Cerro Coso Community College
2010-2012 CATALOG ADDENDUM

3000 College Heights Blvd.
Ridgecrest, CA 93555
www.cerrocoso.edu
760-384-6100

Cerro Coso Community College is a member of the Kern Community College District
Cerro Coso 2010-2012 Catalog Addendum

If this material is needed in alternate format for people with disabilities, please contact Special Services at (760) 384-6250.

Disclaimer

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

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About the College

Kern Community College District and Cerro Coso Community College Administration

Board of Trustees

Mr. Stuart O. Witt, President
Ms. Rose Marie Bans, Vice President
Mr. John Rodgers, Clerk
Mr. Dennis Beebe
Mr. John S. Corkins
Ms. Pauline F. Larwood
Ms. Kay S. Meek

KCCD Administration

Ms. Sandra Serrano, Chancellor, Kern Community College District
Mr. Thomas J. Burke, Chief Financial Officer
Dr. Ibrahim (Abe) Ali, Vice Chancellor, Human Resources
VACANT, Vice Chancellor, Educational Services
Mr. Sean James, Vice Chancellor, Operations Management

Cerro Coso Community College Administration

Mrs. A. Jill Board, President
Dr. Corey Marvin, Vice President, Academic Affairs
Mrs. Heather B. Ostash, Vice President, Student Services
Mrs. Valerie Karnes, Dean, Career Technical Education
Ms. Deanna Campbell, Director, Eastern Sierra College Centers, Bishop and Mammoth
Dr. Erie Johnson, Director, South Kern and Kern River Valley Campuses
Cerro Coso Community College Administrative Services

Mrs. Gale Lebsock, Director, Administrative Services
Mr. David Cornell, Director, Admissions & Records/Veterans’ Affairs
Ms. Joann Spiller, Director, Financial Aid and Scholarships
Mr. Michael Campbell, Manager, Information Technology
Mrs. Natalie Dorrell, Manager, Public Relations, Marketing and Development
Mrs. Jennifer San Nicholas, Director, Child Development Centers
Mr. Clint Dougherty, Manager, Human Resources
Mrs. Lisa Couch, Accounting Manager, Business Office
Mr. John Daly, Manager, Maintenance and Operations
Ms. M. Louise Farmer, Administrative Assistant to the President

History

Cerro Coso Community College was established in 1973 as a separate college within the Kern Community College District. Cerro Coso Community College has five instructional sites (Indian Wells Valley, Eastern Sierra Center Bishop and Mammoth Lakes, Kern River Valley, and South Kern), which together form the largest geographical service area (18,200 square miles) of any community college in California and which serves a population of approximately 85,000. A leader in online education, Cerro Coso Community College has been offering online classes since 1997 and offers 10 Associate degrees entirely online and as many as 160+ classes online each year, with approximately 180 sections per semester. 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.

Values

At Cerro Coso Community College, we value:

Student learning and student success in all areas of endeavor;

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

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

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

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

Our Faculty and Staff who turn the wheels of learning.

Mission

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

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

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

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

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

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

Strategic Long Range Goals, 2010-2012

The Cerro Coso Community College Strategic Plan for 2010 – 2012 focuses on six strategic goals. These goals are:

1. Improve our response to community needs through customized educational opportunities, area workforce development, and quality student services.
2. Improve service to under prepared students and increase their success rates.
3. Seek opportunities to enhance the development and use of resources.
4. Build upon our culture of accountability, responsibility, and civility amongst all stakeholders.
5. Identify and implement principles of effective communication in support of our mission.
6. Recruit, retain and develop employees who uphold the Cerro Coso Community College culture of excellence.

These goals focus heavily on the integration of the planning processes and improvement of the assessment of our results in student learning outcomes and program review. Several of the initiatives and action items will serve to improve the manner in which the college serves its students, its communities, and its employees, and fulfills its mission.

Accreditation

Cerro Coso Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, California, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. It meets all standards of the California State Department of Education. The college and its programs are also approved by the California Community College Board of Governors, the Board of Vocational Nursing and Psychiatric Technicians, and the California Department of Education for the enrollment of veterans. The University of California, the California State University System, and other universities and colleges give full credit for appropriate courses completed at Cerro Coso Community College.

Student Right-to-Know

In compliance with the Student Right-To-Know (SRTK) Act of 1990 (Public Law 101-542), it is the policy of the Kern Community College District and Cerro Coso Community College to make available its completion and transfer rates to all current and prospective students. These rates are based on a limited cohort (or group) of students which are tracked for a three-year period. The cohort is limited because it includes only students who entered Cerro Coso Community College in the fall term as first-time, full-time students seeking a degree, certificate or transfer. Students included in the 2007 SRTK Cohort were tracked from Fall 2008 through Spring 2010 to determine their academic outcomes during the time period.
A student is included in the **Completion Rate** if they attained a certificate or degree or became ‘transfer prepared’ within the three-year period. Transfer-prepared is defined as having completed 60 transferable units with a GPA of 2.0 or better.

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

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

<table>
<thead>
<tr>
<th>2007 SRTK Cohort</th>
<th>Completion Rate</th>
<th>Transfer Rate</th>
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<tr>
<td>Cerro Coso</td>
<td>16.36%</td>
<td>14.49%</td>
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<tr>
<td>State Wide</td>
<td>24.42%</td>
<td>15.24%</td>
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These rates do not represent the completion and transfer rates of the entire student population at Cerro Coso Community College, nor do they account for student outcomes occurring after this three-year tracking period. For more information on SRTK methodology, interpretation, and rates at other community colleges, students can visit the College Chancellor’s Office web site at [http://srtk.cccco.edu/index.asp](http://srtk.cccco.edu/index.asp).

**Equal Employment Opportunity Statement**

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

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

Kern Community College District will afford reasonable accommodations for applicants and employees to enable qualified individuals to perform essential job functions. Students with disabilities will be accommodated to ensure accessibility and full participation in educational programs. To request reasonable accommodations, applicants and employees should contact the Human Resources Manager at (760) 384-6229. Students should contact Special Services Support & Partners at (760) 384-6250.

**Unlawful Discrimination**

Inquiries regarding the equal opportunity policies, the filing of grievances, reasonable accommodation in employment, academic adjustments or auxiliary aids and services, or to request a copy of the grievance procedures covering discrimination complaints, may be directed to:

Vice President of Student Services
Coordinator, Title IX (pertaining to gender equity, including sexual harassment)
Coordinator, Title VI and Section 504/ADA (pertaining to race, color, or national origin, and disability)
A complaint of alleged unlawful discrimination may be filed within one year of the alleged discrimination. For complaint forms or additional information, contact one of the following:

Human Resources Manager
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
(760) 384-6229
(760) 384-6110 (TDD Only)

Additional inquiries pertaining to federal, state, and local equal opportunity laws, and the governing board policies of Cerro Coso Community College or Kern Community College District (KCCD Board Policy Section 11-D) may be directed to the following office:

Vice-Chancellor
Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301
(661) 336-5140

Declaración De Igualdad de Oportunidad

De acuerdo con los requisitos de la acta de derechos civiles, Cerro Coso Community College provee servicios y beneficios a todos estudiantes sin impedimento de raza, color, origen nacional, ancestria, género, edad, religión, estado civil, condición marital, o impedimento. La falta de capacidad de hablar inglés no ser un obstáculo par la admisión vocacionales. (Título VI y VII del Acto Civilde Derechos Civiles de 1974; Titulo IX de los Enmiendas de Educación de 1972; las Secciones 503 y 504 del Acto de Rehabilitacion del 1973, como modificado.)

Toda persona tiene el derecho de solicitar admisión y completar un programa educativo en Cerro Coso Community College. No se tolerada interferencia alguna con el acceso y termino exitoso de su educación a ninguna persona o estudiante por medio de conducta discriminatoria ilegal. El colegio iniciara acción disciplinarían contra las personas que sean descubiertas interferiendo con la educación de los estudiantes por medio de cualquier forma de intimidación ilegal o inmoral.

Discriminación Ilegal

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

Vice Presidente de los Servicios del Estudiante
Coordinadora del Título IX (relativo al sexo)
Coordinadora del Título VI y Sección 504/ADA (relativos a raza, color, nacionalidad o discapacidades).

Cerro Coso Community College
3000 College Heights Blvd
Ridgecrest, CA 93555
(760) 384-6249
(760) 384-6110 (TDD Only)
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Una queja de discriminación ilegal supuesta se puede ser registrada dentro del término de un año de ocurrida la supuesta discriminación. Para obtener formas de quejas o información adicional usted puede ponerse en contacto con la siguiente persona:

Human Resources Manager
Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555
(760) 384-6229
(760) 384-6110 (TDD Only)

Para preguntas adicionales referente a las leyes acción afirmativa y igualdad de oportunidad, ya sean al nivel federal, estatal, o local, y referente a la política del consejo de gobierno de Cerro Coso Community College o del Distrito Escolar de la Comunidad de Kern, puede ponerse en contacto con siguiente oficina:

Vice-Chancellor, Human Services
Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301
(661) 336-5140

Students with Disabilities
Cerro Coso Community College will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college’s courses, programs and activities, including extracurricular activities. Students with disabilities who are requesting academic accommodations or auxiliary aids should contact 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 alternate path for services through the Office of Student Learning. See Vice President of Student Services.

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

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

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

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

Policy Concerning Sexual Harassment
Cerro Coso Community College is fully committed to all federal, state, and local human rights and equal opportunity laws. Title VII of the Civil Rights Act of 1964, amended 1991, and Title IX of the Educational Amendments of 1972 are strictly enforced. This legislation specifically prohibits sexual discrimination in employment, and educational programs and services respectively.
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Students have the right to gain access to and complete an educational program at Cerro Coso Community College. Interference with students’ admission to and successful completion of their education by any person through unlawful sexual conduct will not be tolerated. The college will initiate disciplinary action against persons found to have interfered with a student’s education through any means of sexual harassment or intimidation.

The Cerro Coso Community College Student Handbook sets forth a statement of Students Rights and Responsibilities, including the complete sexual harassment policy and grievance procedures. Students should refer to this publication for further information.

Admission and Registration

Getting Started at Cerro Coso Community College

Academic Eligibility

Graduates of accredited high schools, holders of a Certificate of Proficiency 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.

Special Admission for K-12 Students

Students who are enrolled in K-12 programs may be admitted as Special Admission-Attending this college while still enrolled in grades K-12 upon recommendation of the school principal or designee, and with parent consent. Cerro Coso Community College is authorized to restrict the admission or enrollment of K-12 students based on age, completion of a specified grade level, and demonstrated eligibility for instruction using approved assessment methods and procedures adopted by the Board of Governors. After submitting a college application or update form, students must obtain a Concurrent Enrollment Form, have it appropriately filled out by their school principal or designee, secure a parent signature, and then meet with a college counselor for approval. Cerro Coso Community College enrollment fees are waived for K-12 students. Nonresident tuition will apply if the K-12 student is an international student or is not a California resident or has not lived in California for one year and one day prior to enrolling at Cerro Coso Community College. Please see the Tuition and Fees section in this catalog. By enrolling in a college level course, the K-12 student is agreeing that he/she will be responsible for communicating with their instructors, studying at least two hours for every hour of class (minimum), turning in college level assignments complete and on time, and purchasing all textbooks within the first week of class. If the K-12 student is uncertain about carrying out any of these responsibilities, a college course may not be the best option for him/her, at this time. Please contact a college counselor for additional information.

Residency Determination

A ‘resident’ is a student who has residence in the state of California for more than one year immediately preceding the residence determination date which is the day before the first day of classes.

The resident of any California community college district may attend a community college in any other district in this state, subject to generally applicable admission criteria, and subject to any restrictions set forth in a notice of restriction issued by a district.

In order to determine a person’s place of residence, reference is made to the following statutory rules:

1. Every person has, in law, a residence.
2. Any person who is married or is 18 years of age or older and under no legal disability to do so, may establish residence.
3. In determining the place of residence the following rules are to be observed:
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a. There can be but one place of residence.

b. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he/she returns in seasons of repose.

c. A residence cannot be lost until another is gained.

d. The residence can be changed only by the union of act and intent.

e. A man or a woman may establish his or her residence. A woman’s residence shall not be derivative from that of her husband.

f. The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, his/her residence is that of the parent with whom he/she maintained his/her last place of abode, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.

g. The residence of an unmarried minor who has a parent living cannot be changed by his/her own act, by the appointment of a legal guardian, or by relinquishment of a parent’s right of control, unless the student qualifies for the self-supporting exception.

In general, a resident has citizenship or permanent resident status in the United States and has established residence in California for at least one year immediately preceding the residency determination date (the day before the first day of classes). If you do not have citizenship or permanent resident status in the United States, or have questions regarding your status, please contact the Admissions and Records Office.

International Students

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

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

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

Admissions Form

An admissions form may be completed on the college web page (www.cerrocoso.edu/studentservices/admissions/). It must be filed prior to registration. The application should include the prospective student’s social security number. The Social Security number will not appear on class roll sheets.
Changing Identification Numbers

• All students are assigned an identification number when a completed admissions form is submitted to the Office of Admissions and Records. Students may use the assigned numbers or their Social Security numbers to access their academic records.

Changing Name, Address, Telephone, Email

Students may change their name by bringing photo identification to the Office of Admissions and Records. They may change their address, telephone number, or e-mail address on the web at myBanWeb. To do that they must select “Register for Classes,” login and then select “Personal Information.”

Personal Identification Number

When prospective students complete their admission forms online, they will be asked to create a personal identification number (PIN). The number must be six digits that the students will be able to remember but that other people would be unlikely to know. The first time that students login to register they will be asked to select a PIN hint question from a drop down menu. They fill in the answer to the question that they select with a one or two word answer. Then, when students forget their PINs, they can click the “Forgot PIN” button, and if they enter the correct response, they will be given a screen on which to enter a new PIN.

Matriculation

What is matriculation?

Every student should have an educational goal, a reason for going to college. Matriculation is the process that allows the college and the student to form a partnership which helps attain that goal. The college asks students to commit themselves to an educational objective and the college commits to fostering student success. To ensure the success of the partnership:

The college agrees to provide:
• An admission process
• An assessment of basic educational skills and career goals
• Counseling/advising for the development of an individual education plan
• Quality instruction
• A wide variety of courses
• Referral to support services as necessary
• Follow up on student academic progress

Students are expected to:
• Attend an orientation session
• Complete assessment
• Declare a specific educational objective or career pathway after completing 15 units of course work
• Attend classes regularly, complete assigned course work and seek out counseling services as necessary
• Complete courses and maintain progress toward an educational goal as identified in the individual student education plan
• Seek out support services as needed

Additional Rights of Students

1. Right to appeal requirements of any prerequisite based on unavailability of the necessary course.

2. Right to acknowledge any prerequisite believed to be discriminatory through the appropriate office.

3. Right to challenge matriculation regulations/procedures. Students have the right to waive one or more of the following: assessment, orientation, and counseling/advisement.

4. Right to be provided alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities.
Questions concerning your rights under Matriculation?
See: Ms. Heather Ostash
Matriculation Coordinator

Matriculation Status

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

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

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

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

Course Requisites: Prerequisites, Co-requisites, and Advisories

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

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

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

Co-requisite is a course or courses students are required to take simultaneously in order to enroll in another course. Co-requisites represent a set of skills or a body of knowledge students must acquire through concurrent and continued enrollment in another course or courses in order to receive a grade of “C” or better in the course requiring the co-requisite.

Advisory is a condition of enrollment which students are advised, but not required, to meet before or concurrently with enrollment in a course or educational program. An Advisory suggests skills, experiences, or a body of knowledge with which students would achieve a greater depth or breadth of knowledge or skill development, but without which students are likely to receive a satisfactory grade.

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

A student may challenge any prerequisite or co-requisite on one or more of the following grounds:

1. The prerequisite or co-requisite has not been established according to the district’s process of establishing prerequisite and co-requisites;
2. The prerequisite or co-requisite violates Title V, Article 2.5, Section 55201 (Policies for Prerequisites);
3. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

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

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

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

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

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

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

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

Assessment Policies

For Students with Disabilities

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

Participation by students with disabilities in Special Services is voluntary. Any student choosing not to participate in the program may elect an alternative path for support services through the Office of Student Learning. See Vice President of Student Services.

Exemptions

Only students who have completed an Associate Degree or higher may be exempted from orientation, assessment and counseling; however, an exempt student wishing to enroll in a course that has a test score prerequisite must participate in the college’s assessment of English, reading, and math skills.

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

Students have the right to challenge or appeal any allegation of violation of matriculation regulations.
Student Educational Plans

When students have completed 15 units of course work, they are required to complete their student educational plan (SEP) to identify their educational goals and the courses, services, and programs that will be used to achieve them. These plans may be revised at any time.

Registering for Classes

Course Admission Policy

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

Early Registration Appointments

Continuing students who were registered on Monday of the third week of classes are assigned early registration appointments for the following semester in the following order:

- Students who belong to specific groups or special programs and who have completed matriculation.
- Students who have completed orientation, assessment, counseling and have a student educational plan on file in descending order of the number of units completed, except that students who have completed 45 to 68 units will be first.
# Cerro Coso Community College 2010-2012 Addendum

## Matriculation and Registration

<table>
<thead>
<tr>
<th>As a new student…</th>
<th>As a continuing student…</th>
<th>As a former student…</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have received a two-year or higher degree from another college but are new to Cerro Coso, you are exempt from the requirements for orientation, assessment and counseling. However, we encourage you to take advantage of any of these services you find helpful.</td>
<td>Enrolled in current semester classes</td>
<td>Enrolled in Cerro Coso classes in the past but not in the current semester</td>
</tr>
</tbody>
</table>

### Admission or Update

- Submit completed admissions form at [www.cerrocoso.edu](http://www.cerrocoso.edu)
- Foreign students holding visas must contact the Admissions & Records Office for admission procedures.

- Submit update on the web at [www.cerrocoso.edu](http://www.cerrocoso.edu)

- If you attended:
  - Before 1987, complete admissions as for new students
  - 1987 or after, complete update as for continuing students

### Orientation

- Students are expected to participate in an orientation session before enrollment.
- Orientation schedules can be found:
  - At [www.cerrocoso.edu](http://www.cerrocoso.edu)

- If you attended an orientation, skip this step.
- If you never attended an orientation, you are expected to participate in orientation before enrollment.

### Assessment

- You must participate in assessment if you plan to:
  - take an English, Math, or other class with prerequisites
  - earn a degree
  - earn a certificate
  - transfer
  - Additional information can be found at [www.cerrocoso.edu](http://www.cerrocoso.edu) or (760) 384-6219

- If previously completed Cerro Coso assessment, skip this step.

### Counseling

- Counselors will help you:
  - review assessment and other criteria for course placement
  - identify your educational goal
  - choose classes
  - inform you of special services

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  - identify your educational goal
  - choose classes
  - inform you of special services

### Registration

- Open web registration begins late in a semester for the following term.
- Students should add themselves to the waitlist for closed classes. Instructors do not sign add slips.

- Students who are fully matriculated and enrolled in classes on Monday of the third week of a semester will receive an appointment for early registration for the following semester.
- Students should add themselves to the waitlist for closed classes. Instructors do not sign add slips

- Open web registration begins late in a semester for the following term.
- Students should add themselves to the waitlist for closed classes. Instructors do not sign add slips
Registering by Web

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

Students must be officially registered or on the official waitlist before attending classes. Registration dates can be found on myBanWeb.

Waitlist

The electronic waitlist feature replaces instructor-signed “add-slips” and allows students to be placed on a waitlist when registering if the class is full. It also moves waitlisted students into a class when seats become available. Drop for Non-payment. Prior to the last day of open registration, students will be dropped for non-payment of enrollment fees ten (10) days after the date they registered for the particular course(s). After the last day of open registration, students will not be dropped for non-payment of enrollment fees; however, these students will have a hold placed on their transcripts, grades, diplomas and registration privileges until their enrollment fees are paid. Any account balance older than 120 days may be subject to the collections process. Non-attendance or non-payment does not release students from their responsibility and may result in failing grades being awarded.

Study Load

The usual academic load per semester for a full-time college student is a minimum of 12 units (6 units for Summer Session). Nineteen units constitute a maximum study load (7 units for Summer Session). Only students with proven academic ability should enroll for a maximum study program. Permission to exceed the maximum study load must be obtained from the Vice President of Student Services or designee.

Minimum Study Loads

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

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

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

   *Less than one-half time and active duty is limited to tuition and fees only under Chapter 30, Montgomery GI Bill and Chapter 35, Dependents of Veterans found in the Veterans Administration’s Veteran Student Information on pages 34-35.

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

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

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

5. Student government participation requires six (6) units.

6. Federal or College Work Study requires six (6) units for eligibility to participate, this applies to the summer term as well.
Repeating a Course

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

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

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

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

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

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

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

Remedial Coursework Limitation

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

Auditing a Course

Students wishing to audit a graded course may do so only under the following conditions and only with the signature of the instructor and the permission of the Vice President of Academic Affairs.

1. Course attendance as an auditor shall be permitted only after students enrolling for credit toward a degree or certificate have had an opportunity to enroll.

2. No student auditing a course shall be permitted to change enrollment status in that course to receive credit.

3. Course attendance as an auditor shall be permitted only after payment of the appropriate audit fees. Auditors do not pay out-of-state tuition.

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

Holds that Prevent Registration

Financial Holds

A hold will be placed on a student’s record whenever that student is delinquent or has failed to pay any debt owed to the college or failed to return any library books or other college property or equipment. Students with holds will not be allowed to register;
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.

**Academic Standing**

A student who is not in good academic standing will have a hold placed on his/her record until he/she meets with a counselor to make plans to improve his/her grades. These holds will prevent registration.

**Probation**

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

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

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

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

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

**Removal From Probation**

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

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

**Disqualification**

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

Any student who is placed on progress probation for three consecutive semesters of enrollment 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,’ ‘NC’ and ‘NP’ was less than 50 percent, in which case the student shall be placed on continued probation.

**Reinstatement**

A student who is disqualified is ineligible to attend Cerro Coso Community College. He/she may be conditionally readmitted the following semester upon petition to the Counseling Student Services. A readmitted student may be restricted to specific courses or programs and a limitation will be placed on the number of units attempted. Reinstatement application forms may be obtained in the Counseling Center.

**Alternate Class Formats**

**Extended Learning**

Extended Learning consists of courses offered from a wide variety of disciplines using three non-traditional delivery methods: Interactive, Online, and Hybrid. Dependent upon semester scheduling, Extended Learning provides additional educational options to anyone seeking a college education: students dealing with family and/or job commitments, time limitations or transportation difficulties, individuals willing to explore a less traditional presentation of course content and students who choose to not come to campus for traditionally presented classes. Regardless of the mode of delivery, students receive the same course content described in the catalog.
With Interactive courses, instructors may teach from an origination site at any of the campuses, using real-time two-way video/two-way audio technology (TVs). Students benefit from interactivity with students enrolled at one or more remote locations.

Cerro Coso Community College offers a variety of online courses, allowing students to self-select classes free of any geographic and time boundaries. It is vital that students have a basic understanding of computer usage, dependable access to the internet, and know how to send and receive e-mail.

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

Information is available by calling the Counseling Center (760) 384-6219.

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

*Note: All fees and tuition charges are effective as of Fall 2011 and subject to change pending California legislative action and/or KCCD Board action.*

**Enrollment Fee**

California does not charge tuition for a Community College education. However, all California Community College students are charged a state-mandated enrollment fee of $36 a unit with no cap on the fee; e.g., 10 units = $360.00, 12 units = $432.00, etc.

**Non-Resident Tuition**

All nonresident students will be charged out-of-state tuition at the rate of $173 per unit. This is above the required enrollment fee. Nonresident tuition will be assessed immediately up to and including a maximum of 15 units or a total of $2,595.00 per semester. In addition, a Capital Outlay fee of $30.00 per unit will be charged to all nonresident students, both foreign and domestic. While there is no tuition for California residents, out-of-state and international students who are not legal residents of California are required to pay a tuition fee at an annual or per semester unit rate as established each year by the Kern Community College District Board of Trustees.

