecture

PSYC C115  3.00 Units
Introduction to Human Services Field Work  A/CSU
Corequisite: Concurrent enrollment in PSYC C117
Advisory: Level 1 Reading
This class will introduce the student to the integration of theory and practice in human services occupations. 54 hours lecture

PSYC C116  3.00 Units
Case Management  A/CSU
Requisite: None
The purpose of this class is to introduce students to different models of case management, the core skills which make up case management, the decision making processes of the case manager, and the role of case manager as networker and collaborator with other persons and institutions. 54 hours lecture

PSYC C117  3.00-4.00-5.00 Units
Internship in Human Services  A/CSU
Corequisite: Concurrent enrollment in PSYC C115
Advisory: Level 1 Reading, Level 2 Writing
The Internship course is intended to provide the student with the complete experience of working in a human services setting. The student will have the opportunity to apply information, develop and practice skills, participate in a supervisory relationship, receive performance evaluation, and provide feedback to other human services trainees. Topics related to special populations will be addressed. 36 hours lecture/54-108-162 hours laboratory

PSYC C211  3.00 Units
Lifespan Development  A/UC/CSU
Prerequisite: PSYC C101
Advisory: Level 1 Reading, Level 2 Writing
This course is a survey of developmental research and theory from the prenatal period through old age. Findings in physiological, perceptual, cognitive, social, vocational, and personality development will be reviewed. Issues in research methodology and applications will be addressed. 54 hours lecture

PSYC C221  3.00 Units
Elementary Statistics for the Behavioral Sciences  A/UC/CSU – CAN PSY 1, 2, 5
Prerequisite: PSYC C101, MATH C050
Statistics as applied to the behavioral sciences; the organization of data, measures of central tendency and variability, the normal curve and probability, sampling theory, correlation and regression, hypothesis testing, simple analysis of variance, use of statistics in tests and measurements and use of statistics in planning experiments. 54 hours lecture
**RSR and COMMERCIAL RECREATION MANAGEMENT**

**RCRM C051**

1.00 Unit

Team Building Activities and Initiatives

Prerequisite: None

A course for the beginning camper who wishes to learn backpacking techniques. Includes discussion of equipment, cooking skills, campsite selection, fire and shelter construction, safety and first aid, navigation skills, etc. for safe camping. 9 hours lecture/27 hours laboratory

**RCRM C061**

1.00 Unit

Camping and Backpacking Technique

Prerequisite: None

A course for the beginning camper who wishes to learn backpacking techniques. Includes discussion of equipment, cooking skills, campsite selection, fire and shelter construction, safety and first aid, navigation skills, etc. for safe camping. 9 hours lecture/27 hours laboratory

**RCRM C062**

1.00 Unit

Survival Techniques and Winter Camping

Prerequisite: RCRM C061

Advisory: HSCI C105

Application of basic camping techniques to conditions with no equipment (survival skills); and to winter camping. Discussion of equipment and methods of camping in snow, navigation, winter hazards; survival skills relating to shelter and water gathering. Note: Basic camping equipment is needed. 9 hours lecture/27 hours laboratory

**RESOURCES**

**READ C046**

4.00 Units

Improving Reading Skills

Prerequisite: READ C036 or placement at Level 3 Reading

Students will learn to analyze paragraphs and essays for stated and unstated main ideas, identify supporting material, distinguish patterns of organization, recognize words and phrases that show relationships of ideas, make reasonable inferences, and draw logical conclusions. 72 hours lecture

**READ C076**

3.00 Units

Introduction to College Reading

Prerequisite: READ C046 or placement at Level 2 Reading

This course improves students’ critical reading skills. Using a variety of fiction and nonfiction reading materials, students learn to analyze, infer, distinguish fact from opinion, identify writers’ purposes and tones, and synthesize. In addition, students learn to summarize, outline, map, and mark text material. 54 hours lecture

**RCRM C063**

1.00 Unit

Orienteering

Prerequisite: None

Students learn to utilize topographical maps and a magnetic compass to traverse a preset course, usually in a forested area, as efficiently as possible. Students learn basic map and compass skills and develop good techniques in the art of efficient navigation on foot. Students obtain practice developing and utilizing their own orienteering skill instruction techniques to improve the outdoor experience of their future recreation clients. 9 hours lecture/27 hours laboratory

**PSY C231**

3.00 Units

Health Psychology

Prerequisite: PSYC C101

Students are introduced to the theory and research which describes the mind-body connection in health. Concepts covered include stress and coping, personality and disease, perceptual styles and health, psychoneuroimmunology, the influence of social support and personal meaning of health and introduction to behavioral medicine. 54 hours lecture

**PSY C241**

3.00 Units

Introduction to Abnormal Psychology

Prerequisite: PSYC C101

Exploration of behavioral disorders with primary considerations given to neurotic and psychotic behavior. 54 hours lecture

**PSY C251**

3.00 Units

Human Sexuality

Advisory: Level 1 Reading, Level 2 Writing

Biological, psychological and cultural aspects of human sexuality. 54 hours lecture

**PSY C261**

3.00 Units

Psychology of Effective Behavior

Prerequisite: PSYC C101

The psychosocial principles which facilitate effective behavior: includes learning process, personality and self-understanding, personal and social awareness and communication skills. 54 hours lecture

**PSY C271**

3.00 Units

Research Methods for the Social and Behavioral Sciences

Prerequisite: PSYC C101

Advisory: Level 1 Reading, Level 2 Writing

This course will guide the student through the kinds of questions asked and the research methods used to answer questions in the social and behavioral sciences. The course will include an overview of kinds of research, how to choose a research design, making systematic observations, choosing and using subjects, research ethics in relation to subjects and scientific integrity, non-experimental designs, survey research, between-subjects and within-subjects experimental designs, single subject designs, the process of describing and interpreting data using graphs and inferential statistics. 54 hours lecture

**READ C036**

4.00 Units

Developmental Reading

Prerequisite: None

This reading course helps students improve their reading skills. Emphasis is placed on development of word recognition, vocabulary, paragraph analysis, and comprehension. 72 hours lecture

**RCRM C051**

1.00 Unit

Team Building Activities and Initiatives

Prerequisite: None

A course for the beginning camper who wishes to learn backpacking techniques. Includes discussion of equipment, cooking skills, campsite selection, fire and shelter construction, safety and first aid, navigation skills, etc. for safe camping. 9 hours lecture/27 hours laboratory

**RCRM C061**

1.00 Unit

Camping and Backpacking Technique

Prerequisite: None

A course for the beginning camper who wishes to learn backpacking techniques. Includes discussion of equipment, cooking skills, campsite selection, fire and shelter construction, safety and first aid, navigation skills, etc. for safe camping. 9 hours lecture/27 hours laboratory

**RCRM C062**

1.00 Unit

Survival Techniques and Winter Camping

Prerequisite: RCRM C061

Advisory: HSCI C105

Application of basic camping techniques to conditions with no equipment (survival skills); and to winter camping. Discussion of equipment and methods of camping in snow, navigation, winter hazards; survival skills relating to shelter and water gathering. Note: Basic camping equipment is needed. 9 hours lecture/27 hours laboratory