**Textbooks**

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

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

**Instructional/Special Materials Fees**

In accordance with Section 59400-59408 of the California Code of Regulations 49, 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.

**Refunds**

Tuition and class enrollment fees are refunded if a student drops a course:

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

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

California Nonresident Tuition Exemption For Eligible California High School Graduates

A law was passed by the Legislature in 2001 known as “AB 540.” Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

Requirements:

• The student must have attended a high school (public or private) in California for three or more years.
• The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
• An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Students who are nonimmigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption. The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law. Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration. Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents.” AB540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

Cerro Coso Coyote Card

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

Online Student ASCC Cards

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

Email our Student Activities office and provide the following information:

• Photo in jpeg format (head shot please)
• Name
• Student ID# or SSN
• Term for which enrolled
• Proof of payment for ASCC card
Cerro Coso Community College 2010-2012 Addendum

Send the information above to:

Anna Sue Eldridge
aeldridg@cerrccoso.edu
(760) 384-6353

Or mail to:

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

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

Student Representation Fee

A student representation fee of $1.00 will be assessed of all students each semester or session. This fee is used for any purpose related to representing the views of students with governmental bodies (local, state or federal). This fee can also be used to provide leadership training opportunities to students at Cerro Coso Community College.

Refund of Student Representation Fee

Students may, for religious, political, financial, or moral reasons, request a refund of the Student Representation Fee by completing the Student Representation Form which is available in the Student Activities Office.

Attendance Policies

Regular class attendance is expected of all students enrolled in the college. It is especially important that students attend the first session of each class for it is at this time that instructors may distribute syllabi and course requirements, and explain what is expected in terms of attendance. Students enrolled in classes that are full may be dropped by the instructor if they do not attend the first class session. (See First-Day Drop Policy below.) Students on a course waitlist should also attend the first class meeting to avoid being dropped.

The attendance policy for each course is established by the instructor and communicated to each class, preferably in writing. Attendance policies will be reasonably related to course objectives, the requirements of institutional reporting and legitimate absences. Instructors are responsible for maintaining accurate attendance and scholarship records.

While it is the responsibility of instructors to communicate attendance policies and to apply them equally to all students, it is the responsibility of students to know the policy in each of their classes and to be aware of their current attendance status. Students who have been absent from a class should notify the instructor of the reason for the absence. Absence in no way relieves students of responsibility for work missed. Excessive absence may result in the student being dropped from the course. Instructors may drop a student from a course when absences number the equivalent of two weeks of class recorded from the first day of instruction. If particular circumstances warrant and can be justified academically, faculty members may drop students after less than two weeks of absences.

Faculty members may give consideration to excusing students from classes to participate in scheduled college activities, e.g. athletics, music, forensics, field trips, etc. The student must make arrangements in advance to make up the work to be missed.

Students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. Non-attendance does not release the student from this responsibility.
First Day Drop

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

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

Withdrawing from Classes

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

Within the withdrawal date guidelines, instructors may drop students from a course for nonattendance, disruption, or failure to meet the requirements of the course.

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 progress probation and disqualification.

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

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

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

While it is the final responsibility of the student to drop a class that she/he is no longer attending, instructors may, at their discretion drop a student without consultation with the student when un-excused absences number the equivalent of two weeks or exceed 10% of the total hours of the course. Under these circumstances, this instructor-initiated drop can occur up to the 10th week of the semester or the 60% date of the course. No student may be dropped from any course after the 10th week of a course; after the 10th week the student will be assigned the appropriate letter grade.

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

Official withdrawal from a class is accomplished by completing and submitting a course withdrawal form to the Office of Admissions and Records, myBanWeb, or appropriate site location. Simply ceasing to attend a class does not constitute withdrawal.

A student may contact the Office of Admissions and Records regarding the procedure to drop or withdraw after the final withdrawal date deadline if there are verifiable extenuating circumstances. Examples of verifiable extenuating circumstances may be: accidents, illness, death of an immediate family member, or other circumstances beyond the control of the student. This must be done by the last day of classes and prior to the beginning of the final examination period for the term in which the withdrawal will apply.
Withdrawing from the College

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

College Transcripts

Upon written application an official transcript of all work completed at Cerro Coso Community College will be prepared and forwarded in accordance with the wishes of the student. Students have the right to notify the college that their date of birth (DOB) not be included in their transcripts. DOB is a very useful identifier, and students are encouraged to have it displayed on transcripts. However, under the law, students have a right to request that this particular item not be displayed on their college transcripts. 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. Each student who has an academic record on file at Cerro Coso Community College is entitled to two official transcripts of record without charge. After two free transcripts have been provided for the student, all additional copies are $4.00 each. On demand transcripts are $8.00.

Verification of Enrollment or Degrees

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

Student Schedule of Classes

Individual student class schedules are available on the web registration system (www.cerrocoso.edu).

Student Services

Assessment Center (760) 384-6209

The Cerro Coso Community College Assessment Center offers the Accuplacer Placement Exam and the Prometric Pearson Vue. Students may call the Assessment Center for schedule information.

California WORK Opportunities & Responsibility to Kids (CalWORKs) (760) 384-6234

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

Child Development Center (760) 384-6362

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. Cerro Coso Community College also offers a part-day, part-year program for 3-5 year old children. Child Development programs are open to all families. Children of working parents or college students may qualify for state subsidized child care according to family income and size.

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

Students seeking to enroll in Child Development Laboratory courses that require the student to be in contact with children must furnish such consents and information (including, but not limited to, all names used by the student, social security numbers, birth date and addresses) as may be required to carry out the background checks, and to provide access to the results to the District (and the Center, as necessary).
Counseling/Advising (760) 384-6219

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

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

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

Call your local Counseling Center to arrange to meet with a counselor or educational advisor. Assistance is also available online at www.cerrocoso.edu/studentservices/counseling.

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

Consultation (760) 384-6219

Counseling/advising is voluntary and students may select the counselor/advisor of their choice. Meetings with counselors or advisors are confidential; however, limited disclosure may be necessary if, in the professional judgment of the counselor/advisor, such is needed to prevent any individual from harm.

To talk with a counselor/advisor, please stop by the Counseling Center or call (760) 384-6219. Office hours are Monday to Thursday, 8:00 a.m. to 6:00 p.m., and Friday 8 a.m. to Noon.

Disabled Student Programs and Services (DSPS) (760) 384-6250

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.

ENSL Tutoring (760) 384-6161

The ENSL Tutoring Program provides tutoring sessions for both international/foreign students and students whose first language is not English. Students benefit from this service by improving their language and reading skills and therefore their successful completion of course work in language skills. To schedule an ENSL tutoring session, contact the Learning Assistance Center (760) 384-6161.

Extended Opportunity Programs and Services (EOPS) (760) 384-6250

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

EOPS is designed to accomplish the goals of helping to retain full-time students for further academic study, training students for employment and providing supportive services so that each student receives the maximum opportunity to succeed. Supportive services include tutoring, peer mentoring, advising, career and professional guidance, grants and part-time employment.
Cooperative Agencies Resources for Education (CARE) (760) 384-6250

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.

Financial Aid (760) 384-6221

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

Cerro Coso Community College Title IV School Code: 010111

How to Apply for Financial Aid

All students who wish to participate in federal or state financial assistance programs must adhere to the following procedures:

\textit{Step 1 - The Financial Aid Application}

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

\textit{Step 2 - The Missing Information Letter}

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

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

\textit{Step 3 - The Verification Process}

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

\textit{Step 4 - Satisfactory Progress}

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

\textit{Step 5 - The Award Notification Letter}

An award letter stating how much you are entitled for based on full-time enrollment will be mailed or emailed to you. If you are not eligible, you will receive an explanation of why you are not eligible.
Step 6 – Financial Aid Check Disbursements
Check disbursements are twice a semester, once at the start of the semester and during the middle of the semester. Notify staff at the Counseling Center at the IWV campus or the counseling staff at the community campuses immediately of any changes in enrollment status. This includes all changes in class programs during each term of attendance.

Financial Aid Programs (760) 384-6221

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

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

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

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

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

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

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

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

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

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

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

A student can receive only one Cal Grant award.
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 Community College, the Fire Mountain Foundation, and various community clubs and organizations.

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

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

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

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

Career Planning/Placement Services (760) 384-6276

Career Planning/Placement Services assist individuals in making career decisions. These services, located in the Counseling Center, are open to all students and visitors from the community and include computerized career information and search programs, a career information library, occupational interest inventories, individual counseling and classes in career planning. The Cerro Coso Community College Job Development Specialist is available for information relating to job seeking skills, interview and resume writing techniques, and current employment opportunities. Appointments are available with the Job Development Specialist in the Career and Transfer Center at the IWV campus or by calling (760) 384-6276 or by going to [www.cerrocoso.edu/studentservices](http://www.cerrocoso.edu/studentservices) and selecting “Career Center”.

Learning Assistance Center (LAC) (760) 384-6161

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) (760) 384-6131

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

Print, non-print, and e-book collections can be searched in Horizon, the LRC’s online catalog. Online, full text periodical, newspaper, and reference resources are available at all Cerro Coso Community College sites and by remote access to current students, faculty, and staff.
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The LRC web page, www.cerrocoso.edu/lrc, offers students and other internet users information about the LRC services and staff.

Library at the Indian Wells Valley Campus (760) 384-6131

The LRC Library provides access to information in a variety of ways and formats. In addition to the over 53,000 books in the collection, the library subscribes to 5 periodicals, 9 online full-text periodical and 2 newspaper indexes. The library is fully automated, with access to the catalog and periodical indexes not only on campus, but off-campus as well as via the Internet. (www.cerrocoso.edu/lrc) Reference librarians are available during library hours to assist library users with research needs.

Services

Services available to all library users include:

- Library Research workshops
- Research Pod Computers (9)
- Study rooms for group work (4) (rooms are available on a first-come basis)
- Photocopying & computer printing (fee for use)
- Internet and computer access via computers in Computer Pods
- Telephone reference service (760) 384-6131
- Ask a Librarian 24/7 chat (www.cerrocoso.edu/lrc)

Student and staff use their current Coyote Card for library circulation privileges. Community members may also have circulation privileges after completing a form and showing current California picture identification.

Hours

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<td>Monday – Thursday</td>
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Student Housing (760) 934-3781

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

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

Outreach Programs and Services (760) 384-6219

The Counseling Center conducts and coordinates campus tours for prospective students, high school visitations, contacts with community groups for recruiting purposes, and represents the college at various events and activities.

Student Activities Program (760) 384-6353

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 Community College (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 (760) 384-6353**

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.

**Student Conduct (760) 384-6219**

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

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

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

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

Copies of the Cerro Coso Community College Student Conduct Policy may be found in the Cerro Coso Community College Student Handbook. For a copy of the Cerro Coso Community College Student Handbook, please visit our Cerro Coso Community College website: www.cerrocoso.edu.

**Veterans’ Services (760) 384-6291**

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

All veterans and dependents who wish to receive Montgomery GI Bill (MGIB) - Chapter 30, the post-9/11 - Chapter 33, or the Dependents Educational Assistance (DEA) - Chapter 35, must adhere to the following procedures:

1. File an application for eligibility by filing online through the following website: [http://www.gibill.va.gov](http://www.gibill.va.gov). Veterans should fill out an application (22-1990) [Chapter 30 and Chapter 33], and dependents should fill out a 22-5490 [Chapter 35]. These forms are found on the above-mentioned website under GI Bill links -- then apply for the GI Bill.
2. The successful application will result in a Certificate of Eligibility issued by the regional office in Muskogee, Oklahoma.

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

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

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

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

7. Notify the VA Representative’s office at the IWV campus location immediately of any changes in address or enrollment status; this includes all changes in class programs during each term of attendance. Notify the A&R office at your campus with any changes in address or other contact information.

8. Special care must be taken when selecting which VA program to pursue. The MGIB (Chapter 30) pays a stipend based on the number of units that the VA student is taking. The Post 9/11 (Chapter 33) will pay tuition reimbursement, a housing allowance (at Ridgecrest, CA rates), and a book stipend. For DEA recipients, the VA will pay a stipend based on the number of units that the student is taking. Twelve units is considered full-time. Students should contact the Veterans’ Representative at the IWV campus for clarification regarding Veterans’ educational benefits.

9. Vocational Rehabilitation students (Chapter 31) receive educational benefits from a different branch of the VA. A special Rehabilitation counselor (from the VA) is utilized for these student benefits; contact the VA Representative at the IWV campus for contact information.

**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.

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**Academic Information and Standards**

**Academic Credit**

Coursework is measured in terms of semester units. Generally, a “unit” equals 18 hours of lecture or 54 hours of lab work or activity per semester in most courses. Lecture courses require additional outside of class work to equal a minimum of 48 hours of student work.

**Academic Freedom**

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

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

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

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

Academic Honesty

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

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

Plagiarism and Cheating

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

Definition of Plagiarism

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

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

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

Definition of Cheating

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

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

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

Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a responsibility for reporting the misconduct. The student may face a range of sanctions as stated in the college’s Student Conduct Policy. Finally, it must be understood that a student who knowingly aids in another student’s cheating or plagiarism e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense.

A student charged with cheating or plagiarism is entitled to appeal that charge by means of the college’s Student Conduct Policies and Procedures.

**Academic Renewal**

A maximum of 20 units of substandard grades (“D” and “F” and “NP” grades) previously recorded which are no reflective of a student’s present demonstrated ability may be disregarded for the purpose of determining a satisfactory grade point average. This may be accomplished under the following conditions:

1. At least five years have elapsed since the course work to be disregarded was completed.

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

3. The student must complete a petition for Academic Renewal with the assistance of a Cerro Coso Community College counselor for submittal to the Academic Review Committee. The petition must certify in writing all of the following:

   a. That the past course work he/she wishes to have disregarded is substandard and not representative of present scholastic ability and level of performance.

   b. That the level of performance represented by the substandard course work was due to extenuating circumstances.

If approved, the substandard work will be disregarded in the computation of the grade point average and an annotation made on the permanent record. The permanent academic record shall remain a true and complete academic history and the coursework disregarded under this policy will remain on the permanent record. Students should be aware that all course work is subject to reevaluation by each subsequent college attended.

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

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

**Catalog Rights/Continuous Enrollment**

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 Community College 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 Community College catalog within the five-year period prior to the students’ graduation. To maintain catalog rights, the student must maintain continuous enrollment (no absence of two or more semesters) during the five (5) year period.

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

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

**Credits Allowed from Other Institutions**

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

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

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

**Advanced Placement Program**

Advanced Placement is a program of college level courses and exams for high school students. Cerro Coso Community College grants credit toward its associate degree for the successful completion of examinations of the Advanced Placement Program of the College Entrance Examination Board. Students who score a three, four or five may be granted up to six semester units of college credit per examination in accordance with established college standards and upon approval of the appropriate faculty chair. Additional information may be obtained from the Counseling Center (760) 384-6219.

**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.

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

1. The student must be in good standing and concurrently enrolled at Cerro Coso Community College.
2. The student must have completed a minimum of 12 units at Cerro Coso Community College with a grade point average of 2.0 or higher. This requirement may be waived for active duty military personnel in accordance with the provisions of an SOC Contract.

3. The Cerro Coso Community College faculty will determine which courses are eligible for credit-by-examination. A list of eligible courses is available in Admissions and Records and at each Campus.

4. All courses challenged must be listed in the College Catalog.

5. The number of units granted for a course will equal the number of units listed for the course in the College Catalog.

6. The course challenged cannot be one in which the student has received academic recognition. A student cannot challenge a course for which he/she has received upper division college credit.

7. The student may attempt credit by examination only once in a particular course.

8. Courses successfully challenged by examination (grade of “C” or better) will be entered on the student’s transcript and indicated as “Credit by Examination,” with the appropriate earned letter grade.

9. Units earned by examination are not considered as part of the student’s semester study load. Therefore, such units cannot be used for reports to Social Security, Veterans Administration, financial aid, and similar agencies or be considered in determining eligibility for athletics or student offices.

10. A maximum of 30 semester units can be earned through credit-by-exam and can be applied to degree or certificate programs at Cerro Coso Community College.

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

**College Level Examination Program (CLEP)**

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

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

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

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

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

International Baccalaureate Diploma Program

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

Military Credit

First aid is waived and two units of physical education credit will be awarded for the equivalent of basic training for military personnel now on active duty or veterans who have received a discharge other than dishonorable. Upon verification and evaluation of appropriate records, credit may be granted for military schools and experience in accordance with the recommendations of the American Council on Education. Elective credit granted will be designated on the student’s permanent record as credit earned while in military service.

Peace Corps or Other Public Service

Two units of general elective credit may be awarded for the usual period of training or indoctrination.

Tech Prep Program

The Tech Prep Program is an integral part of School to Career efforts in Kern, Tulare, and Inyo counties. It is a consortium of 4 community colleges, 40 comprehensive high schools, 4 regional occupation centers, 22 continuation/independent study high schools and 4 adult schools.

The Cerro Coso Community College Tech Prep Program provides opportunities for a smooth transition from high school into an associate degree or certificate program at the community college without the need to repeat articulated courses. Upon completion of 12 units at Cerro Coso Community College, students who have fulfilled the requirements of the articulation agreement will receive the appropriate number of Cerro Coso Community College units of credit for each course completed.

Final Examinations

A final examination or evaluation is required in all courses. Instructors will give final examinations or evaluations at the regularly scheduled time.

Grades and Credits

Grades are earned and awarded in each course and are recorded on the student’s permanent record at the end of each academic term. Evaluation of student achievement will be made in relation to the attainment of the specific objectives of the course. At the beginning of a course the instructor will explain these objectives and the basis upon which grades are determined. A student’s work is considered satisfactory when he/she maintains an average of “C” (grade point average 2.0) or higher.
Non-degree applicable credit course grades are not counted in calculating grade point averages.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-Excellent</td>
<td>4 per unit</td>
</tr>
<tr>
<td>B-Good</td>
<td>3 per unit</td>
</tr>
<tr>
<td>C-Satisfactory</td>
<td>2 per unit</td>
</tr>
<tr>
<td>D-Passing, Less Than Satisfactory</td>
<td>1 per unit</td>
</tr>
<tr>
<td>F-Failing</td>
<td>0 per unit</td>
</tr>
<tr>
<td>AU-Audit</td>
<td>0 per unit</td>
</tr>
<tr>
<td>P-Pass</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>NP-No Pass</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>I-Incomplete</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>W-Withdrawn</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>IP-In Progress</td>
<td>Not computed in GPA</td>
</tr>
</tbody>
</table>

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

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

Pass/No Pass Grading

Pass/No Pass (P/NP) is a grading system which allows students to take courses outside of their major field without the risk of jeopardizing their grade point average. Students who elect P/NP grading will only be granted credit in the course if they earn the equivalent of “C” or better; if they earn less than a “C” grade, no credit will be awarded. In either case, no letter grades are given and the results are not computed in determining a student’s grade point average.

Regulations and procedures for Pass/No Pass (P/NP) Grading are: (Title V, Section 55752)

1. P/NP grading may not be used for courses in a student’s major field.

2. Units earned shall not be used to calculate grade point averages. However, units attempted for which “NP” is recorded shall be considered in probation and dismissal procedures.

3. A student must file or rescind a petition in the Office of Admissions and Records to take a course under P/NP grading no later than the first 30% of the term (end of the fourth week or equivalent).

4. Students planning to transfer to a 4-year college or university should note the following:
   a. “P” grades cannot be used in determining your GPA at the University of California or comparable institutions.
   b. The four-year school one plans to attend should be consulted to determine whether or not it will accept “P” units.
c. Some state colleges and universities stipulate that courses used to satisfy General Education requirements may not be taken for this type of grading.

Grade Point Average (GPA)

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

Grade Reports

Grades are available to students via the myBanWeb online. See the semester’s schedule of classes for specific instructions on obtaining final grades via the web. Students needing a hard copy of their grades for employers, etc., may request a computer print out at the Office of Admissions and Records.

In the absence of error, fraud, incompetence or bad faith, the determination of the student’s grades by the instructor shall be final once they have been filed in the Office of Admissions and Records.

Grade Changes

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

Honors

President’s List

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

Graduation with Honors

Students who have completed at least 60 units in degree applicable letter graded courses, have taken at least 12 of those units at Cerro Coso Community College, and who have earned a cumulative grade point average of 3.50 or higher are eligible for graduation with honors. The honors designation will appear on the diploma and transcript as follows:

<table>
<thead>
<tr>
<th>Grade Point Average</th>
<th>Honor Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.50 - 3.69</td>
<td>Cum laude</td>
</tr>
<tr>
<td>3.70 - 3.89</td>
<td>Magna cum laude</td>
</tr>
<tr>
<td>3.90 - 4.00</td>
<td>Summa cum laude</td>
</tr>
</tbody>
</table>

Phi Theta Kappa Honor Society

Cerro Coso Community College is the Beta Kappa Chi chapter of Phi Theta Kappa, the International Honor Society of the Two Year College, founded in 1918. Its mission is to encourage the academic achievement of two-year college students and provide development opportunities through participation in leadership and service. Phi Theta Kappa also offers more than $36 million in scholarships to its members. To be eligible, students must have a minimum 3.50 GPA in 12 or more units of degree- or transfer-level coursework and must maintain a minimum 3.25 GPA until graduation. To become a member of Phi Theta Kappa, eligible students complete an application and pay the one-time membership fees. Contact: Christine Swiridoff, (760) 384-6312 or eSwiridoff@cerrocoso.edu. Website: www.cerrocoso.edu/campuslife/clubs/ptk/.
Graduation and General Education

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

- Associate in Arts and Associate in Science degrees can be used to obtain necessary skills for a range of possible careers or they may be used to transfer to a four-year institution.
- Certificates are awarded to students who complete formal instructional programs of at least 18 units designed to prepare them for a specific field or endeavor.
- Certificates of Proficiency are awarded upon the satisfactory completion of coursework (less than 18 units) in a specific area of study.

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

Students who wish to transfer to a four-year school select the California State University General Education Breadth to transfer to a California State University or the Intersegmental General Education Transfer Curriculum (IGETC) to transfer to either a University of California Campus or a California State University Campus. CSU and UC general education patterns cannot be used to meet general education graduation requirements if students have foreign transcripts. In this case the student must meet the Cerro Coso Community College General Education pattern to obtain an Associate Degree.

Graduation with an 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. Associate in Arts and Associate in Science degrees can be used to obtain necessary skills for a range of possible careers or they may be used to transfer to a four-year institution.

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

1. Total Units: Satisfactory completion of a minimum of 60 Associate degree semester units.
2. Scholarship: A cumulative grade point average (GPA) of 2.0 (“C” average) or better in all major courses.
3. Residence: At least 12 of the 60 semester units must be completed at Cerro Coso Community College. Units applied to meet graduation requirements cannot include pre-collegiate basic skills courses. These courses are not degree applicable.
4. Major: Satisfactory completion of at least 18 semester units of study in a specific discipline or in related disciplines. Course work used to satisfy general education requirements can also be used to satisfy major field requirements. All major courses must be completed with a “C” or better.
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 place-
ment test as well as other factors including other college coursework, high school grades. 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. The levels of proficiency in each area are outlined below.

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

- **Level 1** - Minimum Standards satisfied.
- **Level 2** - ENGL C101 or ENGL C151 (course credit may be applied to graduation requirement in Language and Rationality)
- **Level 3** - ENGL C070 (course credit applicable to Associate Degree as an elective)
- **Level 4** - ENGL C040 (course credit not applicable to Associate Degree; does not apply to graduation)
- **Level 5** - ENGL C030 (course credit not applicable to Associate Degree; does not apply to graduation)
- **Level 6** - ENGL C020 (course credit not applicable to Associate Degree; does not apply to graduation)

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

- **Level 1** - Minimum standards satisfied. No reading course required.
- **Level 2** - READ C056 (course credit applicable to Associate Degree as an elective)
- **Level 3** - READ C046 (course credit not applicable to an Associate Degree; does not apply to graduation)
- **Level 4** - READ C036 (course credit not applicable to an Associate Degree; does not apply to graduation)

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

- **Level 1** - Minimum standards satisfied. No math course required.
- **Level 2** - MATH C055, C056, C057, C101 or complete second year of high school algebra with a “B” or higher taken within the last two years
- **Level 3** - MATH C050 (course credit applicable to Associate Degree as an elective)
- **Level 4** - MATH C040 (course credit not applicable to an Associate Degree; does not apply to graduation)
- **Level 5** - MATH C020 (course credit not applicable to an Associate Degree; does not apply to graduation)

Experience in Advanced Mathematics: Student must have an official record of a grade of “C” or better in course with a prerequisite of MATH C050 prerequisite or higher, such as MATH C055, Math C056, MATH C057 or MATH C101, or equivalent from another college, or a grade of “B” or better in both semesters of second year college preparatory algebra or geometry in high school taken within the last 2 years, or an appropriate score on the Intermediate Algebra placement test.