**RCRM C063**

1.00 Unit

Orienteering

Prerequisite: None

Students learn to utilize topographical maps and a magnetic compass to traverse a preset course, usually in a forested area, as efficiently as possible. Students learn basic map and compass skills and develop good techniques in the art of efficient navigation on foot. Students obtain practice developing and utilizing their own orienteering skill instruction techniques to improve the outdoor experience of their future recreation clients. 9 hours lecture/27 hours laboratory
RCRM C065 1.00 Unit
Basic Mountaineering
Requisite: None
Mountaineering safety, demonstration and practice of rock climbing skills. The student will learn to belay, climb, rappel and to handle a climbing rope. Two roped climbs are expected. Note: Recommended for those who are reasonably healthy and physically fit. 9 hours lecture/27 hours laboratory

RCRM C067 1.00 Unit
Beginning Mountain Biking
Requisite: None
A beginning course focusing on the development of mountain biking skills; and including topics on biking etiquette, biking skills, appropriate nutrition and exercise principles. 9 hours lecture/27 hours laboratory

RCRM C071 1.00 Unit
Beginning Alpine Ski Instructor Training
Requisite: None
Covers the fundamental principles and practices of teaching skiing to novice-level skiers, including skiing demonstrations and teaching methodology. Discussions/lectures emphasize equipment information, child skier issues, theoretical concepts of skiing, and application of quality skiing instruction. Successful completion of course can lead to PSIA Alpine Level I Certification. Note: Enrollment limited to students who meet Professional Ski Instructors of America (PSIA) preliminary requirements for Level I certification. 9 hours lecture/27 hours laboratory

RCRM C072 1.00 Unit
Intermediate Alpine Ski Instructor Training
Requisite: None
Designed to augment the principles and practices of teaching skiing to Level 4, Level 5, and Level 6 skiers obtained in PSIA Certified Level II preparation clinics. The course is a continuation of the curriculum presented in PSIA Level I content courses with information geared toward techniques for instructing intermediate level skiers. This instructional improvement course is typically offered just prior to a PSIA Certified Level II examination. Note: Enrollment limited to those students who meet Professional Ski Instructors of America (PSIA) preliminary requirements for Level II certification. 9 hours lecture/27 hours laboratory

RCRM C073 1.00 Unit
Advanced Alpine Ski Instructor Training
Requisite: None
Designed to augment the principles and practices of teaching skiing to Level 7, Level 8, and Level 9 skiers obtained in PSIA Certified Level III preparation clinics. The course is a continuation of the curriculum presented in PSIA Level II content courses with information geared toward techniques for instructing advanced level skiers. This instructional improvement course is typically offered just prior to a PSIA Certified Level III examination. Note: Enrollment limited to those students who meet Professional Ski Instructors of America (PSIA) preliminary requirements for Level III certification. 9 hours lecture/27 hours laboratory

RCRM C075 1.00 Unit
Beginning Snowboard Instructor Training
Requisite: None
Covers the fundamental principles and practices of teaching snowboard skiing to novice-level snowboard skiers, including snowboard demonstrations and teaching methodology. Discussions/lectures emphasize equipment information, child skier issues, theoretical concepts of snowboard skiing and application of quality snowboard instruction. 9 hours lecture/27 hours laboratory

RCRM C101 2.00 Units
Introduction to the Hospitality Industry
Advisory: Level 1 Reading
Provides a basic understanding of the lodging and food service industry by tracing the industry’s growth and development, reviewing the organization of hotel and food and beverage operation, and by focusing on industry opportunities and future trends. Local history, growth, and trends are also included. 36 hours lecture

RCRM C111 2.00 Units
Resort Management
Advisory: Level 1 Reading
Offers a complete approach to the operation of resort properties. Beginning with historical development, details presented in planning, development, financial investment management and marketing and deal with the unique nature of resort business. The course also examines the future and the impact of the condominium concept, time-sharing, technological change and the increased cost of energy and transportation. 36 hours lecture

RCRM C112 2.00 Units
Front Office Procedures
Prerequisite: RCRM C111
Presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management. Front office procedures and management are placed within the context of the overall operations of a hotel. 36 hours lecture

RCRM C113 2.00 Units
Food and Beverage Management
Prerequisite: RCRM C111
Provides a basic understanding of principles of food production and service management, reviewing sanitation, planning, purchasing, storage and beverage management. 36 hours lecture

RCRM C151 3.00 Units
Foundations of Leisure and Recreation
Requisite: None
The stature and role of recreation and leisure in society is reviewed. The course is designed to systematically study the historical, social, and philosophical foundations of the professional movement. Definitions, theories, values, issues, problems, and relationships of the field to other American institutions, benefits to the individual, and future trends and issues are discussed. 54 hours lecture
CRRM C155 3.00 Units  Environmental Interpretation  A/CSU
Introduction to Outdoor Recreation  Requisite: None
An introduction to the field of outdoor recreation specific to the United States. It includes a survey of historical and philosophical bases, involvement of governmental agencies, private and commercial recreation, and management practices and considerations. The course is in a lecture and discussion format, with some out-of-class observation of a governmental or private sector recreation program required.  54 hours lecture

CRRM C211 2.00 Units  Leisure Services and Special Population  A/CSU
Hotel and Motel Security Management  Requisite: RCRM C111
Provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotelkeeper and illustrates the possible consequences of failure to satisfy legal obligations.  36 hours lecture

CRRM C212 2.00 Units  Elementary Russian I  A/CSU
Hotel/Motel Law  Prerequisite: RCRM C111
Designed to provide students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for hotel/motel properties.  36 hours lecture

CRRM C213 2.00 Units  Elementary Russian II  A/CSU
Marketing of Hospitality Services  Prerequisite: RCRM C111
Designed to provide students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for hotel/motel properties.  36 hours lecture

CRRM C221 2.00 Units  Special Topics in Russian  A/CSU
Supervisory Housekeeping  Prerequisite: RCRM C111
The course is for students who wish to pursue advanced areas of study within the Russian language.  36 hours lecture

CRRM C251 3.00 Units  Social Science  A
Recreation Programming and Event Management  Requisite: None
Covers the planning, scheduling, and implementation of recreational activities and events. Students learn through lecture, simulation, and practical experience the procedures involved in developing, marketing, and preparing events of varying magnitudes for diverse audiences.  54 hours lecture

CRRM C255 3.00 Units  Social Science  A
Leadership and Supervision in Recreation  Requisite: None
Examines the nature, scope, status, and historical development of professional leadership in recreation administration and leisure services. The professional body of supervision knowledge, group dynamics, and theories of leadership are covered. Competence, skills, and techniques of the supervisor and other recreation personnel are emphasized.  54 hours lecture

RUSS C101 4.00 Units  Individual in Crisis  A/UC/CSU
Elementary Russian  Advisory: Level 1 Reading, Level 2 Writing
Basic structure and vocabulary for understanding, reading, writing and speaking Russian. Drill in pronunciation, comprehension and structure of the language.  72 hours lecture

RUSS C102 4.00 Units  Individual in Crisis  A/UC/CSU
Elementary Russian II  Prerequisite: RUSS C101
This course is a continuation of basic structure and vocabulary for understanding, reading, writing and speaking Russian. Drill in pronunciation, comprehension and structure of the language. Introduction to Russian culture is included.  72 hours lecture

RUSS C291 2.00 Units  Individual in Crisis  A/UC/CSU
Special Topics in Russian  Prerequisite: RUSS C102
This course is for students who wish to pursue advanced areas of study within the Russian language.  36 hours lecture

SOCIAL SCIENCE

SOSC C073 3.00 Units  Individual in Crisis  A
Social problems related to the individual: the impact of culture and social change on individual values, marriage and family, social deviation, alienation, personal adjustment and education. Deals with American History and American Government and satisfies California high school graduation requirements in these areas.  54 hours lecture

SOSC C074 3.00 Units  Individual in Crisis  A
Society in Crisis  Requisite: None
Social issues such as urban problems, race and poverty, crime and delinquency, technological change, social stratification, mass media and war. Deals with American History and American Government and satisfies California high school graduation requirements in these areas.  54 hours lecture
**SPANISH**

**SPAN C071**  
1.50 Units  
Elementary Conversational Spanish I  
A  
Requisite: None  
A basic understanding of conversational Spanish. Emphasizes pronunciation, correct usage and common idiomatic speech. 54 hours lecture/laboratory

**SPAN C072**  
1.50 Units  
Elementary Conversational Spanish II  
A  
Requisite: SPAN C071  
A basic understanding of conversational Spanish. Emphasizes pronunciation, correct usage and common idiomatic speech. 54 hours lecture/laboratory

**SPAN C100**  
3.00 Units  
Basic Conversational Spanish  
Advisory: Level 2 Reading, Level 2 Writing  
This course is designed to start students speaking Spanish confidently at a basic level. Emphasis will be made on oral practice, pronunciation and vocabulary building. The class will develop the students' speaking skills and understanding of Spanish for practical use in everyday situations. This course is neither a prerequisite nor equivalent to SPAN C101 and can be taken concurrently with SPAN C101. 54 hours lecture

**SPAN C101**  
5.00 Units  
Elementary Spanish I  
Advisory: Level 1 Reading, Level 2 Writing  
This course is an introduction to the Spanish language where students will learn basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level as well as learning about the culture and civilization of the Spanish-speaking world. The emphasis of the course is on communication and preparation for advanced reading and composition skills. 90 hours lecture

**SPAN C101H**  
5.00 Units  
Elementary Spanish I - Honors  
Advisory: Level 1 Reading, Level 2 Writing  
An introduction to the Spanish language. Basic grammar and vocabulary for speaking, reading, understanding and communication and preparation for advanced reading and composition skills. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. Note: Enrollment limited to current and prospective Honors Program students. 90 hours lecture

**SPAN C102**  
5.00 Units  
Elementary Spanish II  
Advisory: Level 2 Reading, Level 2 Writing  
Prerequisite: SPAN C101 or two years of high school Spanish  
This course is a continuation of the introduction to the Spanish language presented in SPAN C101. Students will continue to focus on the grammar and vocabulary necessary for speaking, reading, understanding and writing at the high-beginner level as well as learning about the culture and civilization of the Spanish-speaking world. The emphasis of the course is on communication and preparation for advanced reading and composition skills. All of the major grammatical concepts of Spanish will have been covered by the end of this course including most of the verb tenses. 90 hours lecture

**SPAN C102H**  
5.00 Units  
Elementary Spanish II - Honors  
Advisory: Level 1 Reading, Level 2 Writing  
A continuation of the basic grammar and vocabulary necessary for speaking, reading, understanding, and writing Spanish. A continued emphasis on communicative skills and on Latin American and Spanish culture is included. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Enrollment limited to current and prospective Honors Program students. 90 hours lecture
### SPAN C105
**Spanish for the Professions I**
4.00 Units
A/UC/CSU
Advisory: Level 1 Reading, Level 2 Writing
An introduction to the Spanish language for those who have had little or no Spanish in the past with an emphasis on communication. Vocabulary and situations that the student may find in the workplace are presented as well as the basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level. The emphasis of the course is both on communication and on developing an understanding of the culture and civilization of the Hispanic world. All of the main grammatical concepts in Spanish will be covered in SPAN C105 and SPAN C106. Vocabulary and expressions relating to the different professions will be adapted for different groups of students (e.g., law enforcement, business, teaching, etc.). 72 hours lecture

### SPAN C106
**Spanish for the Professions II**
4.00 Units
A/UC/CSU
Prerequisite: SPAN C105 or SPAN C102 or placement at this level based on results of CLEP, AP, or other accepted equivalency exam.
Advisory: Level 1 Reading, Level 2 Writing
A continuation of the basic grammar and vocabulary necessary for speaking, reading, understanding, and writing Spanish in the workplace. A continued emphasis on using grammar for communicative skills and developing a vocabulary designed for each student’s needs based on their profession. An understanding of Latin American and Spanish culture is reinforced through readings, music and videos. All of the main grammatical concepts in Spanish will be covered by the end of this course. 72 hours lecture

### SPAN C171
**Intermediate Conversation I**
3.00 Units
A/UC/CSU
Prerequisite: SPAN C102 or three years of high school Spanish
This class will improve the student’s ability to communicate in Spanish through vocabulary building, reading, and classroom conversation. The purpose is to improve and expand the student’s oral proficiency in the language. Emphasis is placed upon conversation at a mid to high intermediate level. There is some grammar review. May be taken concurrently with SPAN C201. 54 hours lecture

### SPAN C172
**Intermediate Conversation II**
3.00 Units
A/UC/CSU
Prerequisite: SPAN C201 or SPAN C171 or three years of high school Spanish
There will be a continued emphasis on improving the students ability to communicate in Spanish through vocabulary building, reading, and classroom conversation. Purpose is to improve and expand the student’s oral proficiency in the language. Emphasis is placed upon conversation at a high-intermediate to advanced level. There is some grammar review of the most difficult concepts for non-native speakers. May be taken concurrently with SPAN C202. 54 hours lecture

### SPAN C201
**Intermediate Spanish I**
5.00 Units
A/UC/CSU – CAN SPAN 8
Prerequisite: SPAN C102 or four years of high school Spanish
This course offers an in-depth review of Spanish grammar while at the same time developing a more advanced knowledge of the culture and civilization of the Spanish-speaking world through readings and literary works by well-known Spanish and Latin American authors. The emphasis of the course is on communication, both written and spoken with a continued focus on reading and composition skills. 90 hours lecture

### SPAN C202
**Intermediate Spanish II**
5.00 Units
A/UC/CSU – CAN SPAN 10
Prerequisite: SPAN C201
This course offers a continuation of an in-depth review of Spanish grammar and develops more advanced knowledge of the culture and civilization of the Spanish-speaking world through various readings including literary works by well-known Spanish and Latin American authors. The emphasis of the course is on communication, both written and spoken with a continued focus on reading and composition skills. 90 hours lecture

### SPAN C211
**Hispanic Culture Through Film**
3.00 Units
A/UC/CSU
Advisory: Level 1 Reading, Level 2 Writing
This class will study Hispanic civilization and culture through films, videos and documentaries. There will be analysis, discussion, and written critique of selected films from Spain and Latin America. The emphasis is on the cultural information illustrated by the films. Films are subtitled, no knowledge of Spanish is required. (Cross listed with FILM C211.) 54 hours lecture