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

Students must complete petition for graduation requests at the beginning of the semester in which they plan to graduate. Applications are available in the Counseling Center. Students must verify their eligibility to graduate with a counselor or academic advisor and obtain a what-if degree audit to submit with the petition.

Students must complete petition for graduation requests by published deadlines in order to be assured participation in ceremony and inclusion in the ceremony program. Upon successful completion of coursework, students who qualify will receive their diploma in the mail approximately eight weeks after the end of the semester. Duplicate diplomas can only be issued upon written request and upon payment of a replacement fee.

Commencement Ceremonies

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

- file a candidacy request between April 1 and May 1
- need only one course or less than five units for completion
- submit documentation of registration for the required course(s)
## Cerro Coso Community College 2010-2012 Addendum

### CERRO COSO COMMUNITY COLLEGE

**GENERAL EDUCATION REQUIREMENTS- AA/AS DEGREE**

**2011-2012 CATALOG YEAR**

### NAME: [Redacted]  | STUDENT ID: [Redacted]  | MAJOR [Redacted]

**Minimum Proficiency Requirement:**

<table>
<thead>
<tr>
<th>Writing:</th>
<th>Reading:</th>
<th>Math:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___Minimum Standard Met ___English C101, C151</td>
<td>___Reading C056</td>
<td>___Minimum Standard Met</td>
</tr>
<tr>
<td>___English C070</td>
<td>___Reading C046***</td>
<td>___Math C055, C056, C057, C101 or 2 yrs HS Algebra</td>
</tr>
<tr>
<td>___English C040**</td>
<td>___Reading C036***</td>
<td>Or Geom. With a &quot;B&quot; or better-within last 2 yrs.</td>
</tr>
<tr>
<td>___English C030**</td>
<td></td>
<td>___Math C050 or C051+ C052</td>
</tr>
<tr>
<td>___English C020**</td>
<td></td>
<td>___Math C040**</td>
</tr>
</tbody>
</table>

**# Units Needed**

### AREA 1: NATURAL SCIENCE (Choose one of the following two options):

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

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

**Life Sciences:**

- ANTH C122, BIOD C101, C101H, C105 (L), C105H (L), C111 (L), C111H (L), C112 (L), C112H (L), C121, C122 (L), C141, C142 (L), C251 (L), C255 (L), C261 (L)

**Physical Sciences:**

- CHEM C101 (L), C111 (L), GEOG C101, C102 (L), C111 (L), GEOI C111 (L), PHSC C101, C102 (L), C111, C112 (L), C121, C122 (L), C125 (L), C131, C132 (L), PHYS C111

**Course from Other College:** [Redacted]

**AP:** [Redacted]

### AREA 2: SOCIAL & BEHAVIORAL SCIENCES- Two courses/minimum 6 units/each course from different subgroup.

**Social:**

- ADMJ C101; ANTH C111, C121, C131; CHDV C104, C105, C106; GEOG C131;
- PSYC C101, C104H, C211, C241, C251, C261; SOC C101, C131 (D)

**Econ & Political:**

- ECON C101, C102, C103; POLS C101, C102, C204

**Historical:**

- HIST C103, C103H, C104, C104H, C131, C131H, C132, C132H, C218, C224

**Interdisc. Studies:**

- FILM/SPAN C211; INST/SOCI C210 (D), C220 (D)

**Ethnic Studies:**

- HIST C209 (D); SOCI C121 (D)

**Course from Other College:** [Redacted]

**AP:** [Redacted]

### AREA 3: HUMANITIES- Two courses/minimum 6 units/each course from different subgroup.

**Active Particip.:**

- ART C111, C115, C121, C131, C141, C151, C165, C231, C240;
- MUSC C121, C122, C126, C131, C132, C151, C152; THEA C105, C111, C112, C128, C121, C126, C131,
- C140, C145, C211, C212, C230, C241; ENGL C141

**Arts:**

- ART C101 (D), C105, C106; MUSC C101, C104H, C105, C106, C118, C173 (D), C181, C183; THEA C101, C103

**Literature:**

- ENGL C102, C102H, C111H, C119, C221, C221H, C222, C222H, C231, C231H, C232, C232H, C235, C241, C241H, C242, C242H, C245 (D), C245H (D), C249 (D), C249H (D)

**Philosophy:**

- PHIL C101, C141, C161, C215; PHIL C205

**Foreign Lang.:**

- ARAB C101, ASL C101, C102; FARS C101; FREN C101; LATN C101, C102, C201, C202; RUSS C101, C102;
- SPAN C100, C101, C102, C130, C150, C154, C171, C180, C201, C202, C250, C252, C254

**Interdisc. Studies:**

- FILM/SPAN C211 (D); INST/SOCI C210 (D), C220 (D)

**Course from Other College:** [Redacted]

**AP:** [Redacted]

### AREA 4: LANGUAGE & RATIONALITY- Two courses/minimum 6 units/one course from each group- "C" or better.

**English Comp.:**

- ENGL C101, C101H, C151

**Analytical Think.:**

- ENGL C102; MATH C055, C056, C057, C101, C121H, C130, C131, C141, C142, C151, C152, C257; PHIL C205;

**Course from Other College:** [Redacted]

**AP:** [Redacted]

### AREA 5: INFORMATION COMPETENCY- One course/minimum 1 unit or pass IC Proficiency Exam.

**Information Comp.:** IC C075; PROFICIENCY EXAM DATE PASSED: [Redacted]

**Course from Other College:** [Redacted]

**AP:** [Redacted]
Double Majors

A single associate degree which designates graduation in two majors may be granted if all requirements for both majors are satisfied and an appropriate application for graduation is completed by the filing date. The application for graduation must specifically request a double major designation, identify the majors, and, if needed, specify the type of degree to be granted.

The degree granted-associate in arts or associate in science will depend on the major programs completed. If one program leads to an AA and the other an AS, the degree AA or AS will be selected by the student.

Additional Associate Degrees

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

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

2. Complete all required major field courses in a recognized general major or occupational/career program as outlined in this catalog. If a student meets the foregoing prerequisites, a second degree may be awarded upon completion of a minimum of 18 units subsequent to the completion of the requirements for the previous degree.
**Two degrees may be awarded to a student within the same semester if all requirements for both degrees are completed within that same semester.**

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

**General Education**

The General Education Program at Cerro Coso Community College includes those courses required of all students, regardless of major or career goals, for the associate degree or for transfer to a four-year institution in California. However, the program is intended to be more than a requirement; it can be an exciting, dynamic and essential part of a student’s education.

The General Education Program has been designed to address the needs of men and women of all ages, abilities, ethnic identities, life styles and goals. Through general education, the college seeks to foster knowledge, skills, and attitudes that will empower students to shape the direction of their lives and their environment. Its goal is to encourage students to strive for the highest quality of life, both at leisure and at work, for themselves, their families and the larger community.

Recognizing the certainty of change, the college, through the General Education Program, hopes to prepare students to meet the challenges of the twenty-first century. Specifically, the program will assist them to develop and acquire the following:

*Global Consciousness:* an awareness of the complexity and diversity of the world, with its interplay of environmental, social, cultural, political, and economic forces, and an understanding of the unique role that each person plays in the system of relationships which extends from family to the international community.

*Communication Skills:* the ability to convey ideas, values, feelings, and knowledge accurately and effectively through written, oral, aesthetic, and technological media across personal, cultural, and national boundaries.

*Adaptability:* the willingness and confidence to accept and respond creatively to change, and the ability to analyze, think critically, solve problems, and resolve personal and interpersonal conflicts.

*Responsibility:* A respect for ethics, citizenship, and leadership, and a commitment to personal health and emotional growth which enable one to participate in life rather than react to it.

*Knowledge:* the body of information, reflecting both quantitative and qualitative reasoning, in the arts, sciences, and technology, their modes of inquiry and expression, their interrelationships, and the methods of accessing information in all areas of study.

The general education program thus seeks to assist students to succeed in the present and to inspire them to approach the future with a commitment to lifelong learning. Because certain basic competencies are necessary for an educated person, the General Education Program specifically requires competency testing (or course alternatives) in reading, written expression, and mathematics.

To facilitate transferability, a student’s General Education Program should, with planning, parallel comparable programs at four-year institutions of higher education. However, the General Education courses may also be applied toward the associate degree or various certificate programs.

**General Education Options to Transfer**

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 Community College students who maintain high scholarship and who complete the required pattern of courses may expect to make a satisfactory transfer to the institution of their choice and achieve junior standing. Students planning to eventually transfer to a four-year institution should make an appointment with a college counselor at the earliest possible date to plan an appropriate course of study.
Independent California Colleges and Universities

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

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

University of California (UC)

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

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

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

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

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

California State University (CSU)

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

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

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

Students are advised to consult with their counselors for additional information.
Lower-Division Transfer Pattern (LDTP)

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

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

ASSIST

ASSIST is a web-based articulation and transfer planning system that can be accessed at www.assist.org. It describes how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California’s colleges and universities and, therefore, provides the most accurate and up-to-date information available about student transfer in California. For further information, see a counselor.
### Cerro Coso Community College 2010-2012 Addendum

#### CERRO COSO COMMUNITY COLLEGE-IGETC
May be used for General Education Certification for the UC or CSU

<table>
<thead>
<tr>
<th>NAME:</th>
<th>STUDENT ID:@</th>
<th>MAJOR</th>
</tr>
</thead>
</table>

#### AREA 1: English Communication- UC: 2 courses/minimum 6 semester units; ONE course from A and ONE from B.
CSU: 3 courses/minimum 9 semester units; Complete ONE course in Area A, 3 and C with a grade of “C” or better.

<table>
<thead>
<tr>
<th></th>
<th>COMPLETE</th>
<th>IN PROGRESS</th>
<th>AREA COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. ENGLISH COMPOSITION</td>
<td>ENG1C101, C10H4; CLEP: AP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course from Other College:</td>
<td>AP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. CRITICAL THINKING/ COMMUNICATION</td>
<td>ENGL C102, C10H4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course from Other College:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. ORAL COMMUNICATION-Required for CSU transfer only</td>
<td>SPCH C101, C105</td>
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<td></td>
</tr>
<tr>
<td>Course from Other College:</td>
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</tbody>
</table>

#### AREA 2: Mathematical Concepts and Quantitative Reasoning- 1 course; minimum 3 units required
Must be completed with a grade of “C” or better.

<table>
<thead>
<tr>
<th></th>
<th>COMPLETE</th>
<th>IN PROGRESS</th>
<th>AREA COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH C121, C12H4, C130, C131, C141, C151, C152, C253, C255, C257; AP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course from Other College:</td>
<td></td>
<td></td>
<td>AP</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>COMPLETE</th>
<th>IN PROGRESS</th>
<th>AREA COMPLETE</th>
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</thead>
<tbody>
<tr>
<td>Course from Other College:</td>
<td></td>
<td></td>
<td>AP</td>
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</tbody>
</table>

#### AREA 4: Social and Behavioral Sciences- 3 courses; minimum 9 units required
Select ONE course from at least TWO DIFFERENT sub-groups. (*Diversity course required for CCC Associate degree.)

<table>
<thead>
<tr>
<th></th>
<th>COMPLETE</th>
<th>IN PROGRESS</th>
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</thead>
<tbody>
<tr>
<td>A. ANTH C111, C121, C131</td>
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</tr>
<tr>
<td>ECON C101, C102, C103, AP</td>
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<tr>
<td>G. INST/SOCI C210*, C220*</td>
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<td></td>
</tr>
<tr>
<td>D. INST/SOCI C220</td>
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<tr>
<td>E. GEOG C131</td>
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<tr>
<td>F. HIST C121, C12H4, C132, C132H, C216; CLEP: AP</td>
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<tr>
<td>G. CHDV C106, C108</td>
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<tr>
<td>H. POLS C101, C10H4, C10D, C204</td>
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<td></td>
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<tr>
<td>I. PSYC C101, C101H, C111, C241, C251, C261</td>
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<tr>
<td>J. SOCIO C101, C131*, INST/SOCI C210*</td>
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</tr>
<tr>
<td>Course from Other College:</td>
<td></td>
<td></td>
<td>AP</td>
</tr>
</tbody>
</table>

#### AREA 5: Physical and Biological Sciences- 2 courses; minimum 7 units required
Select ONE course from the Physical Sciences and ONE course from the Biological Sciences. One of the courses from either group MUST be taken with its corresponding lab.

<table>
<thead>
<tr>
<th></th>
<th>COMPLETE</th>
<th>IN PROGRESS</th>
<th>AREA COMPLETE</th>
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</thead>
<tbody>
<tr>
<td>Course from Other College:</td>
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</tr>
<tr>
<td>Course from Other College:</td>
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<td></td>
<td>AP</td>
</tr>
</tbody>
</table>

#### AREA 6: Language Other than English-Required for transfer to UC only
Proficiency equivalent to two years of high school study in the same language with a “C” or better OR
Select ONE of the following courses.

<table>
<thead>
<tr>
<th></th>
<th>COMPLETE</th>
<th>IN PROGRESS</th>
<th>AREA COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARAB C101, ASL C101, C102, FARS C101, LATN C102, C261, C202, RUSS C102, C201, C202, SPAN C101, C102, C180, C201, C202</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Course from Other College:</td>
<td></td>
<td></td>
<td>AP</td>
</tr>
</tbody>
</table>

#### U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS-One course from each subject area
CSU Graduation requirement only
NOTE: Courses used to meet this requirement may be used to satisfy requirements for IGETC.
It is at the discretion of each CSU campus to allow double-counting in this area and AREA 4.

<table>
<thead>
<tr>
<th></th>
<th>COMPLETE</th>
<th>IN PROGRESS</th>
<th>AREA COMPLETE</th>
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</thead>
<tbody>
<tr>
<td>1. POLS C101, C10H</td>
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<tr>
<td>2. HIST C111, C121H, C132, C132H</td>
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</tr>
<tr>
<td>Course from Other College:</td>
<td></td>
<td></td>
<td>AP</td>
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</tbody>
</table>

#### IMPORTANT INFORMATION AND NOTES
ALL courses completed for IGETC MUST be completed with a “C” or better. Each course must have a minimum of 3 semesters/4 quarter units.
UC credit may be limited: 1) No credit given for an introductory course if it was taken after the more advanced course; 2) credit may be limited for course with overlapping content; 3) duplicate credit WILL NOT be awarded for both the Honors and regular section of a course.
Certification is NOT a UC admission requirement or guarantee.

<table>
<thead>
<tr>
<th>School</th>
<th>Units Completed</th>
<th>School</th>
<th>Units Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL UNITS COMPLETED</td>
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</table>

DATE REVISED/INITIALS

REVISED 06/2011
MINIMUM ADMISSION REQUIREMENTS FOR UC TRANSFER STUDENTS:

1. Complete 60 semester units of transferable college credit (courses numbered 100-299, baccalaureate transfer ability is subject to review by individual transfer institutions) with a GPA of at least 2.4.

2. Complete the following course pattern, earning a grade of “C” or better in each course:
   a. Two transferable courses in English composition: ENGL C101 AND ENGL C102
   b. One transferable course in mathematical concepts & quantitative reasoning: MATH C121, C121H, C130, C141, C151, C152, C251, C255, C257
   c. Four transferable courses chosen from at least two of the following subject areas:
      a) Arts & Humanities; b) Social & Behavioral Sciences; c) Physical & Biological Sciences

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

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

IGETC CERTIFICATION

Certification means that Cerro Coso Community College has verified that a student has completed the lower division general education requirements for the University of California and California State University. Certification is important because without it students will be held to the general education requirements specific to the UC and CSU campus to which the student transfers. Coursework from other colleges and universities may be considered for certification, but will need to be evaluated by a Cerro Coso Community College counselor.
<table>
<thead>
<tr>
<th>AREA A: English Language Communication and Critical Thinking</th>
<th>complete</th>
<th>in progress</th>
<th>area complete</th>
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</thead>
<tbody>
<tr>
<td>A1 ORAL COMMUNICATION SPCH C101, C105</td>
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<td></td>
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<tr>
<td>A2 WRITTEN COMMUNICATION ENGL C101, C101H, CLEP, AP</td>
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<tr>
<td>A3 CRITICAL THINKING ENGL C102, C102H, PHIL C205</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA B: Scientific Inquiry and Quantitative Reasoning</th>
<th>complete</th>
<th>in progress</th>
<th>area complete</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>AREA C: Arts and Humanities</th>
<th>complete</th>
<th>in progress</th>
<th>area complete</th>
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</table>

<table>
<thead>
<tr>
<th>AREA D: Social Sciences</th>
<th>complete</th>
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<th>area complete</th>
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</thead>
<tbody>
<tr>
<td>D1 ANTHROPOLOGY AND ARCHAEOLOGY ARTH C111, C121, C122</td>
<td></td>
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<tr>
<td>D2 ECONOMICS ECON C101, C102, C103, AP</td>
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<tr>
<td>D3 ETHNIC STUDIES HIST C205*, INST/SCI C205*, C220*</td>
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<tr>
<td>D4 GENDER STUDIES INST/SCI C220*, SCI C131*</td>
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<tr>
<td>D5 GEOGRAPHY GEOG C131</td>
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<table>
<thead>
<tr>
<th>AREA E: Lifelong Learning and Self-Development</th>
<th>complete</th>
<th>in progress</th>
<th>area complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1 INTEGRATED ORGANISM HSCI C101*, PSYC C211, C231*, C251; CHDV C106</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| U.S. HISTORY, CONSTITUTION AND GOVERNMENT REQUIREMENT | complete | in progress | area complete |
| U.S. HISTORY HIST C131, C131H, C132, C132H, AP |          |             |               |

| TOTAL UNITS COMPLETED |          |             |               |
| DATE REVISED/INITIALS |          |             | REVISED 06/2011 |
MINIMUM ADMISSION REQUIREMENTS FOR CSU TRANSFER STUDENTS:

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

2. Complete a minimum of 30 and maximum of 39 semester units from the CSU general education pattern. To be eligible for admission to the CSU campuses, students must complete Area A1, A2, A3, and B4 of the general education pattern.

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

CSU GE CERTIFICATION

Certification means that Cerro Coso Community College has verified that a student has completed the lower division general education requirements for the California State University. Certification is important because without it students will be held to the general education requirements specific to the CSU campus to which the student transfers. Coursework from other colleges and universities may be considered for certification, but will need to be evaluated by a Cerro Coso Community College counselor.
DEGREES, CERTIFICATES, AND 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 an 18 unit Area of Emphasis and earn 60 units will be awarded the Associate of Arts in Liberal Arts.

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

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

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

Associate of Arts Degrees

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Liberal Arts .................................................................................................................................................................. 63
Mathematics ................................................................................................................................................................ 66
Physical Education ..................................................................................................................................................... 66
Theatre: Acting ............................................................................................................................................................ 68
Trade Practices ............................................................................................................................................................ 69
Art

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

Complete all of the following courses (15 units):

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

Select 9 units from the following courses:

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

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

**Business Administration**

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

Complete all of the following courses (21 units):

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

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

ENGINEERING ASSOCIATE OF ARTS DEGREE (60 units total, 57 units in the major) is designed to provide students with the requisite courses that cover the first two years of the Electrical and Mechanical Engineering Major, and to provide a direct pathway to a University whereby students can obtain a Bachelor Degree.

Complete all of the following courses (57 units):

PHYSICAL SCIENCES

CHEM C111* General Inorganic Chemistry I ........................ 5 Units
PHYS C111* Mechanics ................................................. 5
PHYS C113* Electricity and Magnetism ................................................. 5
PHYS C211* Waves, Optics and Modern Physics .................... 5

COMPUTER SCIENCE

CSCI C265 Introductory C++ Programming .............................. 3 Units

MATHEMATICS

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

ENGINEERING

ENGR C110* Introduction to Engineering ................................................. 4 Units
ENGR C120* Introduction to Materials Science ................................................. 4
ENGR C210 Engineering Mechanics: Statics &................................................. 3
ENGR C230* Engineering Circuit Analysis ................................................. 4

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

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

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

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

**ART**

<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>
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**MUSIC**

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<tbody>
<tr>
<td>MUSC C101</td>
<td>Music Appreciation</td>
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</tr>
<tr>
<td>MUSC C118</td>
<td>History of American Popular Music</td>
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</tr>
<tr>
<td>MUSC C173</td>
<td>Appreciation of Jazz</td>
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**THEATRE**

<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>THEA C101</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEA C103</td>
<td>Introduction to Play Reading</td>
<td>3</td>
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</table>

Select 15 units from the following courses:

**ART**

<table>
<thead>
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<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ART C111</td>
<td>Two Dimensional 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>Drawing I</td>
<td>3</td>
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<tr>
<td>ART C131</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART C141</td>
<td>Ceramics I</td>
<td>3</td>
</tr>
<tr>
<td>ART C151</td>
<td>Sculpture I</td>
<td>3</td>
</tr>
</tbody>
</table>

**MUSIC**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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 C126</td>
<td>Guitar</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C131</td>
<td>Orchestra I</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C132</td>
<td>Orchestra II</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C141</td>
<td>Community Band I</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C142</td>
<td>Community Band II</td>
<td>2</td>
</tr>
</tbody>
</table>
### MUSC Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC C151</td>
<td>Choir I</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C152</td>
<td>Choir II</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C181</td>
<td>Music and Technology</td>
<td>3</td>
</tr>
<tr>
<td>MUSC C183</td>
<td>Fundamentals of Sound Design for Media</td>
<td>3</td>
</tr>
<tr>
<td>MUSC C221</td>
<td>Piano III</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C222</td>
<td>Piano IV</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C231</td>
<td>Orchestra III</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C232</td>
<td>Orchestra IV</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C241</td>
<td>Community Band III</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C242</td>
<td>Community Band IV</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C251</td>
<td>Choir III</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C252</td>
<td>Choir IV</td>
<td>2</td>
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### THEATRE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA C105</td>
<td>Performance Studies</td>
<td>2 Units</td>
</tr>
<tr>
<td>THEA C111</td>
<td>Fundamentals of Acting</td>
<td>2</td>
</tr>
<tr>
<td>THEA C112</td>
<td>Beginning Acting</td>
<td>2</td>
</tr>
<tr>
<td>THEA C118</td>
<td>Improvisation</td>
<td>2</td>
</tr>
<tr>
<td>THEA C121</td>
<td>Theatre Production</td>
<td>3</td>
</tr>
<tr>
<td>THEA C126</td>
<td>Shakespeare Theatre Production</td>
<td>3</td>
</tr>
<tr>
<td>THEA C131</td>
<td>Technical Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEA C140</td>
<td>Movement for the Actor</td>
<td>2</td>
</tr>
<tr>
<td>THEA C145</td>
<td>Voice for the Actor</td>
<td>2</td>
</tr>
<tr>
<td>THEA C211</td>
<td>Intermediate Acting</td>
<td>2</td>
</tr>
<tr>
<td>THEA C212</td>
<td>Advanced Acting</td>
<td>2</td>
</tr>
<tr>
<td>THEA C230</td>
<td>Directing</td>
<td>2</td>
</tr>
<tr>
<td>THEA C241</td>
<td>Creative Drama</td>
<td>2</td>
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</tbody>
</table>

### DIGITAL MEDIA ARTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA C102</td>
<td>Digital Imaging with Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DMA C107</td>
<td>Illustration and Design with Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DMA C109</td>
<td>Desktop Publishing with InDesign</td>
<td>3</td>
</tr>
<tr>
<td>DMA C111/</td>
<td>Fundamentals of Web Development</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C181</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

GENERAL SCIENCES ASSOCIATE OF ARTS DEGREE - The General Sciences major consists of at least 18 units in the natural sciences. There are several emphases to the General Science Degree in order to meet the needs of students interested in liberal studies, life sciences, physical sciences, earth sciences, biology, human biology and chemistry. Students interested in majoring in Biology, Human Biology or Chemistry should select from the respective emphasis and consult with a counselor.