### SPAN C281
**Survey of Latin American Literature**
3.00 Units
A/UC/CSU
Prerequisite: SPAN C202
Advisory: Level 1 Reading, Level 1 Writing
This is an introduction to the analysis and interpretation of Latin American Literature. Students read a variety of works from the colonial era to the popular authors of the recent “boom” period and beyond. Readings may vary from semester to semester but could include novels, short stories, plays and/or poetry. Course is taught primarily in Spanish and all readings are in Spanish. 54 hours lecture

### SPAN C282
**Survey of Latin American Literature in Translation**
3.00 Units
A/UC/CSU
Advisory: Level 1 Reading, Level 1 Writing
This is an introduction to the analysis and interpretation of Latin American Literature. Students read a variety of works from the colonial era to the popular authors of the recent “boom” period and beyond. Readings may vary from semester to semester but could include novels, short stories, plays and/or poetry. Course is taught entirely in English and all readings are in English translation. 54 hours lecture

### SPEECH
### SPCH C101
**Elements of Speech**
3.00 Units
A/UC/CSU – CAN SPCH 4
Advisory: Level 1 Reading, Level 2 Writing
Fundamentals of speech composition, gathering and using material, audience analysis and practical speaking experience. 54 hours lecture
WELDING

WELD C101  3.00 Units
Oxygen and Acetylene Welding  A/CSU
Requisite: None
Practical welding experience in oxygen and acetylene gas. Lectures on metals and their physical properties for welding. Welding, brazing, silver soldering and gas cutting of steel. 36 hours lecture/54 hours laboratory

WELD C102  3.00 Units
Shielded Metal Arc Welding  A/CSU
Requisite: None
Practical welding experience in arc welding. Lectures on metals and their physical properties for welding. 36 hours lecture/54 hours laboratory

WELD C201  3.00 Units
Welding Fabrication  A/CSU
Prerequisite: WELD C102
Principles and construction by gas and arc fabrication from blueprints, and the production of useful articles for school, shop and student use. Pipe joint from pattern to welded pipe. Additional experience to pursue welding as a trade or to utilize welding in a chosen field. 36 hours lecture/54 hours laboratory

WELD C202  3.00 Units
Advanced Welding  A/CSU
Prerequisite: WELD C102
Advanced welding techniques involving the use of blueprint reading and symbols to create a project usable in school shops or for personal use. Both theory and practice of TIG and MIG welding are emphasized. 36 hours lecture/54 hours laboratory

WOODWORKING

WOOD C101  3.00 Units
Machine Woodworking  A/CSU
Requisite: None
Use and care of woodworking machines, knowledge of materials, their selection and purchase, the design and construction of furniture and cabinet projects. 36 hours lecture/54 hours laboratory

WOOD C151  3.00 Units
Furniture and Cabinet Making I  A/CSU
Prerequisite: WOOD C101
Designed to develop skill in the design and construction of basic furniture and cabinetry. Includes finishing and refinishing, woodturning, carving and joinery techniques, planning and fabrication of advanced cabinetry. 36 hours lecture/54 hours laboratory

WORK EXPERIENCE

WEXP C101  1.00 Unit
Introduction to Work Experience  A/CSU
Requisite: None
Seminar devoted to career orientation, job search skills, initiative, goal setting, motivation, job attitudes, practical psychology, applied human and industrial relations, and current issues related to individual experiences and problems of students enrolled in the work experience program. 18 hours lecture

WEXP C102  1.00-2.00-3.00 Units
Occupational/Career Work Experience  A/CSU
Corequisite: Concurrent enrollment in WEXP C101
Occupational/Career Work Experience is an extension of occupational learning opportunities and career awareness for students through employment in occupational fields to which their college programs or majors are related. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain up to four units per semester or a maximum of 16 units total toward the associate degree. 5-10-15 hours work experience

WEXP C111  1.00 Unit
Human Relations in Work Experience I  A/CSU
Requisite: None
Seminar on topics related to the job environment including job advancement, motivation, and interpersonal relationships. 18 hours lecture

WEXP C112  1.00-2.00-3.00 Units
Occupational/Career Work Experience II  A/CSU
Corequisite: Concurrent enrollment in WEXP C111
Occupational/Career Work Experience is an extension of occupational learning opportunities and career awareness for students through employment in occupational fields to which their college programs or majors are related. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain up to four units per semester or a maximum of 16 units total toward the associate degree. 5-10-15 hours work experience

WEXP C113  1.00 Unit
Human Relations in Work Experience II  A/CSU
Requisite: None
Seminar continuing study of appropriate behavior in the job environment, self-improvement through self-understanding, and the principles of leadership. 18 hours lecture
WEXP C114  1.00-2.00-3.00 Units
Occupational/Career Work Experience III  A/CSU
Corequisite: Concurrent enrollment in WEXP C113

Occupational/Career Work Experience is an extension of occupational learning opportunities and career awareness for students through employment in occupational fields to which their college programs or majors are related. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain up to four units per semester or a maximum of 16 units total toward the associate degree.  5-10-15 hours work experience

WEXP C121  1.00 Unit
Supervision in Work Experience  A/CSU
Requisite: None

Seminar devoted to the responsibilities of a supervisor. Includes organization, duties, communication, planning, human relations, training, evaluation and motivation.  18 hours lecture

WEXP C122  1.00-2.00-3.00 Units
Occupational/Career Work Experience IV  A/CSU
Corequisite: Concurrent enrollment in WEXP C121

Occupational/Career Work Experience is an extension of occupational learning opportunities and career awareness for students through employment in occupational fields to which their college programs or majors are related. Credit is granted at the rate of: (a) Each 75 hour of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain up to four units per semester or a maximum of 16 units total toward the associate degree.  5-10-15 hours work experience

WEXP C151  1.00 Unit
General Work Experience Seminar I  A/CSU
Requisite: None

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

WEXP C152  1.00-2.00 Units
General Work Experience I  A/CSU
Corequisite: Concurrent enrollment in WEXP C151

General Work Experience is supervised employment of students with the intent of assisting them to acquire desirable work habits, attitudes and career awareness in jobs. Jobs held by students in General Work Experience need not be related to their occupational goals or college programs. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain three units per semester for two semesters or a maximum of six units total. Note: These units are counted as elective units toward the associate degree.  5-10 hours work experience

WEXP C153  1.00 Unit
General Work Experience Seminar II  A/CSU
Requisite: None

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

WEXP C154  1.00-2.00 Units
General Work Experience II  A/CSU
Corequisite: Concurrent enrollment in WEXP C153

General Work Experience is supervised employment of students with the intent of assisting them to acquire desirable work habits, attitudes and career awareness in jobs. Jobs held by students in General Work Experience need not be related to their occupational goals or college programs. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain three units per semester for two semesters or a maximum of six units total. Note: These units are counted as elective units toward the associate degree.  5-10 hours work experience
KERN COMMUNITY COLLEGE
DISTRICT