LIBERAL STUDIES EMPHASIS: Select 18 units in the natural sciences which must include at least one laboratory or field experience course in each of the three categories. Laboratory and field experience courses are indicated by an asterisk (*).

LIFE SCIENCES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C101</td>
<td>Principles of Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL C102*</td>
<td>Principles of Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL C105*</td>
<td>Concepts of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL C111*</td>
<td>General Biology I</td>
<td>5</td>
</tr>
<tr>
<td>BIOL C112*</td>
<td>General Biology II</td>
<td>5</td>
</tr>
<tr>
<td>BIOL C121</td>
<td>Survey of Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL C122*</td>
<td>Survey of Anatomy and Physiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL C141</td>
<td>Environmental Studies</td>
<td>3</td>
</tr>
<tr>
<td>BIOL C142*</td>
<td>Environmental Studies Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL C251*</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL C255*</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
</tbody>
</table>

PHYSICAL SCIENCES

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

MATHEMATICS

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

EARTH SCIENCES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG C101</td>
<td>Physical Geography Lecture</td>
<td>3</td>
</tr>
<tr>
<td>GEOLEC111*</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOIL C121*</td>
<td>Historical Geology</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C101</td>
<td>General Earth Sciences</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C102*</td>
<td>General Earth Sciences Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PHSC C111</td>
<td>Concepts of Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C112*</td>
<td>Concepts of Physical Science Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHSC C121</td>
<td>Elementary Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C122</td>
<td>Elementary Astronomy Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>
PHSC C125 Astronomy............................................................................................................ ............................................... 4
PHSC C141 Introduction to Oceanography ........................................................................................ 3
PHSC C143* Field Studies in Oceanography ...................................................................................... 1

Complete general education requirements as needed.

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

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

Complete all of the following courses:

BIOL C111* General Biology I .................................................................................................. ............................................. 5 Units
BIOL C112* General Biology II ................................................................................................. ............................................ 5
CHEM C111* General Inorganic Chemistry I ...................................................................................... ................................. 5
CHEM C113* General Inorganic Chemistry II ..................................................................................... ................................ 5

Total: ............................................................................................................................................................................. 20 Units

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

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

Complete all of the following courses:

BIOL C101 Principles of Biology ............................................................................................... .......................................... 3 Units
BIOL C251* Human Anatomy ...................................................................................................... ......................................... 4
BIOL C255* Human Physiology ................................................................................................... ......................................... 4
BIOL C261* General Microbiology ............................................................................................... ........................................ 4

or

CHEM C111* General Inorganic Chemistry I ...................................................................................... ................................. 5

or

CHEM C122* General Inorganic Chemistry I for Nursing and Allied Health Science Majors............................................................................................................ 5

or

CHEM C220 Fundamentals of Organic Chemistry ............................................................................................................ 4

Total: ............................................................................................................................................................................. 19-20 Units

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

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

Complete all of the following courses:
CHEM C111* General Inorganic Chemistry I ................................................................. 5 Units
CHEM C113* General Inorganic Chemistry II ................................................................. 5
CHEM C221* Organic Chemistry I ................................................................................. 5
CHEM C223* Organic Chemistry II ............................................................................... 5

Total: ......................................................................................................................................................... 20 Units

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

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

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

GEOL C111 Physical Geology ......................................................................................... 4 Units
GEOL C121 Historical Geology ....................................................................................... 3
GEOL C131 Environmental Geology ................................................................................. 3
PHSC C103 Field Studies in the Earth Sciences ................................................................. 1
PHSC C111 Concepts of Physical Science ........................................................................ 3
PHSC C112 Concepts of Physical Science Laboratory ....................................................... 1
PHSC C125 Astronomy ........................................................................................................ 4
or
PHSC 131 Introduction to Meteorology ............................................................................. 3
and
PHSC 132 Introduction to Meteorology Laboratory ............................................................ 1
or
PHSC 141 Introduction to Oceanography ......................................................................... 3
and
PHSC 142 Introductory Oceanography Laboratory ............................................................ 1

Total: ............................................................................................................................................................ 19 units

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

MATH C251 Analytic Geometry and Calculus III .............................................................. 5 Units
MATH C255 Ordinary Differential Equations ..................................................................... 4
or
MATH C257 Linear Algebra .............................................................................................. 4
PHYS C111 Mechanics ....................................................................................................... 5
PHYS C113 Electricity and Magnetism ............................................................................... 5
PHYS C211 Waves, Optics and Modern Physics ................................................................. 5

Total: ......................................................................................................................................................... 28 units

Note: All Honors Courses of the above listed courses automatically fulfill the requirement for the respective degree specialization.
Liberal Arts

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

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

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

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

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

ASSOCIATE DEGREE IN LIBERAL ARTS:

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

Areas of Emphasis:

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

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

Electives: 2-11

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

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

American Sign Language: ASL 101, 102
Art/Art History: ART C101, C105, C106, C106H, C111, C115, C121, C131, C141, C151, C165
Film: FILM C211
French: FREN C101, C102
History: HIST C103, C103H, C104, C104H
Latin: LATN C101, C102, C201, C202
Music: MUSC C101, C101H, 105, C118, C121, C122, C126, C131, C132, C141, C142, C151, C152, C173
Philosophy: PHIL C101, C101H, 141, 161, 162, C163, C205, C215
Russian: RUSS C101, C102
Sociology: SOCI C210, C220
Spanish: SPAN C100, C101, C102, C110, C171, C180, C201, C202, C211
Speech: SPCH C101, C105
Theater: THEA C101, C103, C105, C111, C121, C126, C131, C140, C145, C230

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

Administration of Justice: ADMJ C101
Anthropology: ANTH C111, C121, C131
Child Development: CHDV C104, C105, C106
Economics: ECON C101, C102, C103
Geography (excluding physical geography): GEOG C121, C131, C131H
History: HIST C103, C103H, C104, C104H, C131, C131H, C132, 132H, C209, C218
Mathematics: MATH C121

Political Science: POLS C101, C101H, C102, C204

Psychology: PSYC C101, C101H, C102, C211, C231, C241, C251, C271

Sociology: SOCI C101, C121, C131, C210, C220

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

To fulfill this area of emphasis:

• at least one course must be taken from Mathematics
• at least two courses must be taken from the sciences, one must include a lab

**Anthropology:** ANTH C121


**Computer Science:** CSCI C101, C251, C252, C265, C267

**Geography:** GEOG C101, C102*, C111*

**Geology:** GEOL C111*, C121, C131

**Mathematics** (beyond the Intermediate Algebra level): MATH C121, C121H, C130, C131, C141, C142, C151, C152, C251, C255, C257


**Physics:** PHYS C111*, C113*, C211*

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

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

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

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

Complete the following courses (23 units):

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

Select a minimum of 4 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH C121</td>
<td>Elementary Probability and Statistics</td>
</tr>
<tr>
<td>MATH C130</td>
<td>Finite Mathematics</td>
</tr>
<tr>
<td>MATH C131</td>
<td>Business Calculus</td>
</tr>
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</table>

Select a minimum of 3 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C251</td>
<td>Introduction to Structured Programming with Visual Basic</td>
</tr>
<tr>
<td>CSCI C265</td>
<td>C++ Programming Language</td>
</tr>
<tr>
<td>CSCI C267</td>
<td>Introduction to Java Programming</td>
</tr>
</tbody>
</table>

Physical Education

PHYSICAL EDUCATION ASSOCIATE OF ARTS DEGREE (60 units total, 22.5 units in the major) prepares the students for careers in Physical Education and related areas. In addition to the areas of teaching, coaching, recreation and dance, Physical Education majors are finding opportunities in rehabilitation services, exercise specialties and fitness. As the concept of preventive health care becomes more prevalent, Physical Education majors should find an even wider array of opportunities.

Complete all of the following courses (17.5):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C251</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL C255</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HSCI C101</td>
<td>Principles of Health Education</td>
<td>4</td>
</tr>
<tr>
<td>HSCI C105</td>
<td>First Aid/Cardiopulmonary Resuscitation/Automated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>External Defibrillator</td>
<td>0.5</td>
</tr>
<tr>
<td>PHED C101</td>
<td>Foundations of Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PHED C155</td>
<td>Care and Prevention of Athletic Injuries</td>
<td>3</td>
</tr>
</tbody>
</table>
**FITNESS:** Select two different disciplines from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED C103</td>
<td>Aerobic Dance I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C104</td>
<td>Aerobic Dance II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C203</td>
<td>Aerobic Dance III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C105</td>
<td>Weight Training I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C106</td>
<td>Weight Training II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C205</td>
<td>Weight Training III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C107</td>
<td>General Conditioning I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C108</td>
<td>General Conditioning II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C207</td>
<td>General Conditioning III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C129</td>
<td>Cardiovascular Fitness I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C130</td>
<td>Cardiovascular Fitness II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C229</td>
<td>Cardiovascular Fitness III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C131</td>
<td>Wellness Walking I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C132</td>
<td>Wellness Walking II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C151</td>
<td>Conditioning for Competitive Athletes I</td>
<td>1.5</td>
</tr>
<tr>
<td>PHED C152</td>
<td>Conditioning for Competitive Athletes II</td>
<td>1.5</td>
</tr>
<tr>
<td>PHED C251</td>
<td>Conditioning for Competitive Athletes III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C252</td>
<td>Conditioning for Competitive Athletes IV</td>
<td>1</td>
</tr>
<tr>
<td>PHED C132</td>
<td>Wellness Walking II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C151</td>
<td>Conditioning for Competitive Athletes I</td>
<td>1.5</td>
</tr>
<tr>
<td>PHED C252</td>
<td>Conditioning for Competitive Athletes III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C132</td>
<td>Wellness Walking II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C151</td>
<td>Conditioning for Competitive Athletes I</td>
<td>1.5</td>
</tr>
<tr>
<td>PHED C252</td>
<td>Conditioning for Competitive Athletes III</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED C109</td>
<td>Golf I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C110</td>
<td>Golf II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C209</td>
<td>Golf III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C113</td>
<td>Tennis I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C114</td>
<td>Tennis II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C213</td>
<td>Tennis III</td>
<td>1</td>
</tr>
<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 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 C175</td>
<td>Competitive Baseball I</td>
<td>2</td>
</tr>
<tr>
<td>PHED C176</td>
<td>Competitive Baseball II</td>
<td>2</td>
</tr>
<tr>
<td>PHED C275</td>
<td>Competitive Baseball III</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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

Note: Intercollegiate Physical Education courses **may not be used** to satisfy any Physical Education Associate Degree requirements.
Theatre: Acting

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

Complete the following courses (minimum 18 units):

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

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

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

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

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

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

Complete one of the following courses (4 units):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH C055</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MATH C142</td>
<td>Trigonometry</td>
<td>4</td>
</tr>
</tbody>
</table>

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

**DRAFTING TECHNOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRFT C111</td>
<td>Engineering Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C112</td>
<td>Engineering Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C121</td>
<td>Architectural Planning I</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C122</td>
<td>Architectural Planning II</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C151</td>
<td>Fundamentals of AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C152</td>
<td>Advanced Computer Aided Design and Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C153</td>
<td>3D Solids Modeling with SolidWorks</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C161</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C211</td>
<td>Engineering Drawing III</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C212</td>
<td>Engineering Drawing IV</td>
<td>3</td>
</tr>
</tbody>
</table>

**MACHINE TOOL TECHNOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCTL C111</td>
<td>Beginning Machine Shop</td>
<td>3</td>
</tr>
<tr>
<td>MCTL C112</td>
<td>Intermediate Machine Shop</td>
<td>3</td>
</tr>
<tr>
<td>MCTL C211</td>
<td>Advanced Machine Shop</td>
<td>3</td>
</tr>
<tr>
<td>MCTL C212</td>
<td>Advanced Machine Shop and Tool Problems</td>
<td>3</td>
</tr>
<tr>
<td>MCTL C215</td>
<td>Introduction to Computer Numerical Control Machining</td>
<td>3</td>
</tr>
</tbody>
</table>

**WELDING TECHNOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>2</td>
</tr>
<tr>
<td>WELD C201</td>
<td>Welding Fabrication</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

In addition, students may also work towards the attainment of local Awards of Achievement in Business Office Technology Office Clerk Award; Child Development Assistant Teacher Award and Associate Teacher Award; Health Careers Administrative Medical Assisting Award, Clinical Medical Assisting Award and Medical Assisting Externship Award. These short-term training programs require fewer than 18 units to complete and are designed to lead to immediate employment opportunities and to provide the opportunity for entry level positions with career ladder options. Consult the class schedules, the Counseling Center at the IWV campus, or the counseling staff at the campus where you are registered for more information on these programs.
Associate of Science Degrees

Administration of Justice .......................................................................................................................... 72
  Administration of Justice Certificate of Achievement ........................................................................ 73

Business ......................................................................................................................................................... 73
  Business Certificate of Achievement ......................................................................................................... 73

Business Office Technology ........................................................................................................................... 73
  Business Office Technology Certificate of Achievement ........................................................................ 74
  Office Clerk Certificate of Proficiency ................................................................. 74
  Office Assistant Certificate of Proficiency ............................................................................................... 74

Child Development ....................................................................................................................................... 75
  Child Development Certificate of Achievement ....................................................................................... 75

Child Development Teacher Certificate of Achievement ........................................................................ 76
  Assistant Teacher Job Skills Certificate .................................................................................................. 76
  Assistant Teacher Permit .......................................................................................................................... 76
  Associate Teacher Certificate of Proficiency ........................................................................................... 76
  Associate Teacher Permit .......................................................................................................................... 76
  Child Development Teacher Certificate of Achievement ........................................................................ 76
  Teacher Permit ........................................................................................................................................ 76
  Master Teacher Certificate of Achievement ............................................................................................ 77
  Master Teacher Permit ............................................................................................................................... 77
  Site Supervisor Certificate of Achievement .............................................................................................. 77
  Site Supervisor Permit ............................................................................................................................... 77

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  Computer Information Systems Certificate of Achievement ................................................................. 78

  Computer Information Systems Intermediate
    Programming Certificate of Proficiency ............................................................................................... 79

Computer Technology .................................................................................................................................. 80
  Computer Technology Certificate of Achievement ................................................................................... 80

Engineering Drafting Technology .................................................................................................................. 80
  Engineering Drafting Technology Certificate of Achievement ............................................................. 81

Engineering Technology ............................................................................................................................... 81
  Engineering Technology Certificate of Achievement ............................................................................... 81

Fire Technology ............................................................................................................................................... 81
  Fire Technology Certificate of Achievement ............................................................................................. 82

Health Careers ............................................................................................................................................. 82
  Administrative Medical Assistant Job Skills Certificate ........................................................................ 82
  Clinical Medical Assistant Job Skills Certificate .................................................................................... 82
  Medical Assisting Externship Job Skills Certificate ............................................................................... 82
  Medical Assistant Certificate of Proficiency ............................................................................................. 83

Human Services ............................................................................................................................................. 83
  Human Services Worker Certificate of Achievement .............................................................................. 83
Administration of Justice

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

Complete all of the following courses (15 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ C101</td>
<td>Introduction to the Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ C105</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ C111</td>
<td>Principles and Procedures of the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ C115</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ C121</td>
<td>Community Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 6 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ C125</td>
<td>Principles of Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ C131</td>
<td>Juvenile Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>
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.

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

Business ASSOCIATE OF SCIENCE DEGREE (60 units total, 28 units in the major) is designed to develop skills for immediate employment in an increasingly challenging business environment. This major is intended to provide a student with a broad preparation for a career in business.

Complete all of the following courses (28 units):

BSAD C100  Introduction to Business ....................................................................................................................... 3 Units
BSAD C101  Financial Accounting .......................................................................................................................... 4
BSAD C110  Introduction to Personal Finance ........................................................................................................... 3
BSAD C131  Business Law ......................................................................................................................................... 3
BSAD C141  Human Relations in Business ................................................................................................................ 3
BSAD C152  Managing Diversity in the Workplace ................................................................................................. 3
BSAD C212  International Business .......................................................................................................................... 3
BSAD C251  Principles of Management & Organization ........................................................................................... 3
CSCI C101  Introduction to Computer Information Systems ....................................................................................... 3

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

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

Business Office Technology

BUSINESS OFFICE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 units total, 30 units in the major) prepares learners for employment in challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, and bookkeeping in order to meet the needs of the technologically dynamic office.

Complete all of the following courses (28 units):

BSAD C070  Business Mathematics ........................................................................................................................... 3
BSAD C072  Introduction to Accounting ...................................................................................................................... 3
BSAD C100  Introduction to Business .......................................................................................................................... 3
Select 4 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C129</td>
<td>MS Outlook</td>
<td>1 Unit</td>
</tr>
<tr>
<td>CSCI C135</td>
<td>Beginning Adobe Acrobat</td>
<td>1</td>
</tr>
<tr>
<td>WEXP C101</td>
<td>Introduction to Work Experience</td>
<td>1</td>
</tr>
<tr>
<td>WEXP C102</td>
<td>Occupational Career Work Experience</td>
<td>1-3</td>
</tr>
</tbody>
</table>

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

**BUSINESS OFFICE TECHNOLOGY CERTIFICATE OF ACHIEVEMENT** (30 units): Any learner completing the courses required for the major qualifies for a certificate in Business Office Technology.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C070</td>
<td>Business Mathematics</td>
<td>3 Units</td>
</tr>
<tr>
<td>BSOT C131</td>
<td>Basic Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BSOT C154</td>
<td>Office Personnel Seminar</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C070</td>
<td>Computer Literacy</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C121</td>
<td>Beginning Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C123</td>
<td>Beginning Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C125</td>
<td>Beginning Access</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C127</td>
<td>MS PowerPoint</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C070</td>
<td>Business Mathematics</td>
<td>3 Units</td>
</tr>
<tr>
<td>BSAD C072</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C145</td>
<td>Business Communication</td>
<td>3</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>
</tbody>
</table>
Child Development

CHILD DEVELOPMENT ASSOCIATE OF ARTS DEGREE (60 units total, 30 units in the major) is designed for students interested in infant, toddler, preschool or school-age education. Students may earn an A.A. degree in Child Development or an Assistant Teacher Certificate of Proficiency, Associate Teacher Certificate of Proficiency or Teacher Certificate for completing a defined course of study that requires fewer units than the A.A. degree. The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required for teaching in programs governed by Title V and funded by contracts with the State of California. Permits are issued by the State Department of Education, California Commission on Teacher Credentialing (not Cerro Coso) and include: Assistant Teacher, Associate Teacher, Teacher, Master Teacher, and Site Supervisor. All professionals working with children are required to have a clean criminal record, to demonstrate freedom from tuberculosis (TB), and to demonstrate the physical ability to perform all of the duties of a professional position working directly with children.

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

Complete all of the following required courses (27 units):

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

Select 3 units from the following courses:

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

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

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

CHILD DEVELOPMENT CERTIFICATE OF ACHIEVEMENT (18 units): Any student completing the courses required for the major qualifies for a certificate in Child Development.
CERTIFICATES AND PERMITS: The California Commission on Teacher Credentialing grants permits in accordance with the Child Development Permit Matrix. Applications are separate from Cerro Coso Community College and must be submitted to California Commission on Teacher Credentialing. Contact any Child Development faculty member or visit the California Commission on Teacher Credentialing website at [http://www.ctc.ca.gov](http://www.ctc.ca.gov) for more information regarding the Permit Matrix and Professional Growth Advisors. For all Permits, all course work must be completed with a grade of “C” or better.

ASSISTANT TEACHER JOB SKILLS CERTIFICATE: 6 Child Development units required.

Complete the following courses:

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

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

ASSOCIATE TEACHER CERTIFICATE OF PROFICIENCY: 12 Child Development core units

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

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

CHILD DEVELOPMENT TEACHER CERTIFICATE OF ACHIEVEMENT: 24 Child Development units including 3 core areas and 16 General Education units.

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

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

Select 1 from the following:

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

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

MASTER TEACHER CERTIFICATE OF ACHIEVEMENT (32 units): Must meet Teacher requirements above plus 2 units Adult Supervision and 6 specialization units.

Complete the following course:

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

AND
Infant Care Specialization*

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

OR

School Age Care Specialization*

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

OR

Diversity Specialization*

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

OR

Children with Exceptional Needs Specialization*

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

* Other Specializations can be developed. Please contact the Faculty Chair.

**Master Teacher Permit**: Master Teacher Certificate requirements plus experience requirement of 350 days of 3+ hours per day within 4 years.

**SITE SUPERVISOR CERTIFICATE OF ACHIEVEMENT** (32 units): A.A. degree in Child Development, which must include at least 24 Child Development units including core courses, plus 6 administration units, and 2 units Adult Supervision.

Complete the following courses:

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

**Site Supervisor Permit**: Site Supervisor Certificate requirements plus experience requirements of 350 days of 3 hours per day within 4 years including at least 100 days of supervising adults.

**Computer Information Systems**

**COMPUTER INFORMATION SYSTEMS ASSOCIATE OF SCIENCE DEGREE** (60 units total, 22 units in the major) is designed for students pursuing professional employment in Computer Information Systems (CIS) for business. Students are prepared to pursue a career in network, systems, or database administration; technical and applications support; and computer programming. Designed for both full and part-time students, this program is appropriate to both those currently employed and those seeking to enter this field. Students completing the CIS AS degree are prepared to transfer to a Baccalaureate program in Computer Information Systems, Management Information Systems or related programs.
Complete all of the following courses (19 units):

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

Select a minimum of 12 units from the following courses:

**BSAD C101**  Financial Accounting .................................................................................................... 4 Units
**CSCI C136**  Advanced Adobe Acrobat ............................................................................................... 1
**CSCI C140**  A+ Essential Skills for Computers .................................................................................... 2
**CSCI C141**  A+ Standard Skills for IT Technicians .............................................................................. 2
**CSCI C143**  Network+ Fundamentals of Network Technologies ....................................................... 3
**CSCI C146**  Security+ Fundamentals of Network Security ................................................................. 3
**CSCI C161**  Advanced Word ............................................................................................................... 1
**CSCI C163**  Advanced Excel .............................................................................................................. 1
**CSCI C165**  Advanced Access ............................................................................................................ 1
**CSCI C181**  Fundamentals of Web Development ................................................................................. 3
**DMA C111**
**CSCI C187**  Introduction to MS Project ............................................................................................. 1
**CSCI C195**  Introduction to Robotic Programming ................................................................................. 2
**CSCI C251**  Introductory Visual Basic Programming ........................................................................ 2
**CSCI C252**  Introduction to Computer Science ...................................................................................... 3
**CSCI C265**  Introductory C++ Programming ....................................................................................... 3
**CSCI C267**  Introduction to Java Programming .................................................................................... 3
**CSCI C280**  Web Application Development Using PHP ....................................................................... 3
**CSCI C285**  Extensible Markup Language (XML) .............................................................................. 3
**DMA C211**  Web Scripting With Java Script ......................................................................................... 3
**DMA C213**  Web Development with PHP and MySQL ................................................................. 3
**WEXP C101**  Introduction to Work Experience .................................................................................. 1
**WEXP C102**  Occupation and Career Work Experience I .................................................................. 1-3

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

**COMPUTER INFORMATION SYSTEMS CERTIFICATE OF ACHIEVEMENT** (31 units) provides students with skills to enter the job market as help desk providers, computer support specialists, or entry level programmers.