BOARD OF TRUSTEES

Mr. John A. Rodgers President
Mr. Dennis L. Beebe Vice President
Mrs. Rose Marie Bans Clerk
Dr. Herbert D. Bonds
Ms. Pauline F. Lanwood
Ms. Kay S. Meek
Mr. Stuart O. Witt*

*Member serving from the Cerro Coso service area

DISTRICT ADMINISTRATION

Sandra Serrano Chancellor
Robert Allison Interim Assistant Chancellor, Educational Services
Thomas Burke Assistant Chancellor, Administrative Services

CERRO COSO COMMUNITY COLLEGE

COLLEGE ADMINISTRATION

SHARON DYER
President
A.A. Clark Community College
B.A. Western Washington University
M.A. Western Washington University
Ph.D. Gonzaga University

MITJL C. CAPET
Vice President of Student Learning/Chief Instructional Officer
B.A. Trinity College
B.A. University of California, Los Angeles
M.F.A. Catholic University of America
Ph.D. Pacific Western University
Ed.D. University of California, Los Angeles

A. JILL BOARD
Dean, Student Learning/Chief Student Services Officer
B.A. Pacific Lutheran University
M.A. California State University, San Bernadino

B. JOANN HANDELAND
Director, Facilities
A.A. Cerro Coso Community College
B.S. University Redlands at Riverside
M.B.A. University of LaVerne

ROBERT H. WEISENTHAL
Director, Student Aid/Student Activities and Athletics
A.A. Pierce College
B.A. California State University, Northridge
M.S.A. California State University, Bakersfield

JOHN DALY
Director, Maintenance of Operations

LISA COUCH
Assistant Director, Budget Management and Human Relations
A.A. Cerro Coso Community College
B.A. Bellevue University

M. LOUISE FARMER
Administrative Assistant to the President

FACULTY

CHRISTINE L. ABBOTT
English
Professor
B.A. California State University, Fresno
M.A. California State University, Fresno

RICHARD E. ADAMS
Physical Education
Professor
A.A. Moorpark College
B.A. California State University, Northridge
M.A. University of San Francisco

SUZANNE AMA
Media Arts
Assistant Professor

RICHARD L. BENSON
Art
Professor
B.A. Humboldt State University
M.F.A. University of California, Irvine

ANNE C. BENVENUTI
Philosophy/Psychology
Professor
B.A. University of San Francisco
M.A. University of California, Los Angeles
Ph.D. University of California, Los Angeles

DEAN BERNSTEN
Mathematics
Associate Professor
B.S. California State University, Chico
M.S. Oregon State University

SHANNON BLISS
Biology
Associate Professor
B.A. University of California, Santa Barbara
M.S. San Diego State University
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>LARRY A. BOARD</td>
<td>Professor</td>
<td>Automotive Technology</td>
<td>A.A. Cerro Coso Community College</td>
</tr>
<tr>
<td>STEVEN BUSBY</td>
<td>Associate Professor</td>
<td>Administration of Justice</td>
<td>A.A. College of the Desert</td>
</tr>
<tr>
<td>CLIFF DAVIS</td>
<td>Associate Professor</td>
<td>English</td>
<td>California State University, San Diego</td>
</tr>
<tr>
<td>LARRY A. BOARD</td>
<td>Professor</td>
<td>Automotive Technology</td>
<td>A.A. Cerro Coso Community College</td>
</tr>
<tr>
<td>STEVEN BUSBY</td>
<td>Associate Professor</td>
<td>Administration of Justice</td>
<td>A.A. College of the Desert</td>
</tr>
<tr>
<td>GARY ENNS</td>
<td>Assistant Professor</td>
<td>English</td>
<td>California State University, San Diego</td>
</tr>
<tr>
<td>CARRMEN FLAGG</td>
<td>Assistant Professor</td>
<td>Health Careers</td>
<td>University of Alberta</td>
</tr>
<tr>
<td>MELINDA FOGLE</td>
<td>Associate Professor</td>
<td>Drama</td>
<td>Miami University</td>
</tr>
<tr>
<td>ELISABETH I. FULLER</td>
<td>Associate Professor</td>
<td>Child Development</td>
<td>University of California, Davis</td>
</tr>
<tr>
<td>LEO A. GIRARDOT</td>
<td>Professor</td>
<td>History/Psychology</td>
<td>Los Angeles Valley College</td>
</tr>
<tr>
<td>LUCILA GONZALEZ-CIRRE</td>
<td>Assistant Professor</td>
<td>Spanish</td>
<td>Universidad de Granada</td>
</tr>
<tr>
<td>RONALD GREEN</td>
<td>Assistant Professor</td>
<td>Mathematics</td>
<td>Sacramento City College</td>
</tr>
<tr>
<td>SHARON HALSEY</td>
<td>Assistant Professor</td>
<td>Industrial Technology</td>
<td>Antelope Valley College</td>
</tr>
<tr>
<td>JON HEATON</td>
<td>Professor</td>
<td>Spanish</td>
<td>American River College</td>
</tr>
<tr>
<td>THOMAS D. FOGGIA</td>
<td>Associate Professor</td>
<td>Music</td>
<td>California State University, Fresno</td>
</tr>
<tr>
<td>CARRMEN FLAGG</td>
<td>Assistant Professor</td>
<td>Health Careers</td>
<td>University of Kentucky</td>
</tr>
<tr>
<td>MELINDA FOGLE</td>
<td>Associate Professor</td>
<td>Drama</td>
<td>Bowling Green State University</td>
</tr>
<tr>
<td>ELISABETH I. FULLER</td>
<td>Associate Professor</td>
<td>Child Development</td>
<td>University of California, Davis</td>
</tr>
<tr>
<td>LEO A. GIRARDOT</td>
<td>Professor</td>
<td>History/Psychology</td>
<td>Los Angeles Valley College</td>
</tr>
<tr>
<td>LUCILA GONZALEZ-CIRRE</td>
<td>Assistant Professor</td>
<td>Spanish</td>
<td>Universidad de Granada</td>
</tr>
<tr>
<td>RONALD GREEN</td>
<td>Assistant Professor</td>
<td>Mathematics</td>
<td>Sacramento City College</td>
</tr>
<tr>
<td>MARY KOWALSKI</td>
<td>Professor</td>
<td>Health Careers</td>
<td>University of California, Davis</td>
</tr>
<tr>
<td>WILLIAM N. LOCKE</td>
<td>Professor</td>
<td>Physical Education</td>
<td>California State University, San Francisco</td>
</tr>
<tr>
<td>DANIEL MACARI</td>
<td>Professor</td>
<td>Counseling/Social Sciences</td>
<td>State University of New York at Buffalo</td>
</tr>
<tr>
<td>THOMAS D. FOGGIA</td>
<td>Associate Professor</td>
<td>Music</td>
<td>California State University, Long Beach</td>
</tr>
<tr>
<td>JANIS JAMISON-NICHOLS</td>
<td>Associate Professor</td>
<td>Speech</td>
<td>California State University, Long Beach</td>
</tr>
<tr>
<td>VALERIE KARNES</td>
<td>Associate Professor</td>
<td>Computer Science/Economics</td>
<td>University of California, Davis</td>
</tr>
<tr>
<td>JAMES R. KIGGENS</td>
<td>Associate Professor</td>
<td>Media Arts</td>
<td>National University, San Diego</td>
</tr>
<tr>
<td>LI KANG LIU</td>
<td>Assistant Professor</td>
<td>Mathematics</td>
<td>University of California, Davis</td>
</tr>
<tr>
<td>Mary Kowalski</td>
<td>Professor</td>
<td>Health Careers</td>
<td>University of California, Davis</td>
</tr>
<tr>
<td>William N. Locke</td>
<td>Professor</td>
<td>Physical Education</td>
<td>State University of New York at Buffalo</td>
</tr>
<tr>
<td>Daniel Macari</td>
<td>Professor</td>
<td>Counseling/Social Sciences</td>
<td>State University of New York at Buffalo</td>
</tr>
<tr>
<td>Steven Busby</td>
<td>Associate Professor</td>
<td>Administration of Justice</td>
<td>California State University, Santa Cruz</td>
</tr>
<tr>
<td>Gary Enns</td>
<td>Assistant Professor</td>
<td>English</td>
<td>University of California, Los Angeles</td>
</tr>
<tr>
<td>Carmen Flagg</td>
<td>Assistant Professor</td>
<td>Health Careers</td>
<td>State University of New York at Stony Brook</td>
</tr>
<tr>
<td>Thomas Foggia</td>
<td>Associate Professor</td>
<td>Music</td>
<td>Sacramento City College</td>
</tr>
<tr>
<td>Janis Jamison-Nichols</td>
<td>Associate Professor</td>
<td>Speech</td>
<td>California State University, Bakersfield</td>
</tr>
<tr>
<td>Valerie Karnes</td>
<td>Associate Professor</td>
<td>Computer Science/Economics</td>
<td>University of California, Davis</td>
</tr>
<tr>
<td>James R. Kiggens</td>
<td>Associate Professor</td>
<td>Media Arts</td>
<td>National University, San Diego</td>
</tr>
<tr>
<td>Li Kang Liu</td>
<td>Assistant Professor</td>
<td>Mathematics</td>
<td>University of California, Davis</td>
</tr>
<tr>
<td>Mary Kowalski</td>
<td>Professor</td>
<td>Health Careers</td>
<td>University of California, Davis</td>
</tr>
<tr>
<td>William N. Locke</td>
<td>Professor</td>
<td>Physical Education</td>
<td>State University of New York at Buffalo</td>
</tr>
<tr>
<td>Daniel Macari</td>
<td>Professor</td>
<td>Counseling/Social Sciences</td>
<td>State University of New York at Buffalo</td>
</tr>
<tr>
<td>Steven Busby</td>
<td>Associate Professor</td>
<td>Administration of Justice</td>
<td>California State University, Santa Cruz</td>
</tr>
<tr>
<td>Gary Enns</td>
<td>Assistant Professor</td>
<td>English</td>
<td>University of California, Los Angeles</td>
</tr>
<tr>
<td>Carmen Flagg</td>
<td>Assistant Professor</td>
<td>Health Careers</td>
<td>State University of New York at Stony Brook</td>
</tr>
<tr>
<td>Thomas Foggia</td>
<td>Associate Professor</td>
<td>Music</td>
<td>Sacramento City College</td>
</tr>
<tr>
<td>Janis Jamison-Nichols</td>
<td>Associate Professor</td>
<td>Speech</td>
<td>California State University, Bakersfield</td>
</tr>
<tr>
<td>Valerie Karnes</td>
<td>Associate Professor</td>
<td>Computer Science/Economics</td>
<td>University of California, Davis</td>
</tr>
<tr>
<td>James R. Kiggens</td>
<td>Associate Professor</td>
<td>Media Arts</td>
<td>National University, San Diego</td>
</tr>
<tr>
<td>Li Kang Liu</td>
<td>Assistant Professor</td>
<td>Mathematics</td>
<td>University of California, Davis</td>
</tr>
<tr>
<td>Mary Kowalski</td>
<td>Professor</td>
<td>Health Careers</td>
<td>University of California, Davis</td>
</tr>
<tr>
<td>William N. Locke</td>
<td>Professor</td>
<td>Physical Education</td>
<td>State University of New York at Buffalo</td>
</tr>
<tr>
<td>Daniel Macari</td>
<td>Professor</td>
<td>Counseling/Social Sciences</td>
<td>State University of New York at Buffalo</td>
</tr>
</tbody>
</table>
JAMES R. S. MANION  Mathematics  Professor  
B.S. Purdue University  
M.A. Arizona State University  