Complete all of the following courses (19 units):

**BSAD C100**  Introduction to Business ............................................................................................... 3 Units
**CSCI C101**  Introduction to Computer Information Systems ......................................................... 3
**CSCI C241**  Introduction to Telecommunications ................................................................................ 3
Complete all of the following courses:

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

**COMPUTER INFORMATION SYSTEMS INTERMEDIATE PROGRAMMING CERTIFICATE OF PROFICIENCY** (25 units) is designed for students who plan to specialize in computer programming.

Complete all of the following courses:

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

or

MATH C121 Elementary Probability and Statistics ................................................................................ 4

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

Select a minimum of 6 of the following courses:

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

Computer Technology

COMPUTER TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 units total, 38 units in the major) is a foundation degree for those who intend to transfer to a four-year institution to continue studies in Computer Science or comparable programs.

Complete all of the following courses (31 units):

CSCI C252 Introduction to Computer Science .................................................................................. 3 Units
CSCI C265 Introductory C++ Programming ..................................................................................... 3

or

CSCI C267 Introduction to Java Programming .................................................................................. 3

MATH C151 Analytic Geometry and Calculus I .................................................................................. 5
MATH C152 Analytic Geometry and Calculus II .............................................................................. 5
MATH C251 Analytic Geometry and Calculus III ............................................................................ 5
PHYS C111 Mechanics ..................................................................................................................... 5
PHYS C113 Electricity and Magnetism .............................................................................................. 5

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

COMPUTER TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (38 units): Any student completing the courses required for a major qualifies for a certificate in Computer Science.

Engineering Drafting Technology

ENGINEERING DRAFTING ASSOCIATE OF SCIENCE DEGREE (60 units total, 26 units in the major) is designed to provide the student with the skills and knowledge required to perform as an entry-level technician.

Complete all of the following courses (26 units):

CSCI C101 Introduction to Computer Information Systems .......................................................... 3 Units
DRFT C111 Engineering Drawing I .................................................................................................. 3
DRFT C112 Engineering Drawing II .................................................................................................. 3
DRFT C211 Engineering Drawing III ............................................................................................. 3
DRFT C212 Engineering Drawing IV ............................................................................................. 3
**ENGINEERING TECHNOLOGY CERTIFICATE OF ACHIEVEMENT** (26 units): Any student completing the courses required for the major qualifies for a certificate in Engineering Drafting Technology.

### Engineering Technology

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

Complete all of the following courses (19 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C151</td>
<td>Fundamentals of AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C152</td>
<td>Advanced Computer Aided Design and Drafting</td>
<td>3</td>
</tr>
<tr>
<td>MATH C142</td>
<td>Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MCTL C111</td>
<td>Beginning Machine Shop</td>
<td>3</td>
</tr>
<tr>
<td>WELD C101</td>
<td>Oxyacetylene Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 8 units from the following courses:

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

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

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

### Fire Technology

**FIRE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE** (60 units total, 33 units in the major) offers the student the opportunity to develop the professional skills and knowledge necessary to serve as an effective leader and manager in the public safety environment. The program is built around a “core” of courses that focus on broad knowledge and principles central to any fire-related situation - urban, suburban, rural, wildlands or industrial. The program covers the various aspects of the profession, provides content knowledge, and improves employment opportunities in the field, as well as prepares students for entry level management responsibilities and increases technical knowledge necessary for diverse public and private leadership situations.
Complete all of the following courses (21 units):

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

Select 12 units from the following courses:

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

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

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

**Health Careers**

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

Complete all of the following courses (9 units):

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

**CLINICAL MEDICAL ASSISTING JOB SKILLS CERTIFICATE** (10 units) is designed to provide students with initial training to assist a physician as he/she works with clients in the back office. The assistant obtains vital signs, a brief medical history, and helps the physician with minor medical procedures that are performed in the office.

Complete all of the following courses (10 units):

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

**MEDICAL ASSISTING EXTERNSHIP JOB SKILLS CERTIFICATE** (3 units) is a work/study course in which the learner participates in a non paid work environment in a physician’s office, medical clinic, or similar work
environment. HCRS C061, HCRS C062, HCRS C064 and HCRS C150 must be completed prior to petitioning the instructor or Program Director to enroll in this course.

Complete all of the following courses (3 units):

HCRS C068 Medical Assistant Clinical Externship ........................................................................................................... 3 Units

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

Human Services

**HUMAN SERVICES WORKER ASSOCIATE OF SCIENCE DEGREE:** (60 units total, 27 units in the major) prepares students for employment in a broad range of human services settings. It consists of seven core courses and requires an additional two electives or other approved specialized courses to develop competencies for specific employment settings. Although individual courses are offered online, the full certificate is currently not available in online environments. The Human Services A.S. degree requires 60 units total, 27 in the major, in addition to general education requirements and electives.

Complete all of the following courses (21 units):

CSCI C070 Computer Literacy .................................................................................................................................................. 1
ENGL C101 Freshman Composition ......................................................................................................................................... 4
HMSV C101 Introduction to Human Services ............................................................................................................................. 3 Units
HMSV C102 Cultural Competence in Human Services .................................................................................................................. 3
HMSV C103* Preparation for Field Work in Human Services ...................................................................................................... 3
HMSV C104 Field Work in Human Services ............................................................................................................................... 4
HMSV C116 Case Management .................................................................................................................................................. 3

*Prerequisite for HMSV C104

Select 6 units from the following courses:

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

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

**HUMAN SERVICES WORKER CERTIFICATE OF ACHIEVEMENT** (27 units): Any student completing the courses required for the major qualifies for a certificate in Human Services.
Industrial Technology

INDUSTRIAL TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE (60 unit total, 30 units in the major) is designed to prepare students to enter the industrial setting in the areas of renewable energy (wind/solar), engineering technology, or electronics. Within the Industrial Technology program, students can earn progressive levels of certificates toward employment and/or the degree. Area of emphasis should be selected based on employment goal: Electronics Technology, Engineering Technology, Solar Technology or Wind Technology. Employment in aerospace, mining, manufacturing, and renewable energy is projected to increase dramatically over the next several years utilizing cutting-edge technologies.

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

Complete all of the following courses (19 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C070</td>
<td>Computer Literacy</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C121</td>
<td>Beginning Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C123</td>
<td>Beginning Excel</td>
<td>1</td>
</tr>
<tr>
<td>DRFT C108</td>
<td>Reading Technical Drawings</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C108/INDT C108</td>
<td>Reading Technical Drawings</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C151</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>INSF C070</td>
<td>Occupational Safety and Health</td>
<td>1</td>
</tr>
<tr>
<td>MATH C056</td>
<td>Technical Math for Trades</td>
<td>4</td>
</tr>
<tr>
<td>MCTL C107</td>
<td>Basic Hand Tools</td>
<td>2</td>
</tr>
<tr>
<td>WELD C101</td>
<td>Oxyacetylene Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

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

INDUSTRIAL TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (19 units): Any student completing the courses required for the major qualifies for a certificate in Industrial Technology.

**Advising Notice**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C070</td>
<td>Computer Literacy</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C121</td>
<td>Beginning Word</td>
<td>1</td>
</tr>
<tr>
<td>MATH C056</td>
<td>Technical Math for Trades</td>
<td>4</td>
</tr>
<tr>
<td>MCTL C107</td>
<td>Basic Hand Tools</td>
<td>2</td>
</tr>
</tbody>
</table>

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

**AREAS of EMPHASIS:**

Students can earn a certificate in any one of the areas of emphasis. Area of emphasis should be selected based on employment goal: Electronics Technology, Engineering Technology, Solar Technology or Wind Technology.
ELECTRONICS TECHNICIAN CERTIFICATE OF ACHIEVEMENT (18 units): Any student completing the 18 units listed below qualifies for an Electronics Technician Certificate of Achievement.

Complete the following courses (14 units):

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

Select a minimum of 4 units from the following courses:

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

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

Complete all of the following courses (12 units):

- DRFT C111 Engineering Drawing I ................................................................. 3 Units
- DRFT C151 Fundamentals of AutoCAD ............................................................... 3 Units
- DRFT C161 Geometric Dimensioning and Tolerancing ...................................... 3 Units
- MCTL C111 Beginning Machine Shop ............................................................... 3 Units

Select a minimum of 6 units from the following courses:

- DRFT C112 Engineering Drawing II ................................................................. 3 Units
- DRFT C153 3D Solids Modeling with SolidWorks ................................................ 3 Units
- WEXP C101 Work Experience Seminar I ............................................................. 1 Unit
- WEXP C102 Occupational/Career Work Experience ........................................... 1-3 Units

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

Complete all of the following courses (8 units):

- ET C101 Electrical Circuit Analysis I ................................................................. 4 Units
- RET C104 Introduction to Solar Power Technology ............................................. 1 Unit
- RET C105 Solar Energy II - Photovoltaic Technologies and Applications ....... 3 Units

Select a minimum of 4 units from the following courses:

- ET C105 Electrical Circuit Analysis II ................................................................. 4 Units
- RET C120 Introductory Hydraulics ................................................................. 4 Units
- WEXP C101 Work Experience Seminar I ............................................................. 1 Unit
- WEXP C102 Occupational/Career Work Experience ........................................... 1-3 Units

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

Complete all of the following courses (12 units):

- ET C101* Electrical Circuit Analysis I ................................................................. 4 Units
Machine Tool Technology

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

Complete all of the following courses (20 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRFT C111</td>
<td>Engineering Drawing I.</td>
<td>3</td>
</tr>
<tr>
<td>MCTL C111</td>
<td>Beginning Machine Shop</td>
<td>3</td>
</tr>
<tr>
<td>MCTL C112</td>
<td>Intermediate Machine Shop</td>
<td>3</td>
</tr>
<tr>
<td>MCTL C211</td>
<td>Advanced Machine Shop</td>
<td>3</td>
</tr>
<tr>
<td>MCTL C212</td>
<td>Advanced Machine Shop and Tool Problems</td>
<td>3</td>
</tr>
<tr>
<td>WELD C101</td>
<td>Oxyacetylene 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</td>
<td>1-3</td>
</tr>
</tbody>
</table>

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

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

Management

MANAGEMENT ASSOCIATE OF SCIENCE DEGREE (60 units total, 32 units in the major) is designed to provide the graduate with key management skills in a technological business environment as well as providing students with the foundation to transfer to a four-year college.

Complete all of the following courses (32 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C101</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
</tbody>
</table>
Complete general education requirements and electives for a minimum of 60 total units.

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

### Paralegal Studies

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

Complete all of the following courses (23 units):

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

Select a minimum of 8 units from the following courses:

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

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C101</td>
<td>Introductory Biology</td>
<td>3</td>
</tr>
</tbody>
</table>
ENGL C070  Introductory Composition ................................................................. 4
or
ENGL C101  Freshman Composition ................................................................. 4
HSCI C101  Principles of Health Education ...................................................... 3
MATH C050  Elementary Algebra ................................................................. 4
PHSC C101  General Earth Sciences .............................................................. 3
POLS C101  American Government ............................................................... 3
SOCI C101  Introduction to Sociology ......................................................... 3
SOCI C220  Perspectives on Race, Class, and Gender .................................. 3

PARALEGAL STUDIES CERTIFICATE OF PROFICIENCY (31 units): Any student completing the courses required for the major qualifies for a certificate in Paralegal Studies.

Small Business Management/Entrepreneurship

SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP ASSOCIATE OF SCIENCE DEGREE (60 units total, 30 units in the major) is designed to provide the student with key entrepreneurial skills in a business environment as well as providing students with the foundation to transfer to a four-year college.

Complete all of the following courses (30 units):

BSAD C100  Introduction to Business ................................................................. 3 Units
BSAD C101  Financial Accounting ................................................................. 4
BSAD C110  Introduction to Personal Finance .................................................. 3
BSAD C125  Computerized Accounting Practice .......................................... 2
BSAD C131  Business Law ......................................................................... 3
BSAD C145  Business Communication ....................................................... 3
BSAD C171  Introduction to Marketing .......................................................... 3
BSAD C180  Entrepreneurship: Small Business Management ..................... 3
BSAD C211  E-Commerce .......................................................................... 3
CSCI C101  Introduction to Computer Information Systems ....................... 3

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

SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP CERTIFICATE OF ACHIEVEMENT (30 units): Any student completing the courses required for a certificate in Small Business Management/Entrepreneurship.
Vocational Nursing

VOCATIONAL NURSING ASSOCIATE OF SCIENCE DEGREE (60 units total, 53 units in the major) is an intensive program totaling 1,662 hours approved by the Board of Vocational Nursing and Psychiatric Technicians. The hours include anatomy and physiology, psychology, certified nurse aide (CNA), nursing theory, and supervised clinical nursing experiences. Concepts integrated throughout the first semester of the program include: fundamentals of nursing, geriatrics, nutrition, and pharmacology. Nursing care of clients with various adult medical-surgical conditions is integrated throughout three semesters of the program. Course content also includes concepts of growth and development, normal obstetrics and pediatrics. After successful completion of the program, the student is eligible to take the licensure examination provided by the National Council of State Board of Nursing (NCLEX-PN).

For information regarding the process of application and admission in the program, interested students should contact the Counseling Center or the Director of Vocational Nursing Program.

Complete all of the following courses:

PREREQUISITES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C251</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL C255</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>CSCI C070</td>
<td>Computer Literacy</td>
<td>1</td>
</tr>
<tr>
<td>HCRS C055</td>
<td>Certified Nursing Assistant</td>
<td>5</td>
</tr>
<tr>
<td>HCRS C150</td>
<td>Medical Terminology for the Health Professional</td>
<td>3</td>
</tr>
<tr>
<td>IC C075</td>
<td>Introduction to Library Research and Bibliography</td>
<td>1</td>
</tr>
<tr>
<td>PSYC C101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

SEMESTER I

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCRS C101</td>
<td>Vocational Nursing: Medical Surgical Nursing 1</td>
<td>8</td>
</tr>
<tr>
<td>HCRS C111</td>
<td>Vocational Nursing: Clinical Practice 1</td>
<td>6</td>
</tr>
<tr>
<td>HCRS C070/EMTC C070</td>
<td>CPR for the Healthcare Provider</td>
<td>0.5</td>
</tr>
</tbody>
</table>

SEMESTER II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCRS C102</td>
<td>Vocational Nursing: Medical Surgical Nursing 2</td>
<td>8</td>
</tr>
<tr>
<td>HCRS C112</td>
<td>Vocational Nursing: Clinical Practice 2</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>Vocational Nursing: Medical Surgical Nursing 3</td>
<td>8</td>
</tr>
<tr>
<td>HCRS C211</td>
<td>Vocational Nursing: Clinical Practice 3</td>
<td>6</td>
</tr>
</tbody>
</table>

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

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

VOCATIONAL NURSING CERTIFICATE OF ACHIEVEMENT (53 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, 31 units in the major) provides students with fundamentals in software tools, design theory, and current practices in the Web Design. Working in teams and individually, students will also develop their creativity and learn to solve design problems in innovative ways. The core courses provide a broad foundation of skills. Students can then use the specified electives to tailor their certificate or degree for a specific niche area of web design, such as graphic design, programming, animation, multimedia, content development, or portfolio development. This program prepares students for entry-level work in Web Design and/or preparation for transfer to a four-year design program at a university.

Complete all of the following courses (25 units):

- DMA C102 Digital Imaging with Photoshop ................................................................. 3 Units
- DMA C111/ CSCI C181 Fundamentals of Web Development ........................................ 3
- DMA C113 Accessibility and Usability........................................................................... 3
- DMA C115 Interactivity and Interface Design with Flash ............................................ 4
- DMA C117 Web Design with Dreamweaver................................................................. 3
- DMA C211 Web Scripting with JavaScript .................................................................... 3
- DMA C215 Advanced Action Scripting with Flash ...................................................... 3
- DMA C280 Web Production Management .................................................................... 3
- ENGL C151 Technical Communication ........................................................................ 3

Select at least 9 units from the following courses:

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

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

WEB DESIGN CERTIFICATE OF ACHIEVEMENT (31 units): Any student completing the courses required for the major qualifies for a certificate in Web Design.
DIGITAL MEDIA SKILLS CERTIFICATE OF PROFICIENCY (12 units): This certificate of achievement equips individuals from the broader business community with fundamental skills in digital media, such as creating and editing newsletters, advertisements, technical illustrations, photographs, web sites, videos, and presentations. Those who work in real estate, sales, marketing, administration, education, science, engineering, healthcare, small business, and other industries will benefit from these skills, as they communicate with customers, management, investors, colleagues, students, patients, and the general public. Note: This is a local certificate.

Complete a minimum of 12 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSOT C127</td>
<td>MS PowerPoint</td>
<td>1 Unit</td>
</tr>
<tr>
<td>CSCI C135</td>
<td>Beginning Adobe Acrobat</td>
<td>1</td>
</tr>
<tr>
<td>DMA C102</td>
<td>Digital Imaging with Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DMA C103</td>
<td>Digital Photo Enhancement with Photoshop</td>
<td>2</td>
</tr>
<tr>
<td>DMA C107</td>
<td>Illustration and Design with Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DMA C109</td>
<td>Desktop Publishing with InDesign</td>
<td>3</td>
</tr>
<tr>
<td>DMA C111/</td>
<td>Fundamentals of Web Development</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C181</td>
<td>Fundamentals of Web Development</td>
<td>3</td>
</tr>
<tr>
<td>DMA C130</td>
<td>Introduction to Podcasting</td>
<td>1.5</td>
</tr>
<tr>
<td>DMA C131</td>
<td>Digital Video Production</td>
<td>3</td>
</tr>
<tr>
<td>DMA C133</td>
<td>Motion Graphics with After Effects</td>
<td>3</td>
</tr>
</tbody>
</table>
Welding Technology

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

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

Complete all of the following courses (21 units):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRFT C108/</td>
<td>Reading Technical Drawings</td>
<td>3</td>
</tr>
<tr>
<td>INDT C108</td>
<td>Basic Hand Tools</td>
<td>2</td>
</tr>
<tr>
<td>MCCL C107</td>
<td>Technical Math for Trades</td>
<td>4</td>
</tr>
<tr>
<td>WELD C101</td>
<td>Oxyacetylene Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD C102</td>
<td>Shielded Metal Arc Welding</td>
<td>2</td>
</tr>
<tr>
<td>WELD C200</td>
<td>Gas Metal Arc Welding (GMAW)</td>
<td>2</td>
</tr>
<tr>
<td>WELD C201</td>
<td>Welding Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>WELD C203</td>
<td>Gas Tungsten Arc Welding (GTAW)</td>
<td>2</td>
</tr>
</tbody>
</table>

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

WELDING TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (20 units): Any student completing the courses required for the major qualifies for a certificate in Welding Technology.

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

Complete all of the following courses (12 units):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD C101</td>
<td>Oxyacetylene Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD C102</td>
<td>Shielded Metal Arc Welding</td>
<td>2</td>
</tr>
<tr>
<td>WELD C200</td>
<td>Gas Metal Arc Welding (GMAW)</td>
<td>2</td>
</tr>
<tr>
<td>WELD C201</td>
<td>Welding Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>WELD C203</td>
<td>Gas Tungsten Arc Welding (GTAW)</td>
<td>2</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Repeat Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ C060</td>
<td>Special Topics in Administration of Justice</td>
<td>3.00</td>
<td>Legally Mandated Training - Limit 98</td>
<td>These courses are designed to prepare students to attend California Peace Officer Standards and Training (POST) Basic Peace Officer Training Academy. This course does not fulfill core or elective requirements for certificates or degrees in Administration of Justice. Requisite: None. 45 hours lecture/35 hours laboratory.</td>
</tr>
<tr>
<td>ADMJ C061</td>
<td>Special Topics in Administration of Justice</td>
<td>2.00</td>
<td>Legally Mandated Training - Limit 98</td>
<td>These courses are designed to update current peace officers training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 18-40 hours lecture/54-80 hour laboratory.</td>
</tr>
<tr>
<td>ADMJ C062</td>
<td>Special Topics in Administration of Justice</td>
<td>1.00</td>
<td>Legally Mandated Training - Limit 98</td>
<td>These courses are designed to update current peace officers training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 0-24 hours lecture/0-54 hours laboratory.</td>
</tr>
<tr>
<td>ADMJ C063</td>
<td>Special Topics in Administration of Justice</td>
<td>0.50</td>
<td>Legally Mandated Training - Limit 98</td>
<td>These courses are designed to update current peace officers training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 0-16 hours lecture/0-27 hours laboratory.</td>
</tr>
<tr>
<td>ADMJ C101</td>
<td>Introduction to Administration of Justice</td>
<td>3.00</td>
<td>Non-repeatable Credit</td>
<td>This is a comprehensive course on the Criminal Justice System that includes the history and philosophy of the Administration of Justice in America. The course will explore the development of the criminal justice system, including all sub-systems, interconnectivity of the sub-systems and their role expectations, theories on crime, adjudication, punishment, rehabilitation, education and training for the continued professionalism of the entire system. 54 hours lecture.</td>
</tr>
<tr>
<td>ADMJ C105</td>
<td>Concepts of Criminal Law</td>
<td>3.00</td>
<td>Non-repeatable Credit</td>
<td>In this course students learn the historical development, philosophy, and constitutional provisions of the law and its impact within the criminal justice system. Students develop a working knowledge of legal terms and their definitions. Students look at the classification of crime and its causation. Students conduct analytical research and study of case law decisions. 54 hours lecture.</td>
</tr>
<tr>
<td>ADMJ C111</td>
<td>Principles and Procedures of the Justice System</td>
<td>3.00</td>
<td>Non-repeatable Credit</td>
<td>This course will survey and study the role and responsibilities of each segment within the justice system; including, but not limited to, law enforcement, corrections and the judicial system. Legal processes including arrest through trial, sentencing and correctional procedures. Conceptual interpretations of law as reflected in court decisions and how they impact the justice system. 54 hours lecture.</td>
</tr>
</tbody>
</table>
### ADMJ C115  Legal Aspects of Evidence
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This course is designed to provide a working knowledge of evidence, evidentiary practices and case laws that deal with the admission of evidence. Topics include origin, development and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure, kinds and degrees of evidence and the rules that govern the admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture.

### ADMJ C121  Community Relations
A/UC/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This course studies the factors that create friction between community and the criminal justice agencies. Includes the roles of Administration of Justice practitioners and agencies interrelationships and role expectations among various agencies and the public. Principal emphasis is placed upon the professional image of the criminal justice system and the development of the positive relationships between members of the criminal justice system and the public. 54 hours lecture.

### ADMJ C125  Principles of Investigation
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This course will provide students with an introduction into the ethics and legalities of criminal investigations. Topics include: fundamentals of investigation; techniques of crime scene searches; and aspects in dealing with the public, specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources and case preparation are also covered. 54 hours lecture.

### ADMJ C131  Juvenile Procedures
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This is a basic course in the sociological study of crime and its causes as it pertains to juvenile procedures and delinquency. Topics include organization, functions, and jurisdiction of juvenile agencies, processing and detention of juveniles; juvenile case disposition; juvenile status and court procedures. 54 hours lecture.

### ADMJ C142  Basic Peace Officer Academy Module III
A/CSU  5.00 Units
Prerequisite: Must successfully pass a fingerprint check through the California Department of Justice and meet the entry requirements established by the California Commission on Peace Officer Standards and Training (POST) for this course.
Repeat Status: Legally Mandated Training - Limit 98

This course provides basic instruction designed to prepare students for the performance of limited police officer duties. The curriculum is established through the requirements set by the California Commission on Peace Officer Standards and Training (P.O.S.T.), which include: introduction to law enforcement; administration of justice; criminal law; evidence; community-police relations; patrol procedures; juvenile procedures; defensive tactics; firearms; First Aid/CPR; vehicle operations; domestic violence and related topics. 45 hours lecture/135 hours laboratory.

### ADMJ C145  Basic Peace Officer Training Academy
A/CSU  20.00 Units
Limitation on Enrollment: Prospective students will need to go through the selection process given by the course certification holder, the Kern County Sheriff's Department.
Repeat Status: Legally Mandated Training - Limit 98

This course is designed to fulfill the training requirements established by the California Commission on Peace Officer Standards and Training (POST) for basic peace officer training. 90 hours lecture/810 hours laboratory.