COREY J. MARVIN  English  Professor  
B.A. University of California, Santa Barbara  
M.A. University of California, Santa Barbara  

PAUL F. MEYERS  Art  Professor  
Director, California Virtual Campus  
B.A. California State University, Northridge  
M.F.A. University of California, Santa Barbara  

MARY O’NEAL  Child Development  Associate Professor  
Director, Child Development  
B.S. University of Redlands  

HEATHER B. OSTASH  Counseling  Associate Professor  
B.A. Fresno State University  
M.A. Sonoma State University  

MARY PEOPLES  Counseling  Director, Special Services  
B.A. Central Michigan University  
M.Ed. Rhode Island College  

BONITA ROBISON  Personal Development  Professor  
A.A. College of the Redwoods  
B.A. Humboldt State University  
M.A. California State University, Bakersfield  

MARTHA M. RODGERS  Mathematics  Professor  
B.A. University of California, Santa Barbara  
M.A. University of California, Santa Barbara  

ELOY RODRIGUEZ  Mathematics  Associate Professor  
B.S. Metropolitan State College, Denver  
M.A. University of California, San Diego  

DONALD ROSENBERG  History/Social Science  Professor  
B.A. University of California, Los Angeles  
M.A. University of California, Los Angeles  
Ph.D. University of California, Los Angeles  

LOREN SANDVIK  Art  Associate Professor  
B.F.A. University of Northern Iowa  
M.A. University of Northern Iowa  
M.F.A. California Institute of the Arts  

CLAUDIA SELLERS  Biology  Associate Professor  
B.S. University of California, Riverside  
M.A. University of California, Berkeley  
Ph.D. University of California, Berkeley  

JOSEPH SLOVACEK  Mathematics  Professor  
B.A. Sonoma State University  
M.A. University of California, San Diego  

JOHN STENGER-SMITH  Chemistry/Physical Science  Professor  
B.S. University of Delaware  
Ph.D. University of Massachusetts, Amherst  

NORMAN STEPHENS  English  Associate Professor  
B.A. University of California, Davis  
M.A. University of Washington  

PAULA SUOREZ  Counseling  Associate Professor  
B.A. University of California, Santa Barbara  
M.A. Chapman University  

CHRISTINE SWIRIDOFF  English  Associate Professor  
B.A. California State University, Fresno  
M.A. California State University, Fresno  

PENNY TALLEY  Counseling  Associate Professor  
B.A. California State University, Bakersfield  
M.S. University of La Verne  

JOHN STENGER-SMITH  Chemistry/Physical Science  Professor  
B.S. University of Delaware  
Ph.D. University of Massachusetts, Amherst  

DENNIS VANDERWERFF  Library Information Technology  Director, Learning Resource Center  
A.A. Santa Rosa Junior College  
B.S. Sonoma State University  
M.L.S. University of California, Berkeley  
Ph.D. University of Southern California  

JUNE L. WASSERMAN  Counseling  Professor  
Director, Counseling Services  
B.A. Boston University  
M.A. Chapman College  

Dennis Vanderwerff  Library Information Technology  Director, Learning Resource Center  
A.A. Santa Rosa Junior College  
B.S. Sonoma State University  
M.L.S. University of California, Berkeley  
Ph.D. University of Southern California  

JONATHAN R. TITTLE  Social Science  Professor  
B.A. Lawrence University  
M.A. Chapman University  
M.A. California State University, Northridge  

MARTHA M. RODGERS  Mathematics  Professor  
B.A. University of California, Santa Barbara  
M.A. University of California, Santa Barbara  

DONALD ROSENBERG  History/Social Science  Professor  
B.A. University of California, Los Angeles  
M.A. University of California, Los Angeles  
Ph.D. University of California, Los Angeles  

LOREN SANDVIK  Art  Associate Professor  
B.F.A. University of Northern Iowa  
M.A. University of Northern Iowa  
M.F.A. California Institute of the Arts  

CLAUDIA SELLERS  Biology  Associate Professor  
B.S. University of California, Riverside  
M.A. University of California, Berkeley  
Ph.D. University of California, Berkeley  

JOSEPH SLOVACEK  Mathematics  Professor  
B.A. Sonoma State University  
M.A. University of California, San Diego  

JOHN STENGER-SMITH  Chemistry/Physical Science  Professor  
B.S. University of Delaware  
Ph.D. University of Massachusetts, Amherst  

NORMAN STEPHENS  English  Associate Professor  
B.A. University of California, Davis  
M.A. University of Washington  

PAULA SUOREZ  Counseling  Associate Professor  
B.A. University of California, Santa Barbara  
M.A. Chapman University  

CHRISTINE SWIRIDOFF  English  Associate Professor  
B.A. California State University, Fresno  
M.A. California State University, Fresno  

PENNY TALLEY  Counseling  Associate Professor  
B.A. California State University, Bakersfield  
M.S. University of La Verne  

JONATHAN R. TITTLE  Social Science  Professor  
B.A. Lawrence University  
M.A. Chapman University  
M.A. California State University, Northridge  

DENNIS VANDERWERFF  Library Information Technology  Director, Learning Resource Center  
A.A. Santa Rosa Junior College  
B.S. Sonoma State University  
M.L.S. University of California, Berkeley  
Ph.D. University of Southern California  

JUNE L. WASSERMAN  Counseling  Professor  
Director, Counseling Services  
B.A. Boston University  
M.A. Chapman College  

Dennis Vanderwerff  Library Information Technology  Director, Learning Resource Center  
A.A. Santa Rosa Junior College  
B.S. Sonoma State University  
M.L.S. University of California, Berkeley  
Ph.D. University of Southern California  

JUNE L. WASSERMAN  Counseling  Professor  
Director, Counseling Services  
B.A. Boston University  
M.A. Chapman College  

NANCY D. WEBSTER  Physical Education  Professor  
B.S. University of Arizona  
M.Ed. University of Arizona  