### ADMJ C151  Introduction to Corrections
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This course is to give students an overview of the role correction’s plays within the criminal justice system. The course focus is on such topics as: incarceration; alternatives to incarceration; rehabilitation of inmates; juvenile offenders; and legal issues that influence the day-to-day operations of correctional institutions. 54 hours lecture.
ADMJ C202  Field Training Program  
A/N/CSU 11.50 Units  
Prerequisite: Completion of the State of California Peace Officer Training Academy  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  

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

ADMJ C211  Concepts of Enforcement Services  
A/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  

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

ADMJ C215  Patrol Procedures  
A/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  

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 C230  Forensic Crime Scene Investigation  
A/CSU 4 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  

This course enables students to attain a comprehensive understanding of the processes used to respond to, secure, document and collect evidence at a crime scene. The legal, ethical, and practical issues involving crime scene investigations are covered in great detail. The coursework includes identifying and working a crime scene in the field. 54 hours lecture/54 hours laboratory.

AMERICAN SIGN LANGUAGE

ASL C100  Deaf History  
A/UC/CSU 3.00 Units  
Repeat Status: Non-repeatable Credit  

This course is about studying American Deaf culture; its historical and cultural characteristics, values, and dynamics; its psychological and social impacts upon the lives of Deaf people; Deaf education; and modern-day perspectives. The focus is on the cultural diversity of the Deaf community within the context of personal and social development, and how this culture has been influenced by forces such as population, resources, social organization, technology, and ideology. 54 hours lecture.

ASL C101  American Sign Language I  
A/UC/CSU 4.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  

This course is an introduction to American Sign Language (ASL), a visual-gesture language used by the deaf community in the United States and Canada, and more importantly, focuses on the development of basic conversation skills emphasizing the culture and history of ASL through in-class and out-of-class requirements. 72 hours lecture.

ASL C102  American Sign Language II  
A/UC/CSU 4.00 Units  
Prerequisite: ASL C101  
Repeat Status: Non-repeatable Credit  

Students continue to develop and enhance their proficiency in American Sign Language (ASL) usage and knowledge of deaf history and culture. This course encourages students' communicative competency with emphasis on vocabulary and expressive skills through in-class and out-of-class requirements. 72 hours lecture.
### ANTHRAX C201 Intermediate American Sign Language I
- A/UC/CSU: 4.00 Units
- Prerequisite: ASL C102
- Repeat Status: Non-repeatable Credit

This course is designed for students to acquire communicative competency in ASL. The course promotes the shifting from comprehension to production of ASL. With expanded vocabularies and grammatical patterns being exposed, the students continue to develop their ASL competencies in numerous conversational settings. The main emphasis is to bring the student's ASL fluency to a point of self-generated ASL for the purpose of furthering language use in ASL. Deaf culture and Deaf community are studied as it relates to the course. 72 hours lecture.

### ANTHROPOLOGY

#### ANTH C111 Cultural Anthropology
- A/UC/CSU: 3.00 Units
- Advisory: Reading Level 1, Writing Level 1
- Repeat Status: Non-repeatable Credit

This course analyzes social and cultural factors of human behavior in the recent past and present. Students will compare and contrast cultural traditions, practices and beliefs, and discuss the associated environmental and social factors that shape human cultures. 54 hours lecture.

#### ANTH C121 Physical Anthropology
- A/UC/CSU: 3.00 Units
- Advisory: Reading Level 1, Writing Level 1
- Repeat Status: Non-repeatable Credit

This course examines humans as biological organisms from an evolutionary perspective. Areas covered include concepts, methods, findings, and issues in the study of the order primates, including relationships between fossil monkeys, apes and humans, and the significance of genetic diversity between modern populations. 54 hours lecture.

### ARABIC

#### ARAB C101 Elementary Arabic I
- A/UC/CSU: 5.00 Units
- Advisory: Reading Level 1, Writing Level 1
- Repeat Status: Non-repeatable Credit

This is an introductory course where students learn basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level as well as learning about the culture and civilization of the Arabic-speaking world. 90 hours lecture.

### ART

#### ART C101 Introduction to Art
- A/UC/CSU: 3.00 Units
- Advisory: CSCI C070, Reading Level 1, Writing Level 2
- Repeat Status: Non-repeatable Credit

Introduction to Art provides the student with a general overview of art history, develops skills in the critical evaluation of art, and encourages the development of personal aesthetics. In addition, the student is given studio art experiences dealing with various studio media in order to reinforce the concepts presented. 27 hours lecture/81 hours laboratory.

#### ART C105 History of Western Art I
- A/UC/CSU: 3.00 Units
- Advisory: Reading Level 1, Writing Level 2
- Repeat Status: Non-repeatable Credit

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

#### ART C106 History of Western Art II
- A/UC/CSU: 3.00 Units
- Advisory: Reading Level 1, Writing Level 2
- Repeat Status: Non-repeatable Credit

Historical development of painting, sculpture and architecture from Giotto (1300) to the present. This course focuses on the important contributions of Western art upon the world scene. Field trips optional. 54 hours lecture.
ART C106H  History of Western Art II – Honors  4.00 Units
A/UC/CSU  Advisories: Reading Level 1, Writing Level 2
Repeat Status: Non-repeatable Credit

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

ART C111  Two Dimensional Design  3.00 Units
A/UC/CSU  Repeat Status: Non-repeatable Credit

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

ART C115  3-Dimensional Design  3.00 Units
A/UC/CSU  Repeat Status: Non-repeatable Credit

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

ART C121  Drawing I  3.00 Units
A/UC/CSU  Advisories: Reading Level 1, Writing Level 2
Repeat Status: Activity/Other Repeatable - Limit 3

This is an introductory studio course in representational and experimental drawing with a focus on historical and contemporary drawing styles, concepts, and drawing materials. This class helps the student develop an understanding of the use of black and white drawing media. Students develop perceptual skills that enable them to draw from direct observation and for personal artistic expression. 27 hours lecture/81 hours laboratory.

ART C131  Painting I  3.00 Units
A/UC/CSU  Advisories: Reading Level 1, Writing Level 2
Repeat Status: Non-repeatable Credit

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

ART C141  Ceramics I  3.00 Units
A/UC/CSU  Advisories: Reading Level 1, Writing Level 2
Repeat Status: Non-repeatable Credit

This is a beginning level studio course which introduces the student to ceramic materials and the methods of processing ceramic materials into finished projects. Instruction is directed toward both art and craft, traditional and contemporary. 27 hours lecture/81 hours laboratory.

ART C151  Sculpture I  3.00 Units
A/UC/CSU  Advisories: Reading Level 1, Writing Level 2
Repeat Status: Activity/Other Repeatable - Limit 3

This course is an introduction to sculptural concepts, processes and techniques. Modern materials and their relationship to design, form, and three-dimensional space is investigated. Students develop perceptual skills that enable them to create sculptures for personal artistic expression. 27 hours lecture/81 hours laboratory.

ART C165  Photography I  3.00 Units
A/UC/CSU  Advisories: Reading Level 1, Writing Level 2
Repeat Status: Non-repeatable Credit

This course provides an introduction to the technical and aesthetics aspects of photography in a fine arts context. Special attention is given to the relationships between photography, other art forms and culture. Students learn to operate a camera, develop film and print black and white photographs. 27 hours lecture/81 hours laboratory.

ART C221  Drawing III  3.00 Units
A/UC/CSU  Prerequisite: ART C121
Repeat Status: Activity/Other Repeatable - Limit 3

This is an advanced studio course in representational and experimental drawing with a focus on historical and contemporary drawing styles, concepts, and drawing materials. This class helps the student develop an advanced understanding of the use of black and white drawing media. Students expand perceptual skills that enable them to draw from direct observation and for personal artistic expression. 27 hours lecture/81 hours laboratory.

ART C231  Painting II  3.00 Units
A/UC/CSU  Prerequisite: ART C131
Repeat Status: Non-repeatable Credit

This course provides students opportunities for advanced projects in painting. 27 hours lecture/81 hours laboratory.
ART C240  Ceramics II
A/N/CSU  3.00 Units
Prerequisite: ART C141
Repeat Status: Non-repeatable Credit
This course provides an opportunity for advanced work in basic ceramic techniques, glaze and clay formulation, and kiln firing. 27 hours lecture/81 hours laboratory.

ART C265  Photography II
A/CSU  3.00 Units
Prerequisite: ART C165
Repeat Status: Activity/Other Repeatable - Limit 3
A continuation of study in the aesthetics and technology of black and white photography in a fine arts context. Students refine black and white darkroom techniques and learn advanced printing techniques. 27 hours lecture/81 hours laboratory.

AUTOMOTIVE TECHNOLOGY

AUTO C111  Engine Performance
A/CSU  5.50 Units
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Legally Mandated Training - Limit 98
This course presents the principles and theory underlying the design, construction and operation of the automobile’s fuel system and related components, and emission control fundamentals. 27 hours lecture/216 hours laboratory.

AUTO C115  Electrical Systems
A/CSU  5.50 Units
Advisory: Reading Level 2, Writing Level 2
Repeat Status: Legally Mandated Training - Limit 98
This course presents the principles and theories underlying the design, construction and operation of the automobile’s electrical systems. Students learn to diagnose, test, adjust and repair electrical system components. This course prepares students for Automotive Service Excellence (ASE) testing in electrical systems. 45 hours lecture/162 hours laboratory.

AUTO C121  Brakes
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Legally Mandated Training - Limit 98
This course presents the principles and theories underlying the design, construction, function and operation of the automotive brake system. This course prepares students for ASE testing in brake systems. 18 hours lecture/108 hours laboratory.

AUTO C125  Automotive Suspension and Steering
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Legally Mandated Training - Limit 98
This course presents the principles and theory underlying the diagnosis, repair and maintenance of the suspension system, including wheel bearings, tires and shocks. 18 hours lecture/108 hours laboratory.

AUTO C131  Air Conditioning and Heating Systems
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Legally Mandated Training - Limit 98
This course provides practical experience in the diagnosis, repair, adjustment and maintenance of automotive comfort and ventilating systems. 36 hours lecture/54 hours laboratory.

AUTO C135  Auto Transmission and Transaxle Systems
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Legally Mandated Training - Limit 98
This course focuses on the development of skills in removing and replacing, repairing, adjusting and servicing drive train components in automatic transmissions. 18 hours lecture/108 hours laboratory.

AUTO C141  Manual Drive Train and Axles
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Legally Mandated Training - Limit 98
This course focuses on the development of skills in removing and replacing, repairing, adjusting and servicing drive train components including clutches, manual transmissions and linkage, universal joints, drive line bearings and differentials. 27 hours lecture/81 hours laboratory.

AUTO C145  Engine Repair
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Legally Mandated Training - Limit 98
This course focuses on the development of the skills and knowledge required to remove, rebuild, and replace an engine back to its original condition. 18 hours lecture/108 hours laboratory.
AUTO C151  Hybrid and Alternative Fuels
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

This course is an introduction to fundamentals of hybrid and alternative fuel vehicles and their role in today’s carbon based society. The difference between AC/DC motors versus gasoline engines will be explored. Unique safety and service procedures for hybrid vehicles is also emphasized. 36 hours lecture/54 hours laboratory.

BIOLOGY

BIOL C101  Principles of Biology
A/UC/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

This course provides a biological survey for non-majors. Topics cover principles of organization, cell structure and function, metabolism, genetics, organ systems of plants and animals, ecology, evolution, and biodiversity. 54 hours lecture.

BIOL C101H  Principles of Biology Honors
A/UC/CSU  4.00 Units
Prerequisite:  Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.
Advisory:  Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

This course provides a biological survey for non-majors. Topics cover principles of organization, cell structure and function, metabolism, genetics, organ systems of plants and animals, ecology, evolution, and biodiversity. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

BIOL C105  Concepts of Biology
A/UC/CSU  4.00 Units
Advisory:  Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

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. 54 hours lecture/54 hours laboratory.

BIOL C105H  Concepts of Biology Honors
A/UC/CSU  5.00 Units
Prerequisite:  Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.
Advisory:  Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

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. 72 hours lecture/54 hours laboratory.

BIOL C111  General Biology I
A/UC/CSU  5.00 Units
Prerequisite:  MATH C055
Advisory:  Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

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

BIOL C111H  General Biology I Honors
A/UC/CSU  6.00 Units
Prerequisite:  Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.
Advisory:  Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

This is an introductory course for students majoring in biological sciences and related subjects. The course covers: principles of cell biology, metabolism, biochemistry, molecular biology, genetics, and physiology. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 90 hours lecture/54 hours laboratory.

BIOL C112  General Biology II
A/UC/CSU  5.00 Units
Prerequisite:  MATH C055
Advisory:  Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

This is an introductory course for students majoring in biological sciences and related subjects. The course covers: evolutionary biology, phylogenetics and biodiversity, anatomy and physiology of plants, and ecology. 72 hours lecture/54 hours laboratory.
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BIOL C112H  General Biology II Honors
A/UC/CSU  6.00 Units

Prerequisite:  MATH C055
Advisory:  Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

This is an introductory course for students majoring in biological sciences and related subjects. The course covers Evolutionary Biology, Phylogenetics and Biodiversity, Anatomy and Physiology of Plants, and Ecology. The Honors Section will also cover a subset of these topics in greater depth beyond the scope of Biology C112. 90 hours lecture/54 hours laboratory.

BIOL C121  Survey of Anatomy and Physiology
A/UC/CSU  3.00 Units

Advisory:  Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

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

BIOL C122  Survey of Anatomy and Physiology Laboratory
A/UC/CSU  1.00 Unit

Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

BIOL C141  Environmental Studies
A/UC/CSU  3.00 Units

Advisory:  Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

This course is an introduction to environmental science as a branch of the sciences and its relation to the field of science including the scientific method. It explores human interactions with the environment and their consequences for living and nonliving systems. Topics include ecologic principles, environmental resources and ways of protecting these resources. Critical evaluation of environmental issues and problems is a focus of this course. 54 hours lecture.

BIOL C142  Environmental Studies Laboratory
A/UC/CSU  1.00 Unit

Co-requisite:  BIOL C141 or concurrent enrollment
Repeat Status:  Non-repeatable Credit

This course is a hands-on introduction to environmental science as a branch of the sciences including the scientific method and its relation to the field of science. It focuses on experimental design, sampling methods, data gathering and analysis in the context of the environmental sciences. Lab, field and computer tools will be used to study concepts such as natural selection, human population growth, climate change, and biodiversity. Critical evaluation of environmental issues, problems and policy is a focus of this course. Field trips required. 54 hours laboratory.

BIOL C251  Human Anatomy
A/UC/CSU  4.00 Units

Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

This course will study the microscopic and gross anatomy of body systems including skeletal, muscular, nervous, circulatory, lymphatic, respiratory, digestive, urinary, endocrine, reproductive and integumentary systems. This course is intended for students majoring in nursing and medical sciences. 54 hours lecture/54 hours laboratory.

BIOL C255  Human Physiology
A/UC/CSU  4.00 Units

Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

This course covers physiology of bone, muscle, nerve, circulation, respiration, digestion, excretion, reproduction and endocrine physiology. This is an introductory course with special emphasis for health careers majors. 54 hours lecture/54 hours laboratory.

BIOL C261  General Microbiology
A/UC/CSU  4.00 Units

Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

This course offers an introduction to major topics and sub-disciplines in microbiology including microbial diversity and classification, microbial anatomy and physiology, microbial genetics, microbial ecology, medical microbiology and immunology, epidemiology and public health, and biotechnology. The course is designed for students interested in health careers. 36 hours lecture/108 hours laboratory.
BUSINESS ADMINISTRATION

**BSAD C070  Business Mathematics**  
A  3.00 Units  
*Advisory: Math Level 3*  
*Repeat Status: Non-repeatable Credit*

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

**BSAD C072  Introduction to Accounting**  
A  3.00 Units  
*Advisory: BSAD C070, Reading Level 1, Writing Level 2*  
*Repeat Status: Non-repeatable Credit*

This course covers basic accounting concepts and procedures required to complete an accounting cycle. Account types, (assets, liabilities, equity, revenue, expenses) as well as procedures for bank reconciliation, petty cash, and payroll are introduced. Learners complete business transactions from day-to-day record keeping to closing entries and preparation of year end documents balance sheet, income statement, and statement of owner’s equity for a sample merchandising business. 36 hours lecture, 54 hour laboratory.

**BSAD C080  Special Topics in Business**  
A  0.50 Units  
*Repeat Status: Activity/Other Repeatable - Limit 3*

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

**BSAD C081  Special Topics in Business**  
A  1.00 Units  
*Repeat Status: Activity/Other Repeatable - Limit 3*

In this course students will learn concepts and develop skills and techniques in the selected topic. 18 hours lecture.

**BSAD C083  Special Topics in Business**  
A  3.00 Units  
*Repeat Status: Activity/Other Repeatable - Limit 3*

In this course students will learn concepts and develop skills and techniques in the selected topic. 54 hours lecture.

**BSAD C086  Special Topics in Business**  
A  1.00 Units  
*Repeat Status: Activity/Other Repeatable - Limit 3*

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

**BSAD C100  Introduction to Business**  
A/CSU  3.00 Units  
*Advisory: Reading Level 1, Writing Level 1*  
*Repeat Status: Non-repeatable Credit*

This is a survey course introducing the nature and scope of business. Fields of business that will be introduced include management, operations, ethics, human resources, marketing, information systems and accounting. This course is recommended as the first business course for all business majors. 54 hours lecture.

**BSAD C101  Financial Accounting**  
A/UC/CSU  4.00 Units  
*Advisory: BSAD C072, Math Level 3*  
*Repeat Status: Non-repeatable Credit*

This course introduces transaction analysis and reporting accounting information. Students examine accounting theory and the procedures of the accounting cycle. Emphasis is on preparing financial statements and interpreting results. 72 hours lecture.

**BSAD C102  Managerial Accounting**  
A/UC/CSU  4.00 Units  
*Prerequisite: BSAD C101*  
*Repeat Status: Non-repeatable Credit*

This course focuses on analyzing and reporting accounting data for use in management planning, control and decision-making. Students examine cost systems, manufacturing systems, budgeting, and financial statement preparation and analysis. 72 hours lecture.

**BSAD C110  Introduction to Personal Finance**  
A/CSU  3.00 Units  
*Advisory: Reading Level 1, Writing Level 1, Math Level 2*  
*Repeat Status: Non-repeatable Credit*

This course introduces students to the principles of personal financial management. Topics include budgeting, career decisions, tax structure, consumer credit, insurance and retirement, purchasing decisions, savings, and investment. 54 hours lecture.
BSAD C131  Business Law I  
A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  

This course introduces students to the legal environment of business and the American legal system. Students examine contracts in depth and agency law. The course includes a study of the governmental regulation of business and the relationship between administrative/legislative (state and federal) law, and business ethics. 54 hours lecture.

BSAD C141  Human Relations in Business  
A/CSU  3.00 Units  
Advisory: BSAD C100, Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  

Using a behavioral science approach, students gain an understanding of human relations in the business environment. Emphasis is placed on elements of job applications and job advancement, motivation, people-to-people relationships, effective communication, and techniques of leadership on the job. Case studies, experiential exercises, and projects are used to assist the students in understanding the material. 54 hours lecture.

BSAD C145  Business Communication  
A/CSU  3.00 Units  
Advisory: CSCI C121; Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  

This course presents the principles and techniques of effective written and oral business communications. Students will discuss, critique, and practice business-writing strategies to produce messages, letters, reports, and presentations, while developing critical thinking skills. Business communication in a global environment is also emphasized. 54 hours lecture.

BSAD C152  Managing Diversity in the Workplace  
A/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  

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

BSAD C155  Human Resource Management  
A/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1, Math Level 2  
Repeat Status: Non-repeatable Credit  

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

BSAD C171  Introduction to Marketing  
A/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1, Math Level 2  
Repeat Status: Non-repeatable Credit  

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

BSAD C180  Entrepreneurship: Small Business Management  
A/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  

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

BSAD C201  Business Ethics  
A/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  

This course provides an introduction to the study of business ethics using a theoretical and applications approach. Development of critical thinking skills to understand what constitutes ethical behavior and appropriate standards of conduct are emphasized. Students develop a framework for evaluating information, values, and assumptions to make informed ethical decisions in a global business environment. 54 hours lecture.
BSAD C211  E-Commerce  
A/CSU  3.00 Units  
Advisory: BSAD C100, CSCI C101  
Repeat Status: Non-repeatable Credit  
This course provides students with a foundation in business and marketing principles as applied to e-commerce and examines numerous models for advertising and selling products, media, and services. Topics include business-to-business, business-to-consumer, eLearning, and mobile computing applications and support services. Marketing strategies, including search engine optimization and emerging digital media and mobile advertising campaigns are also examined. 54 hours lecture.

BSAD C212  International Business  
A/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  
This course provides a comprehensive overview of international business, including a global perspective of international trade, foreign investments, financial markets, international marketing, and the operation of multinational corporations. 54 hours lecture.

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

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

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

BUSINESS OFFICE TECHNOLOGY

BSOT C080  Special Topics - Business Office Technology  
A  0.50 Units  
Repeat Status: Activity/Other Repeatable - Limit 3  
In this course students will learn concepts and develop skills and techniques in the selected topic. 9 hours lecture.

BSOT C081  Special Topics: Business Office Technology  
A  1.00 Unit  
Repeat Status: Activity/Other Repeatable - Limit 3  
In this course students will learn concepts and develop skills and techniques in the selected topic. 18 hours lecture.

BSOT C083  Special Topics: Business Office Technology  
A  3.00 Units  
Repeat Status: Activity/Other Repeatable - Limit 3  
In this course students will learn concepts and develop skills and techniques in the selected topic. 54 hours lecture.

BSOT C086  Special Topics: Business Office Technology  
A  1.00 Unit  
Repeat Status: Activity/Other Repeatable - Limit 3  
In this course students will learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates or degrees in Business Office Technology. 9 hours lecture/27 hours laboratory.
BSOT C127  MS PowerPoint  
A/CSU  
1.00 Unit  
Advisory: CSCI C070 or CSCI C101 and CSCI C121  
Repeat Status: Non-repeatable Credit  

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.

BSOT C131  Basic Computer Keyboarding  
A/CSU  
1.00 Unit  
Co-requisite: CSCI C070  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  

Learners are introduced to a computer keyboard with an emphasis on skill-building correct touch typing techniques for alphanumeric, symbol, and punctuation keys. A foundation for keyboarding speed and accuracy is developed. 9 hours lecture/27 hours laboratory.

BSOT C132  Intermediate Computer Keyboarding  
A/CSU  
1.00 Unit  
Advisory: BSOT C131  
Repeat Status: Non-repeatable Credit  

Learners in this course build on a basic keyboarding foundation with correct touch typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-Key numeric keypad. Skill-building includes introductory formatting of documents. Successful completion of this class will result in minimum keyboarding speed of 30 wpm net. 9 hours lecture/27 hours laboratory.

BSOT C133  Advanced Computer Keyboarding  
A/CSU  
1.00 Unit  
Advisory: BSOT C132  
Repeat Status: Non-repeatable Credit  

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

BSOT C154  Office Personnel Seminar  
A/CSU  
3.00 Unit  
Advisory: BSAD C145, CSCI C151  
Repeat Status: Non-repeatable Credit  

Capstone course designed to integrate and refine office skills. Students gain skills in communication, information processing, time management, ethics, records management, administrative procedures, customer service, and job search. The workplace of today as well as team work, problem-solving, and decision-making skills will be emphasized. 54 hours lecture.

CHEMISTRY  

CHEM C101  Introduction to Chemistry  
A/UC/CSU  
4.00 Units  
Prerequisite: MATH C055  
Repeat Status: Non-repeatable Credit  

This course covers measurement and units in chemistry, properties of matter, the structure of the atom, inorganic compounds, the periodic table, calculations from balanced chemical equations, basic chemical bonding, the ideal gas law and properties of water and other liquids. 54 hours lecture/54 hours laboratory.