RACHEL WINSTON  Mathematics  Associate Professor  
B.S. Syracuse University  
M.S. Pepperdine University  
M.A. California State University, Fullerton
<table>
<thead>
<tr>
<th><strong>Index</strong></th>
<th>Cerro Coso Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>G</strong></td>
<td></td>
</tr>
<tr>
<td>General Admission Procedures</td>
<td>11</td>
</tr>
<tr>
<td>General Education Pattern</td>
<td>30</td>
</tr>
<tr>
<td>General Education Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>General Sciences</td>
<td>42</td>
</tr>
<tr>
<td>Geography</td>
<td>103</td>
</tr>
<tr>
<td>Geology</td>
<td>103</td>
</tr>
<tr>
<td>German</td>
<td>104</td>
</tr>
<tr>
<td>Grade Point Average</td>
<td>17</td>
</tr>
<tr>
<td>Grade Reports</td>
<td>17</td>
</tr>
<tr>
<td>Grading System</td>
<td>16</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>28</td>
</tr>
<tr>
<td>Grants</td>
<td>24</td>
</tr>
<tr>
<td>Grievance Procedure for Students</td>
<td>15</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td></td>
</tr>
<tr>
<td>Health Careers</td>
<td>65, 104</td>
</tr>
<tr>
<td>Health Science</td>
<td>107</td>
</tr>
<tr>
<td>History</td>
<td>107</td>
</tr>
<tr>
<td>Holds on Records and Registration</td>
<td>13</td>
</tr>
<tr>
<td>Honors Program</td>
<td>28</td>
</tr>
<tr>
<td>Housing for Students</td>
<td>28</td>
</tr>
<tr>
<td>Humanities</td>
<td>44</td>
</tr>
<tr>
<td><strong>I</strong></td>
<td></td>
</tr>
<tr>
<td>In Progress Courses</td>
<td>16</td>
</tr>
<tr>
<td>Incomplete Grades</td>
<td>16</td>
</tr>
<tr>
<td>Independent California Colleges/Universities</td>
<td>34</td>
</tr>
<tr>
<td>Indian Wells Valley Campus (IWV)</td>
<td>5</td>
</tr>
<tr>
<td>Industrial Technology</td>
<td>108</td>
</tr>
<tr>
<td>Instructional Centers</td>
<td>5</td>
</tr>
<tr>
<td>Instructional/Special Materials Fees</td>
<td>13</td>
</tr>
<tr>
<td>Insurance for Students</td>
<td>28</td>
</tr>
<tr>
<td>Interdisciplinary Studies</td>
<td>109</td>
</tr>
<tr>
<td>Intersegmental General Education</td>
<td></td>
</tr>
<tr>
<td>Transfer Curriculum (IGETC)</td>
<td>35</td>
</tr>
<tr>
<td><strong>J</strong></td>
<td></td>
</tr>
<tr>
<td>Journalism</td>
<td>111</td>
</tr>
<tr>
<td><strong>K</strong></td>
<td></td>
</tr>
<tr>
<td>Kern River Valley Campus</td>
<td>5</td>
</tr>
<tr>
<td>Key College Terms</td>
<td>7</td>
</tr>
<tr>
<td><strong>L</strong></td>
<td></td>
</tr>
<tr>
<td>Latin</td>
<td>111</td>
</tr>
<tr>
<td>Learning Assistance Center (LAC)</td>
<td>26</td>
</tr>
<tr>
<td>Learning Resource Center (LRC)</td>
<td>27</td>
</tr>
<tr>
<td>Learning Skills Program</td>
<td>25</td>
</tr>
<tr>
<td>Library Information Technology</td>
<td>112</td>
</tr>
<tr>
<td>Locations, Cerro Coso College Centers</td>
<td>5</td>
</tr>
<tr>
<td>Lower Division</td>
<td>7</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td></td>
</tr>
<tr>
<td>Machine Tool Technology</td>
<td>66, 112</td>
</tr>
<tr>
<td>Major</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics</td>
<td>113</td>
</tr>
<tr>
<td>Mathematics Course Sequences</td>
<td>32</td>
</tr>
<tr>
<td>Matriculation</td>
<td>8</td>
</tr>
<tr>
<td>Matriculation Status</td>
<td>9</td>
</tr>
<tr>
<td>Media Arts</td>
<td>115</td>
</tr>
<tr>
<td>Minimum Proficiencies for Graduation</td>
<td>29</td>
</tr>
<tr>
<td>Minimum Study Loads</td>
<td>15</td>
</tr>
<tr>
<td>Mission</td>
<td>4</td>
</tr>
<tr>
<td>Music</td>
<td>118</td>
</tr>
<tr>
<td><strong>N</strong></td>
<td></td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>22</td>
</tr>
<tr>
<td>Non-California Residents</td>
<td>12</td>
</tr>
<tr>
<td>Non-Resident Tuition</td>
<td>13</td>
</tr>
<tr>
<td>Non-Traditional College Credit</td>
<td>20</td>
</tr>
<tr>
<td>Notice of Nondiscrimination</td>
<td>6</td>
</tr>
<tr>
<td><strong>O</strong></td>
<td></td>
</tr>
<tr>
<td>Open Classes</td>
<td>6</td>
</tr>
<tr>
<td><strong>P</strong></td>
<td></td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>67, 122</td>
</tr>
<tr>
<td>Pell Grant</td>
<td>24</td>
</tr>
<tr>
<td>Personal Development</td>
<td>123</td>
</tr>
<tr>
<td>Philosophy</td>
<td>125</td>
</tr>
<tr>
<td>Physical Education</td>
<td>46, 126</td>
</tr>
<tr>
<td>Physical Science</td>
<td>133</td>
</tr>
<tr>
<td>Physical Science Technology</td>
<td>68</td>
</tr>
<tr>
<td>Physics</td>
<td>135</td>
</tr>
<tr>
<td>Placement</td>
<td>8</td>
</tr>
<tr>
<td>Plagiarism and Cheating</td>
<td>15</td>
</tr>
<tr>
<td>Political Science</td>
<td>135</td>
</tr>
<tr>
<td>Pre-Engineering</td>
<td>48</td>
</tr>
<tr>
<td>Prerequisite</td>
<td>9</td>
</tr>
<tr>
<td>Probation, Removal From</td>
<td>18</td>
</tr>
<tr>
<td>Progress Probation</td>
<td>18</td>
</tr>
<tr>
<td>Psychology</td>
<td>135</td>
</tr>
<tr>
<td><strong>R</strong></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>137</td>
</tr>
<tr>
<td>Reinstatement</td>
<td>19</td>
</tr>
<tr>
<td>Remedial Course Work Limitation</td>
<td>19</td>
</tr>
<tr>
<td>Removal from Probation</td>
<td>18</td>
</tr>
<tr>
<td>Repeatability</td>
<td>8, 20</td>
</tr>
<tr>
<td>Repetition of Classes</td>
<td>20</td>
</tr>
<tr>
<td>Resident Requirements California Residence</td>
<td>12</td>
</tr>
<tr>
<td>Non-California Residence</td>
<td>12</td>
</tr>
<tr>
<td>Resort and Commercial Recreation Management</td>
<td>137</td>
</tr>
<tr>
<td>Russian</td>
<td>139</td>
</tr>
<tr>
<td><strong>S</strong></td>
<td></td>
</tr>
<tr>
<td>Schedule of Classes</td>
<td>6</td>
</tr>
<tr>
<td>Schedule Changes</td>
<td>14</td>
</tr>
<tr>
<td>Scholarships and Grants</td>
<td>25</td>
</tr>
<tr>
<td>Semester Unit</td>
<td>8</td>
</tr>
<tr>
<td>Service Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>Servicemembers' Opportunity College</td>
<td>6</td>
</tr>
<tr>
<td>Short-Term Emergency Loans</td>
<td>25</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>48, 139</td>
</tr>
<tr>
<td>Index</td>
<td>Page</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>Sociology</td>
<td>140</td>
</tr>
<tr>
<td>South Kern Campus</td>
<td>5</td>
</tr>
<tr>
<td>Spanish</td>
<td>140</td>
</tr>
<tr>
<td>Special Admission for K-12 Students</td>
<td>11</td>
</tr>
<tr>
<td>Special Services Program</td>
<td>25</td>
</tr>
<tr>
<td>Speech</td>
<td>141</td>
</tr>
<tr>
<td>Stafford Loans</td>
<td>25</td>
</tr>
<tr>
<td>Status While on Probation, Academic</td>
<td>18</td>
</tr>
<tr>
<td>State Work Study</td>
<td>24</td>
</tr>
<tr>
<td>Strategic Long Range Goals</td>
<td>5</td>
</tr>
<tr>
<td>Student Activities Program</td>
<td>27</td>
</tr>
<tr>
<td>Student Clubs and Organizations</td>
<td>27</td>
</tr>
<tr>
<td>Student Employment</td>
<td>24</td>
</tr>
<tr>
<td>Student Grievance</td>
<td>15</td>
</tr>
<tr>
<td>Student Right-To-Know (SRTK) Disclosure</td>
<td>10</td>
</tr>
<tr>
<td>Student Rights and Responsibilities</td>
<td>8</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>22</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>26</td>
</tr>
<tr>
<td>Study Load</td>
<td>15</td>
</tr>
<tr>
<td>Supplemental Educational Opportunity Grant</td>
<td>24</td>
</tr>
<tr>
<td>Testing/Assessment Services</td>
<td>23</td>
</tr>
<tr>
<td>Textbooks</td>
<td>13</td>
</tr>
<tr>
<td>Time Limitations for Graduation</td>
<td>31</td>
</tr>
<tr>
<td>Trades Practices</td>
<td>49</td>
</tr>
<tr>
<td>Transfer Center</td>
<td>23</td>
</tr>
<tr>
<td>Transfer Probation</td>
<td>18</td>
</tr>
<tr>
<td>Transfer Requirements</td>
<td>34</td>
</tr>
<tr>
<td>TRIO Program</td>
<td>26</td>
</tr>
<tr>
<td>Tuition and Fee Refunds</td>
<td>13</td>
</tr>
<tr>
<td>University of California</td>
<td>34</td>
</tr>
<tr>
<td>Upper Division Credit</td>
<td>21</td>
</tr>
<tr>
<td>Values</td>
<td>4</td>
</tr>
<tr>
<td>Veterans Services</td>
<td>25</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>69</td>
</tr>
<tr>
<td>Vocational Nursing/Health Careers</td>
<td>12</td>
</tr>
<tr>
<td>Programs and Other Special Projects</td>
<td>12</td>
</tr>
<tr>
<td>Web Design</td>
<td>70</td>
</tr>
<tr>
<td>Welding</td>
<td>142</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>71</td>
</tr>
<tr>
<td>Withdrawal from College</td>
<td>14</td>
</tr>
<tr>
<td>Woodworking</td>
<td>142</td>
</tr>
<tr>
<td>Work Experience</td>
<td>142</td>
</tr>
</tbody>
</table>