CHEM C111  General Inorganic Chemistry I  
A/UC/CSU  
5.00 Units  
Prerequisite: MATH C055  
Repeat Status: Non-repeatable Credit  

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

CHEM C113  General Inorganic Chemistry II  
A/UC/CSU  
5.00 Units  
Prerequisite: CHEM C111  
Repeat Status: Non-repeatable Credit  

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

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

CHEM C221  Organic Chemistry I
A/UC/CSU  5.00 Units
Prerequisite: CHEM C111
Repeat Status: Non-repeatable Credit

This course covers structure and bonding, polar bonds, alkanes, cycloalkanes, stereochemistry, synthesis, structure and reactivity of alkenes, synthesis, structure and reactivity of alkynes, handedness in chemistry, synthesis, structure and reactivity of alkyl halides, carbocations, the concept of resonance, nucleophilic substitutions and eliminations, basic biochemistry, mass spectrometry, infrared, nuclear magnetic resonance and ultraviolet spectroscopy and aromaticity. This Organic Chemistry for Majors I course is taught according to standards developed by the American Chemical Society. 72 hours lecture/54 hours laboratory.

CHEM C223  Organic Chemistry II
A/UC/CSU  5.00 Units
Prerequisite: CHEM C221
Repeat Status: Non-repeatable Credit

This course covers the chemistry of aromatic compounds, alcohols, thiols, ethers, epoxides and sulfides, aldehydes, ketones, carboxylic acid and carboxylic acid derivatives, amino acids, proteins, amines, phenols, carbohydrates, lipids, heterocycles, polymers, biological systems. Pericyclic carbonyl condensation, alpha substitution and other reaction mechanisms are also covered. This course is designed for students who will major in Chemistry, Chemical Engineering or related field. The honors course provides more content and requires greater intensity and depth of study than the non-honors Organic Chemistry class. 90 hours lecture/54 hours laboratory.

CHILD DEVELOPMENT

CHDV C080  Child Development Conference
A  1.00 Unit
Repeat Status: Activity/Other Repeatable - Limit 98

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

CHDV C081  Special Topics in Child Development
A  1.00 Unit
Repeat Status: Activity/Other Repeatable - Limit 98

This course allows those who are interested or currently working in the field of Child Development to gain professional growth experience in accordance with the Permit Matrix. A series of seminars and workshops are designed each semester to introduce those who are new to the field as well as the rejuvenate those who are experienced in the field. Current local, state, and national issues will be covered. Certificates of completion for Professional Growth will be available. 18 hours lecture.
CHDV C082  Special Topics in Child Development
A  2.00 Units
Repeat Status: Activity/Other Repeatable - Limit 98
This course allows those who are interested or currently working in the field of Child Development to gain professional growth experience in accordance with the Permit Matrix. A series of seminars and workshops are designed each semester to introduce those who are new to the field as well as to rejuvenate those who are experienced in the field. Current local, state, and national issues will be covered. Certificates of completion for Professional Growth will be available. 36 hours lecture.

CHDV C083  Special Topics in Child Development
A  3.00 Units
Repeat Status: Activity/Other Repeatable - Limit 98
This course allows those who are interested or currently working in the field of Child Development to gain professional growth experience in accordance with the Permit Matrix. A series of seminars and workshops are designed each semester to introduce those who are new to the field as well as to rejuvenate those who are experienced in the field. Current local, state, and national issues will be covered. Certificates of completion for Professional Growth will be available. 54 hours lecture.

CHDV C084  Special Topics in Child Development
A  0.50 Units
Repeat Status: Activity/Other Repeatable - Limit 98
This course allows those who are interested or currently working in the field of Child Development to gain professional growth experience in accordance with the Permit Matrix. A series of seminars and workshops are designed each semester to introduce those who are new to the field as well as to rejuvenate those who are experienced in the field. Current local, state, and national issues will be covered. Certificates of completion for Professional Growth will be available. 9 hours lecture.

CHDV C100  Principles and Practices of Teaching Young Children
A/N/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit
This course provides an examination of the underlying theoretical principles of developmentally appropriate practices applied to programs and environments emphasizing the key role of relationships, constructive adult-child interactions and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. Students may be required to observe children in a group setting. 54 hours lecture.

CHDV C102  Materials and Curriculum
A/N/CSU  3.00 Units
Advisory: CHDV C100, Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit
This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine a teacher’s role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. Students may be required to observe children in a group setting. (Formerly CHDV C143) 54 hours lecture.

CHDV C104  Child, Family and Community
A/UC/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit
This course examines the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development are highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. (Formerly CHDV C115) 54 hours lecture.
CHDV C105  Introduction to Infant Development  
A/CSU  3.00 Units  
Advisory:  Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  
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 C106  Child Growth and Development  
A/N/CSU  3.00 Units  
Advisory:  CHDV C100, Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  
This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. (Formerly CHDV C101) 54 hours lecture.

CHDV C107  School Age Development  
A/CSU  3.00 Units  
Advisory:  Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  
This course provides information on school-age developmental needs and stages, techniques for interacting positively and effectively with children and ideas to assist in meeting the wide range of children's needs. The design of schedules, policies, the environment and activities are based upon the understanding of children's development, special needs and cultural background. 54 hours lecture.

CHDV C111  Principles of Child Guidance  
A/CSU  3.00 Units  
Advisory:  Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  
This course introduces positive and effective approaches for guiding children's behavior in the classroom and family settings. 54 hours lecture.

CHDV C121  Health, Safety, and Nutrition  
A/CSU  3.00 Units  
Advisory:  Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  
This course will discuss health and safety issues in early childhood education and family day care settings. Topics include pediatric first aid and CPR, preventative health practices, control of infectious disease, injury prevention, nutrition, sanitation, emergency preparedness, child abuse and children with special needs. 54 hours lecture.

CHDV C122  Community CPR and First Aid  
A/CSU  0.50 Units  
Advisory:  Reading Level 1, Writing Level 1  
Repeat Status:  Legally Mandated Training - Limit 98  
In this course students gain working knowledge and skills for emergency action principles, wounds, shock, poisoning, burns splintering, diabetic emergencies, infection, heart attack, temperature extremes, transportation, and bandaging. This is an American Red Cross course. The instructor is responsible for filing the proper forms with the American Red Cross office and for requesting the appropriate cards for the students upon completion of the course. 10 hours lecture.

CHDV C125  Diversity in Education  
A/CSU  3.00 Units  
Advisory:  Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  
This course examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Students will explore various classroom strategies, emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. This course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. 54 hours lecture.

CHDV C145  Language and Literature  
A/CSU  3.00 Units  
Advisory:  One development course (CHDV C101, CHDV C105, or CHDV C107); Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  
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.
This course delves into the intricacies of play in the classroom and how children use play to develop meaning. Special emphasis will be placed on building play into the curriculum for children aged birth to school-age. 54 hours lecture.

**CHDV C200 Observation and Assessment**

A/CSU 3.00 Units

Prerequisite: 15 Units of CHDV courses: CHDV C100, CHDV C102, CHDV C104, one developmental course (CHDV C105, CHDV C106 or CHDV C107); one curriculum course (CHDV C125, CHDV C145 or CHDV C149)

Repeat Status: Non-repeatable Credit

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

**CHDV C203 Practicum - Field Experience**

A/CSU 3.00 Units

Prerequisite: CHDV C100; CHDV C102; CHDV C104; CHDV C125; CHDV C105 or CHDV C106 or CHDV C107; CHDV C145 or CHDV C149 and CHDV C200.

Repeat Status: Non-repeatable Credit

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

**CHDV C241 The Exceptional Child: Nature and Nurture**

A/CSU 3.00 Units

Advisory: Reading Level 1, Writing Level 1

Repeat Status: Non-repeatable Credit

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

**CHDV C251 Administration of Child Development Programs I**

A/CSU 3.00 Units

Advisory: Reading Level 1, Writing Level 1

Repeat Status: Non-repeatable Credit

Students are introduced to the principles, techniques and methods for the efficient administration of child development programs. Topics covered include: budgeting, personnel leadership and management, health and safety, facility design and layout, and regulations including Title 5 of the California Education Code, Title 22 of the California Code of Regulations and California Health and Safety Code. Students may be required to observe children in a group setting. 54 hours lecture.
CHDV C252  Administration of Child Development Programs II
A/CSU  3.00 Units

Prerequisite: Completion of 9 units of Child Development course work including CHDV C251
Repeat Status: Non-repeatable Credit

Child Development program administrators are managers responsible for providing oversight for all program operations, as well as leadership in child development and the greater community. This course emphasizes the principles, techniques and methods for creating and maintaining a caring, cooperative workplace that respects human dignity, promotes professional satisfaction, and models positive relationships. 54 hours lecture.

CHDV C281  Adult Supervision
A/CSU  3.00 Units

Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

The course addresses adult supervision and leadership in the Child Development profession. The course will provide background on leadership and the roles leaders assume using principles from business applied specifically to the business of child care and development. The course will provide step-by-step information and ideas for an effective supervisory program with special attention to staff orientation. Finally, the course will explore the leader’s role as change agent and professional. 54 hours lecture.

COMPUTER SCIENCE

CSCI C001  Computer Skills Lab
X  0.00 Units

Repeat Status: Activity/Other Repeatable - Limit 98

The computer skills lab enables students to build computer literacy and information competency skills. 640 hours open laboratory.

CSCI C070  Computer Literacy
A  1.00 Unit

Advisory: Reading Level 2
Repeat Status: Non-repeatable Credit

This hands-on course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging and Internet browsing and searching. This course includes a brief introduction to industry standard word processing, spreadsheet, and presentation application programs. Computer terminology and identification of fundamental hardware and software applications is introduced. 9 hours lecture/27 hours laboratory.

CSCI C079  Special Topics Computer Science
A  0.50 Units

Repeat Status: Activity/Other Repeatable - Limit 3

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

CSCI C081  Special Topics Computer Science
A  1.00 Unit

Repeat Status: Activity/Other Repeatable - Limit 3

In this course students will learn concepts and develop skills and techniques in the selected topic. 18 hours lecture.

CSCI C083  Special Topics Computer Science
A  3.00 Unit

Repeat Status: Activity/Other Repeatable - Limit 3

In this course students will learn concepts and develop skills and techniques in the selected topic. 54 hours lecture.

CSCI C086  Special Topics in Computer Science
A  1.00 Unit

Repeat Status: Activity/Other Repeatable - Limit 3

This course does not fulfill core or elective requirements for certificates or degree in Computer Science. 9 hours lecture/27 hours laboratory.

CSCI C101  Introduction to Computer Information Systems
A/UC/CSU  3.00 Units

Advisory: CSCI C070, Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This survey class introduces the learner to uses of computers in business and society through exploration of hardware, software, file management, networks, digital media, the Internet, web page creation and business software. Context and issues related to the computer industry as well as information systems and design are presented. Projects include writing and presenting on a relevant topic utilizing business software and research skills developed in class. 36 hours lecture/54 hours laboratory.
### CSCI C121  Beginning Word
A/CSU 1.00 Unit
Advisory: Reading Level 1, Writing Level 1, CSCI C070
Repeat Status: Non-repeatable Credit

This hands-on computer course is designed to provide basic understanding of word processing concepts using Microsoft Word. Learners create, edit, and format documents including business letters, multiple-page reports, newsletters, and cover letters. This course begins preparation for the Microsoft Application Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

### CSCI C123  Beginning Excel
A/CSU 1.00 Unit
Advisory: Reading Level 1, Writing Level 1, CSCI C070
Repeat Status: Non-repeatable Credit

This hands-on computer course is designed to provide a basic understanding of spreadsheets. Spreadsheet design, creation, revision, formatting and printing are covered. Students will create basic sales or expense reports, family budgets and basic business related spreadsheet documents using Microsoft Excel features and functions. This course begins preparation for the Microsoft Office Specialist certification exam for Excel. 9 hours lecture/27 hours laboratory.

### CSCI C125  Beginning Access
A/CSU 1.00 Unit
Advisory: Reading Level 1, Writing Level 2, CSCI C070
Repeat Status: Non-repeatable Credit

This hands-on computer course is designed to provide an intermediate understanding of database programs. Fundamental relational database design and management as well as building and editing basic tables, forms, queries, and reports is introduced. This course begins preparation for the core level Microsoft Access Office Specialist certification exam. 9 hours lecture/27 hours laboratory.

### CSCI C129  Microsoft Outlook
A/CSU 1.00 Unit
Advisory: CSCI C070, Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This course introduces students to personal management software integrating electronic mail, contact information, task features, a journal, and scheduling with the calendar functions. 9 hours lecture/27 hours laboratory.

### CSCI C135  Beginning Adobe Acrobat
A/CSU 1.00 Unit
Advisory: CSCI C070, Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This is a hands-on microcomputer course designed to provide basic understanding of Adobe Acrobat®. Topics include creating portable document files (PDF), working with PDF files, as well as annotation and editing of files. 9 hours lecture/27 hours laboratory.

### CSCI C140  A+ Essential Skills for Computers
A/CSU 2.00 Units
Advisory: CSCI C101
Repeat Status: Non-repeatable Credit

This course emphasizes a fundamental technical understanding of personal computer hardware, setup, maintenance, and installation in a personal workgroup environment. This course prepares a student for the CompTIA A+ essentials exam for entry level IT Technicians and services as a building block for further certification oriented technical training. 18 hours lecture/54 hours laboratory.

### CSCI C141  A+ Standard Skills for IT Technicians
A/N/CSU 2.00 Units
Advisory: CSCI C140
Repeat Status: Non-repeatable Credit

This course builds upon the technical understanding of professional computer support and develops competency for troubleshooting in a corporate network environment. This course prepares a student for the CompTIA A+ 220-602 exam for IT Technicians. 18 hours lecture/54 hours laboratory.

### CSCI C143  Network + Fundamentals of Network Technologies
A/N/CSU 3.00 Units
Advisory: CSCI C141 or 1 year equivalent networking experience
Repeat Status: Non-repeatable Credit

This course emphasizes the fundamental technical understanding of computer networks. Network+ is a globally recognized certificate to validate a student’s proficiency installing, configuring and troubleshooting basic network hardware, protocols and services. A successful candidate is prepared to take the Network+ certification exam. This course is ideal for prospective candidates in network administration and/or further training in Microsoft, Linux, and/or network routing and switching. 36 hours lecture/54 hours laboratory.
CSCI C146  Security + Fundamentals of Network Security
A/N/CSU  3.00 Units
Advisory: CSCI C143 or 2 years equivalent experience in the Information Technology field
Repeat Status: Non-repeatable Credit

This course emphasizes the fundamental technical understanding of computer and network security principals. Security + is a globally recognized certificate that validates a student’s knowledge in the implementation of practical hardware, software, network and Internet security. A successful candidate is prepared to take the Security+ certification exam. This course is ideal for prospective candidates who want to master practical network and computer security. 36 hours lecture/54 hours laboratory.

CSCI C151 Intermediate Word
A/CSU  1.00 Unit
Advisory: CSCI C121
Repeat Status: Non-repeatable Credit

This hands-on computer course is designed to provide an intermediate understanding of word processing concepts using Microsoft Word. Learners create, edit, and format documents including a business plan, form letters, mailing labels, and learn how to collaborate with others on the creation of complex documents. This course continues preparation for the Microsoft Office Application Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

CSCI C153 Intermediate Excel
A/CSU  1.00 Unit
Advisory: CSCI C123
Repeat Status: Non-repeatable Credit

This hands-on computer course is designed to provide an intermediate understanding of spreadsheets. Learn how to analyze data through list management, using autofilter, sort and pivot table features. Work with multiple worksheets and workbooks, and then create a shared workbook, resolve conflicts, and track changes. Finally, plan and prepare an application using Excel’s data validation feature and button creation using macros. This course completes topics required in preparation for Microsoft Application Specialist exam for Excel. 9 hours lecture/27 hours laboratory.

CSCI C155 Intermediate Access
A/CSU  1.00 Unit
Advisory: CSCI C125
Repeat Status: Non-repeatable Credit

This hands-on computer course is designed to provide an intermediate understanding of database objects and functionality. Advanced queries, table design, custom forms and reports are covered along with integrating Access with the web and other programs. This course continues study of skills required in preparation for Microsoft Application Specialist exam for Access. 9 hours lecture/27 hours laboratory.

CSCI C161 Advanced Word
A/CSU  1.00 Unit
Prerequisite: CSCI C151
Repeat Status: Non-repeatable Credit

This hands-on computer course is designed to provide an advanced understanding of word processing concepts using Microsoft Word. Learners create a document template, apply advanced word processing features, import and run Visual Basic for Applications (VBA) macros, create on-screen forms and calculations with advanced table techniques, record macros, and work with long documents and subdocuments. This course completes preparation for the expert level Microsoft Office Application Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

CSCI C163 Advanced Excel
A/CSU  1.00 Unit
Prerequisite: CSCI C153
Repeat Status: Non-repeatable Credit

This hands-on computer course is designed to provide an advanced understanding of spreadsheets using Microsoft Excel. Data Tables, Scenario Management, using Solver, importing and exporting data, enhancing with Visual Basic for applications and modifying Excel default settings are covered. This course completes preparation for the Microsoft Application Specialist certification exam for Excel. 9 hours lecture/27 hours laboratory.
CSCI C165  Advanced Access  
A/CSU  1.00 Unit  
Prerequisite:  CSCI C155  
Repeat Status:  Non-repeatable Credit  

This hands-on computer course is designed to provide an advanced understanding of entry level creation and modification of database applications in business. Action queries, table relationship properties, automating tasks with macros are covered including Switchboard development. Visual Basic for Applications is introduced to enhance database construction and functionality. Managing with replication and synchronization as well securing with user level Security Wizard is included. This course completes study of skills required in preparation for Microsoft Application Specialist exam for Access. 9 hours lecture/27 hours laboratory.

CSCI C171  Introduction to the Internet and the World Wide Web  
A/CSU  1.00 Unit  
Advisory:  CSCI C070, Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  

This course provides a hands-on introduction to the Internet and World Wide Web, including electronic mail, file transfer protocol (FTP), browser use, web page development, security, e-commerce, search strategies, copyrights, and social networking. 9 hours lecture/27 hours laboratory.

CSCI C181  Fundamentals of Web Development  
A/CSU  3.00 Units  
Advisory:  Computer Competency, Reading Level 1, Writing Level 2  
Repeat Status:  Non-repeatable Credit  

This entry-level course provides students with the skills to create web pages in XHTML and CSS using a text editor. This course emphasizes current web standards which include code validation, semantics, and separating content from style. Microformats and modern web trends are also discussed. Note: This course is cross listed with DMA C111. 36 hours lecture/54 hours laboratory.

CSCI C187  Introduction to MS Project  
A/CSU  1.00 Unit  
Advisory:  CSCI C101  
Repeat Status:  Non-repeatable Credit  

This course introduces the learner to concepts of project management and the Microsoft Project program. Learners learn how to plan projects, create project schedules, communicate project information, assign resources and costs to project tasks, and track and forecast project progress and completion. 9 hours lecture/27 hours laboratory.

CSCI C190  Introduction to LEGO Robotics  
A/CSU  1.00 Unit  
Advisory:  Reading Level 2, Writing Level 2  
Repeat Status:  Non-repeatable Credit  

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

CSCI C195  Introduction to Robotic Programming  
A/CSU  2.00 Units  
Advisory:  CSCI C101  
Repeat Status:  Non-repeatable Credit  

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

CSCI C241  Introduction to Telecommunications  
A/CSU  3.00 Units  
Prerequisite:  CSCI C101  
Repeat Status:  Non-repeatable Credit  

This course is designed to familiarize the student with the techniques, applications and control of modern data communications networks. The course provides the student with a working knowledge of the types of communications systems and their strengths and weaknesses in solving various information network problems. 36 hours lecture/54 hours laboratory.

CSCI C251  Introduction to Visual Basic Programming  
A/UC/CSU  3.00 Units  
Prerequisite:  CSCI C101  
Repeat Status:  Non-repeatable Credit  

This course is an introduction to object-oriented programming and the integrated development environment (IDE) of Visual Basic, including fundamentals, logic algorithm development, classes and objects. 36 hours lecture/54 hours laboratory.
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<td>Introductory C++ Programming</td>
<td>3.00</td>
<td>CSCI C101</td>
<td></td>
<td>Non-repeatable Credit</td>
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<tr>
<td>CSCI C267</td>
<td>Introduction to Java Programming</td>
<td>3.00</td>
<td>CSCI C101, MATH C055</td>
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<tr>
<td>CSCI C270</td>
<td>Introduction to Database Design and Management</td>
<td>3.00</td>
<td></td>
<td>Reading Level 1, Writing Level 1, CSCI C101</td>
<td>Non-repeatable Credit</td>
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<tr>
<td>CSCI C280</td>
<td>Web Application Development Using PHP</td>
<td>3.00</td>
<td>DMA C211</td>
<td></td>
<td>Non-repeatable Credit</td>
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<tr>
<td>CSCI C285</td>
<td>Extensible Markup Language-XML</td>
<td>3.00</td>
<td>CSCI C101 and MATH C055</td>
<td>DMA C111/CSCI C181</td>
<td>Non-repeatable Credit</td>
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<tr>
<td>COUN C101</td>
<td>Tools for College Success</td>
<td>2.00</td>
<td></td>
<td>Reading Level 1, Writing Level 2</td>
<td>Non-repeatable Credit</td>
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</tbody>
</table>

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

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

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.

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

This course covers an introduction to the use of the PHP platform to develop dynamic web applications. It covers the origins, syntax and structure of PHP, as well as the PHP-specific commands and objects and their use in PHP development. This course is cross listed with DMA C213. 36 hours lecture/54 hours laboratory.

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

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

DMA C102 Digital Imaging with Photoshop  
A/UC/CSU 3.00 Units  
Advisory: Computer Competency, Reading Level 1, Writing Level 2  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course provides beginning through intermediate concepts in digital imaging. Topics covered include image editing and enhancing, original creation of composite images from photographs and artwork, and the creation of web graphics. Students will incorporate basic design principles in their digital photographs and compositions. 36 hours lecture/54 hours laboratory.

DMA C103 Digital Photo Enhancement with Photoshop  
A/CSU 2.00 Units  
Advisory: Computer Competency, Reading Level 1, Writing Level 2  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course provides beginning through intermediate concepts in digital photograph editing techniques using Photoshop, including correcting color, tone, saturation, and sharpness. Students also learn how to repair or retouch distorted or damaged photographs, apply common photographic special effects, and prepare color images for output. 24 hours lecture/36 hours laboratory.

DMA C107 Illustration and Design with Illustrator  
A/CSU 3.00 Units  
Advisory: Computer Competency, Reading Level 1, Writing Level 2  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course enables students to develop computer illustration and design skills through visual design exercises and projects, including logos and marks, technical and creative illustration, package designs, and simple graphic communications. Students develop an awareness of various illustrative styles and genres. Students also develop proficiency through the intermediate level in the use of vector drawing application, Adobe Illustrator. No prior knowledge of the software is required. 36 hours lecture/54 hours laboratory.

DMA C108 Advanced Digital Imaging and Illustration  
A/CSU 3.00 Units  
Advisory: DMA C102, DMA C107  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course provides students with advanced skills in digital imaging and computer illustration. They will study a variety of illustration styles and design periods and begin to develop a personal style of their own. Students will learn how to use Adobe Photoshop and Illustrator together to leverage techniques for a particular design problem. 36 hours lecture/54 hours laboratory.

DMA C109 Desktop Publishing with InDesign  
A/CSU 3.00 Units  
Advisory: Computer Competency, Reading Level 1, Writing Level 2  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course provides students with a strong foundation in graphic design theory with specific emphasis on typography and the design of multi-page documents, such as newsletters, brochures, magazines pages, calendars, and books. Students develop an awareness of various graphic design styles and genres. Students also develop proficiency through the intermediate level in the use of the desktop publishing software, Adobe InDesign. No prior knowledge of the software is required. 36 hours lecture/54 hours laboratory.

DMA C111 Fundamentals of Web Development  
A/CSU 3.00 Units  
Advisory: Computer Competency, Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  
This entry-level course provides students with the skills to create web pages in XHTML and CSS using a text editor. This course emphasizes current web standards which include code validation, semantics, and separating content from style. Microformats and modern web trends are also discussed. This course is cross listed with CSCI C181. 36 hours lecture/54 hours laboratory.

DMA C113 Accessibility and Usability  
A/CSU 3.00 Units  
Advisory: Computer Competency, Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  
This course examines Web usability and accessibility and provides students with the skills to analyze and critique Web content on those issues. Students will learn the critical service that the internet provides in the lives of disabled individuals, they will learn how these individuals access and navigate Web content, and they will learn how to design Web sites that accommodate them. 54 hours lecture.
DMA C115  Interactivity and Interface Design with Flash  
A/CSU 4.00 Units  
Advisory: Computer Competency, Reading Level 1, Writing Level 2  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course provides students with an in-depth analysis of multimedia interactivity, including the psychology of user interaction and methods for designing and developing effective navigational interfaces. Students will also learn the fundamentals of Web animation and interactivity with Adobe Flash. No prior knowledge of the software is required. 45 hours lecture/81 hours laboratory.

DMA C117  Web Design with Dreamweaver  
A/CSU 3.00 Units  
Prerequisite: DMA C111 or CSCI C181  
Advisory: DMA C102  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course provides students with the opportunity to develop and refine visual design skills, building upon students’ previous foundation of digital imaging, XHTML and CSS markup. Students develop an awareness of various Web design styles and genre. They also develop proficiency through the intermediate level in the use of Web development software, Adobe Dreamweaver. It is essential that students have previous working knowledge of Photoshop or another digital imaging application. DMA C102 is merely an advisory requisite to accommodate students who have acquired such skills through self-study or a course from another college. 36 hours lecture/54 hours laboratory.

DMA C121  Principles of Animation with Flash  
A/CSU 3.00 Units  
Advisory: Computer Competency, Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  
The hands-on course introduces the student to the fundamentals of animation. The student will study the principles of animation, learn how to create and animate graphics, and explore basic 2D digital animation techniques. 36 hours lecture/54 hours laboratory.

DMA C130  Introduction to Podcasting  
A/CSU 1.5 Units  
Advisory: Computer Competency, Reading Level 1, Writing Level 2  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course provides students with practical experience in creating audio and video podcasts using software that is open source or bundled with an operating system. Course topics include planning, recording, editing, applying compression, and publishing the file to a server. Students will also learn how podcasting is being used in education, business, entertainment, and a variety of other industries. 18 hours lecture/27 hours laboratory.

DMA C131  Digital Video Production  
A/CSU 3.00 Units  
Advisory: Computer Competency, Reading Level 1, Writing Level 2  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course introduces digital video production techniques including: single camera operation and procedures, basic principles and techniques of sound and script writing, and digital video editing. Course topics include the operation of digital camcorders, lighting and sound equipment, post-production digital editing suites, concepts and techniques of nonlinear digital editing, including organization of the editing process, working the time line and audio editing, with emphasis on the principles and aesthetics of video editing. 36 hours lecture/54 hours laboratory.

DMA C133  Motion Graphics with After Effect  
A/CSU 3.00 Units  
Advisory: Computer Competency, Reading Level 1, Writing Level 2  
Repeat Status: Activity/Other Repeatable - Limit 3  
In this project based course, students will learn to produce visual effects, composite images and movies, and create original animated presentations. Topics include combining video, still images, graphics, text and sound into video productions. A special emphasis is placed upon the fundamental motion graphics skills necessary to produce video content for broadcast, web and multimedia. 36 hours lecture/54 hours laboratory.

DMA C135  Digital Cinematography  
A/CSU 3.00 Units  
Advisory: DMA C131  
Repeat Status: Activity/Other Repeatable - Limit 3  
This is a course in digital cinema planning and production through hands-on experience. Course topics include artistic expression, logistics, script writing, single camera operation and procedures, lighting, sound recording and editing, and digital video editing. 36 hours lecture/54 hours laboratory.

DMA C211  Web Scripting with JavaScript  
A/CSU 3.00 Units  
Advisory: DMA C111/CSCI C181, Reading Level 1, Math Level 3  
Repeat Status: Non-repeatable Credit  
This course provides students with the skills to create highly interactive web pages with JavaScript. Practical application of JavaScript include navigation rollover effects, manipulating windows, manipulating form data, validating forms, creating drop down menus, and displaying current date and time. 36 hours lecture/54 hours laboratory.
DMA C213  Web Development with PHP and MySQL
A/CSU  3.00 Units
Advisory: DMA C211, Reading Level 1, Math Level 3
Repeat Status: Non-repeatable Credit

This course provides students with the skills to create dynamic web pages with PHP and MySQL. Practical applications of PHP include Web form data processing, work with MySQL databases, and read and write text files. This course is cross listed with CSCI C280. 36 hours lecture/54 hours laboratory.

DMA C217  PHP Site Management and Theme Design
A/CSU  3.00 Units
Prerequisite: DMA C111, DMA C213
Repeat Status: Activity/Other Repeatable - Limit 3

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

DMA C280  Web Production Management
A/CSU  3.00 Units
Advisory: DMA C102, DMA C111, DMA C113, DMA C115, DMA C117, DMA C211
Repeat Status: Activity/Other Repeatable - Limit 3

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

DRAFTING

DRFT C108  Reading Technical Drawings
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This course provides students with the opportunity to develop skills in reading and interpreting technical drawings used in an industrial environment. Principles of technical drawing are introduced along with standard symbols and abbreviations found in industrial drawings, schematics, and diagrams. Students produce technical sketches without the use of instruments. This course is cross listed with INDT C108. 54 hours lecture.

DRFT C111  Engineering Drawing I
A/CSU  3.00 Units
Advisory:  CSCI C070, Reading Level 1, Writing Level 2
Repeat Status: Non-repeatable Credit

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

DRFT C112  Engineering Drawing II
A/CSU  3.00 Units
Prerequisite:  DRFT C111 or two years of high school drafting with grades of “B” or better.
Advisory:  CSCI C101.
Repeat Status: Non-repeatable Credit

This course includes fundamentals, techniques, procedures and practices of industrial drafting and design based upon ANSI, ASME, US National CADD and related standards. Computer aided design using AutoCAD 2D and 3D parametric design software, basic theory of orthographic projection, detailed drawings, printing drawings, sectioning, auxiliary view drawings, shop processes, geometric dimensioning and tolerancing and detailed working drawings are included. 36 hours lecture/54 hours laboratory.
**ECONOMICS**

**ECON C101  Introduction to Economics**  
A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  
This course covers macro and micro economic concepts as they apply to current economic problems for the non-economics and non-business major. Economics C101 is a survey of economics for many majors, especially those requiring one semester of economics. 54 hours lecture.

**ECON C102  Macro-Economics**  
A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  
This course is the study of the national and global economy, the impact of economic aggregates, and government action. The course emphasizes macroeconomic concepts, including national income, productivity, employment, inflation, and monetary and fiscal policy. The course explores business cycles, international trade, finance, and the impact on the world from economic growth. 54 hours lecture.

**ECON C103  Micro-Economics**  
A/UC/CSU  3.00 Units  
Advisory: ECON C102  
Repeat Status: Non-repeatable Credit  
This course focuses on the study of decisions by consumers and corporations in the allocation of scarce resources. The topics include the basics of supply and demand, price-output determination, industrial organization, profit maximization, labor market analysis, and the economics of developing countries. 54 hours lecture.

**EDUCATION**

**EDUC C201  Educational Field Experience**  
A/CSU  3.00 Units  
Advisory: Reading Level 1, Level 1 Writing, Math Level 1  
Repeat Status: Non-repeatable Credit  
This course is designed to provide a prospective teacher with a practical framework for further education work and study appropriate to their career goals. This class requires observation and participation in a diverse learning environment supervised by a credentialed teacher and attendance at all on-campus seminars. Placement will be made in an elementary or secondary classroom. A freedom from tuberculosis certificate is required prior to classroom admission. 36 hours lecture/54 hours laboratory.

**EDUC C262  Fundamentals of Online Teaching and Learning**  
A/CSU  1.50 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  
This course provides students with an understanding of the opportunities and challenges that technology and the online learning environment presents to online learning. Fundamental concepts of best practice in online teaching are explored, such as equipping students for the Knowledge Economy, the cultivation of a learning community, an overview of learning theory, and accommodating diverse learning styles and abilities. 27 hours lecture.

**EDUC C263  Technology and Online Course Design**  
A/CSU  1.50 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  
This course provides students with an understanding of opportunities and challenges that technology and the online learning environment present to online learning. The course reviews best practices in online teaching, such as equipping student for the knowledge economy, cultivating a learning community, using learning theory, and accommodating diverse learning styles and abilities. 27 hours lecture.
ELECTRONICS TECHNOLOGY

**ET C101**  Electrical Circuit Analysis I
A/CSU  4.00 Units
Advisory: MATH C050
Repeat Status: Non-repeatable Credit

Students will learn International System of Units; engineering notation and prefixes; definitions of current, voltage, resistance, power, work and efficiency; Ohm’s and Kirchhoff’s Laws; series and parallel circuit principles; series-parallel, DC resistive networks. Thevenin and Norton’s theorems. This course is cross listed with RET C111. 72 hours lecture.

**ET C105**  Electrical Circuit Analysis II
A/CSU  4.00 Units
Prerequisite: ET C101 or RET C111
Advisory: MATH C142
Repeat Status: Non-repeatable Credit

This course covers the basic theory and application of diodes (rectifiers, zener, etc.), bipolar transistors (biasing, small signal amplifiers, large signal amplifiers), transistors used as switches, field effect transistors, feedback, frequency effects, and operational amplifiers. This course is cross listed with RET C112. 72 hours lecture.

**ET C212**  Microelectronics
A/N/CSU  3.00 Units
Prerequisite: ET C105
Repeat Status: Non-repeatable Credit

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

**ET C222**  Digital Circuits/Microprocessors
A/CSU  3.00 Units
Prerequisite: ET C105
Repeat Status: Non-repeatable Credit

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

EMERGENCY MEDICAL TECHNOLOGY

**EMTC C070**  CPR for the Healthcare Provider
A  0.50 Units
Repeat Status: Legally Mandated Training - Limit 98

This is a Healthcare Provider – CPR Course that meets or exceeds the current American Heart Association standards. The course provides training in emergency treatment for life-threatening cardiopulmonary arrest, airway and breathing management, and foreign body obstructed airway for all age groups. This course also includes one and two rescuer CPR, use of barrier devices, AED use and the prevention of disease transmission. Note: This course is cross listed with HCRS C070. 10 hours lecture.

**EMTC C105**  Emergency Medical Technology - Basic
A/CSU  5.50 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Legally Mandated Training - Limit 98

Techniques of emergency medical care through recognition of signs and symptoms of illnesses, and injuries. Proper procedures of emergency care and transportation aspects required for EMT-Basic personnel. Upon completion of the above objectives and passing the Final Exams, the student will receive a Certificate of Completion and state skills form. This qualifies the student to apply and take the national exam for the Emergency Medical Technician-Basic, to ultimately qualify for application within the State of California. 90 hours lecture/37 hours laboratory.

**EMTC C106**  First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillator
A/CSU  0.50 Units
Repeat Status: Legally Mandated Training - Limit 98

This course teaches current First Aid instruction for “Schools and the Community” through discussion, demonstrations, and practical experiences. It includes Emergency Action Steps; breathing and cardiac problem recognition and care; CPR (Cardiopulmonary Resuscitation) for adult, child, infant; AED (Automated External Defibrillator) for adult and child, and choking for conscious and unconscious person; wound care; bandaging; shock; poisoning; local poisonous plants and animals; burns; bone and joint injuries including splinting; diabetic emergencies; temperature extremes; and other sudden illnesses. It may also include disaster preparation and family planning for local emergencies. Note: This course is cross listed with HCRS C106 and HSCI C105. 10 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite(s)</th>
<th>Repeat Status</th>
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<tbody>
<tr>
<td>EMTC C205</td>
<td>Emergency Medical Technology - Basic Refresher</td>
<td>1.50</td>
<td>EMTC C105 or current certification as an EMT-B</td>
<td>Legally Mandated Training - Limit 98</td>
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<tr>
<td>ENGR C110</td>
<td>Introduction to Engineering</td>
<td>4.00</td>
<td>MATH C141, MATH C142</td>
<td>Non-repeatable Credit</td>
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<tr>
<td>ENGR C120</td>
<td>Introduction to Materials Science</td>
<td>4.00</td>
<td>CHEM C111 and PHYS C111</td>
<td>Non-repeatable Credit</td>
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<tr>
<td>ENGR C185</td>
<td>Digital Logic and Design</td>
<td>4.00</td>
<td>MATH C141, MATH C142</td>
<td>Non-repeatable Credit</td>
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<tr>
<td>ENGR C210</td>
<td>Engineering Mechanics: Statics</td>
<td>3.00</td>
<td>PHYS C111</td>
<td>Non-repeatable Credit</td>
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<tr>
<td>ENGR C230</td>
<td>Engineering Circuit Analysis</td>
<td>4.00</td>
<td>PHYS C113</td>
<td>Non-repeatable Credit</td>
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</table>

**EMTC C205 Emergency Medical Technology - Basic Refresher**

A review of the techniques of emergency medical care through recognition of signs and symptoms of illnesses and injuries. Proper procedures of emergency care and transportation aspects required for Emergency Medical Technician-Basic (EMT-B) personnel. Upon completion of the above objectives and passing the Final Exams, the student will receive a Certificate of Completion and state skills form. This qualifies the student to recertify and/or apply and take the national exam for the EMT-B, to ultimately qualify for application within the State of California. 24 hours lecture/8 hours laboratory.

**ENGR C110 Introduction to Engineering**

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

**ENGR C120 Introduction to Materials Science**

This course investigates the relationships between microscopic structures and the macroscopic properties of engineering materials including metals, ceramics, glasses, polymers, and composites. Mechanical, thermal, electrical, magnetic and optical properties are examined. Processes for producing and strengthening various materials are introduced. 54 hours lecture/54 hours laboratory.

**ENGR C185 Digital Logic and Design**

This course covers discrete mathematics, logic, Boolean algebra, binary arithmetic, logic gates, combinational logic, and minimization techniques. This course also includes an introduction to sequential circuits, state machines and synchronous state machine design. Students design combinational circuits, flipflops, multivibrators, registers, and counters. 54 hours lecture/54 hours laboratory.

**ENGR C210 Engineering Mechanics: Statics**

This course covers the analysis of force systems, equilibrium problems, section properties; graphic, algebraic, and vector methods of problem solution for rigid body mechanics. 54 hours lecture.

**ENGR C230 Engineering Circuit Analysis**

This course covers Ohm’s and Kirchhoff’s Law, Mesh and Nodal analysis, basic network theorems, RL and RC transients, phasors and steady-state sinusoidal analysis, first and second order circuits, current, voltage and power relationships. This course is designed for students majoring in electrical and electronics engineering. 54 hours lecture/54 hours laboratory.

**ENGLISH**

**ENGL C010 English Boot Camp**

This course is an intensive refresher of writing and grammar skills to help students get ready for English courses or prepare to take the Cerro Coso Placement Exam. 18 hours lecture.

**ENGL C020 Literacy Skills**

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Repeat Status</th>
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<tr>
<td>ENGL C030</td>
<td>Basic Writing Skills</td>
<td>4.00</td>
<td>ENGL C020 or Writing Level 4</td>
<td>Non-repeatable Credit</td>
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<td>Advisory: Reading Level 3</td>
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<td>Repeat Status: Non-repeatable Credit</td>
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<td>This course teaches students ways to develop and</td>
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<td>organize ideas in short writings, focusing on the</td>
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<td>importance of coherent, unified, and well-developed</td>
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<td>paragraphs with topic sentences and effective</td>
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<td>supporting detail. The course will also cover how</td>
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<td>to build these paragraphs into short essays and</td>
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<td>how to revise and edit for correctness. Major</td>
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<td>principles of grammar will be reviewed. 72 hours</td>
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<td>ENGL C040</td>
<td>Improving College Writing Skills</td>
<td>4.00</td>
<td>ENGL C030</td>
<td>Non-repeatable Credit</td>
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<td>This course, which is preparation for college</td>
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<td>composition, is designed to teach students to write</td>
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<td>short compositions (500-750 words each) with clear</td>
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<td>organization, development, keywords, thesis, topic</td>
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<td>sentences, and sufficient supporting details.</td>
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<td>Students will become familiar with a variety of</td>
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<td>rhetorical modes, be introduced to expository and</td>
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<td>text-based writing, and complete in-class</td>
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<td>compositions. Major and minor principles of</td>
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<td>grammar will be reviewed. 72 hours lecture.</td>
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<td>ENGL C070</td>
<td>Introductory Composition</td>
<td>4.00</td>
<td>ENGL C040</td>
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<td>Repeat Status: Non-repeatable Credit</td>
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<td>This composition course for AA/AS degrees prepares</td>
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<td>students to take transfer-level courses and to</td>
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<td>enter the job market. Students write four to six</td>
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<td>short expository and argumentative essays and a 1,000-1,250 word research paper with a central controlling idea, coherent development to a reasoned conclusion, and correct sentence structure, punctuation, and spelling. The course further emphasizes properly acknowledging and documenting outside sources. 72 hours lecture.</td>
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<tr>
<td>ENGL C092</td>
<td>Grammar and Punctuation Refresher</td>
<td>2.00</td>
<td>Reading Level 2</td>
<td>Non-repeatable Credit</td>
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<td>Advisory: Writing Level 2</td>
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<td>Repeat Status: Non-repeatable Credit</td>
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<td>This course is designed for students of all levels.</td>
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<td>Topics include recognizing sentence patterns, avoiding runons and fragments, knowing when to use the comma, correctly employing the minor punctuation marks of semicolon, colon, dash, and others. Some time will be spent on grammar's relation to style and a brief history of the English language. 36 hours lecture.</td>
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<tr>
<td>ENGL C101</td>
<td>Freshman Composition</td>
<td>4.00</td>
<td>ENGL C070</td>
<td>Non-repeatable Credit</td>
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<td>Repeat Status: Non-repeatable Credit</td>
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<td>In this composition course for transfer to four-year</td>
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<td>institutions, students write at least four expository and argumentative essays, including a substantive research paper of 2,000 words showing the student's ability to analyze and evaluate source material and to generate and develop independent topics of inquiry appropriate to academic work (total: 7,000 words). The course emphasizes analyzing and actively engaging university-level concepts presented in outside sources. 72 hours lecture.</td>
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<tr>
<td>ENGL C101H</td>
<td>Freshman Composition – Honors</td>
<td>5.00</td>
<td>ENGL C070</td>
<td>Non-repeatable Credit</td>
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<td>Repeat Status: Non-repeatable Credit</td>
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<td>In this composition course for transfer to four-year</td>
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<td>institutions, students write at least four expository and argumentative essays, including a substantive research paper of 2,000 words showing the student's ability to analyze and evaluate source material and to generate and develop independent topics of inquiry appropriate to academic work (total: 7,000 words). The course emphasizes analyzing and actively engaging university-level concepts presented in outside sources. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 90 hours lecture.</td>
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<tr>
<td>ENGL C102</td>
<td>Critical Thinking Through Literature</td>
<td>3.00</td>
<td>ENGL C101</td>
<td>Non-repeatable Credit</td>
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<td>Repeat Status: Non-repeatable Credit</td>
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<td>In this composition course for transfer to four-year</td>
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<td>institutions, students continue development of composition and critical reasoning skills begun in ENGL C101 through advanced study of imaginative literature (novels, poetry, drama) and arguments. The course emphasizes critical analysis, principles of logic, and presentation of carefully-reasoned written arguments. Students write four to five expository and argumentative essays, including some requiring multiple sources showing the student's ability to analyze and evaluate source material and to generate and develop independent topics of inquiry (total: 8,000 words). 54 hours lecture.</td>
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</tbody>
</table>
ENGL C102H  Critical Thinking Through Literature – Honors
A/UC/CSU  4.00 Units
Prerequisite: ENGL C101
Repeat Status: Non-repeatable Credit

In this composition course for transfer to four-year institutions, students continue development of composition and critical reasoning skills begun in ENGL C101 through advanced study of imaginative literature (novels, poetry, drama) and arguments. The course emphasizes critical analysis, principles of logic, and presentation of carefully-reasoned written arguments. Students write four to five expository and argumentative essays, including some requiring multiple sources showing the student’s ability to analyze and evaluate source material and to generate and develop independent topics of inquiry (total: 8,000 words). The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra paper assignment beyond that required in the non-honors course. 72 hours lecture.

ENGL C111  Introduction to Types of Literature
A/UC/CSU  3.00 Units
Advisory: ENGL C101, Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

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

ENGL C111H  Introduction to Types of Literature – Honors
A/UC/CSU  4.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

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

ENGL C141  Creative Writing: Fiction and Poetry
A/UC/CSU  3.00 Units
Prerequisite: ENGL C070
Repeat Status: Activity/Other Repeatable - Limit 3

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

ENGL C145  Business Communication
A/CSU  3.00 Units
Advisory: Writing Level 1
Repeat Status: Non-repeatable Credit

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

ENGL C151  Technical Communication
A/CSU  3.00 Units
Prerequisite: ENGL C070 or Writing Level 2
Advisory: Reading Level 1
Repeat Status: Non-repeatable Credit

This course stresses clarity and accuracy in written communication appropriate for technical fields, both in print and electronic forms. Students will gain the skills necessary to research, write, and edit effective content. They will learn to divide content into sections and organize those sections into a navigational structure. Students will also learn how to convert narrative data into visual elements and how to present such information accurately. Topics include formal and informal reports, letters, instructions, and the design elements of the technical writer’s job. 54 hours lecture.

ENGL C190  Art of Fiction
A/UC/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This course introduces students to the variety, nature, and techniques of fictional narrative. Students will read and analyze short stories to better understand the function of plot, character, setting, imagery, theme, and point of view in narrative art. 54 hours lecture.

ENGL C221  World Literature I
A/UC/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This course provides a chronological survey of the literature of the literature of the world from the Biblical period through the Renaissance. 54 hours lecture.
ENGL C221H  World Literature I – Honors
A/UC/CSU  4.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit
This course provides a chronological survey of the literature of the world from the Biblical period through the Renaissance. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

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

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

ENGL C231  Survey of British Literature I: Beginnings -1785
A/UC/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit
This course studies English literature from Anglo-Saxon times to the end of the eighteenth century. 54 hours lecture.

ENGL C231H  Survey of British Literature I: Beginnings-1785 Honors
A/UC/CSU  4.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit
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 course; the honors course also requires at least one extra research assignment. 72 hours lecture.

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

ENGL C232H  Survey of British Literature II: 1785 - Present Honors
A/UC/CSU  4.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit
This course studies British literature from the Romantic Period to the present. The honors course provides more content and requires greater intensity and depth of study than the non-honors class; the honors course also requires at least one extra research assignment. 72 hours lecture.

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

ENGL C235H  Introduction to Shakespeare Honors
A/UC/CSU  4.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit
This course provides an introduction to Shakespeare’s works, including discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and social influences of Renaissance England contributing to the development of Shakespeare’s literary achievements. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Advisory</th>
<th>Repeat Status</th>
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</thead>
<tbody>
<tr>
<td>ENGL C241</td>
<td>Survey of American Literature I: Beginnings to 1865</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>Non-repeatable Credit</td>
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<tr>
<td>ENGL C241H</td>
<td>Survey of American Literature I: Beginnings to 1865 - Honors</td>
<td>4.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>Non-repeatable Credit</td>
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<tr>
<td>ENGL C242</td>
<td>Survey of American Literature II: 1865 to the Present</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>Non-repeatable Credit</td>
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<tr>
<td>ENGL C242H</td>
<td>Survey of American Literature II: 1865 - Present Honors</td>
<td>4.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>Non-repeatable Credit</td>
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<tr>
<td>ENGL C245</td>
<td>Women's Literature</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
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<td>ENGL C245H</td>
<td>Women's Literature – Honors</td>
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<td>ENGL C249</td>
<td>Multi-Ethnic Literature</td>
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<td>Non-repeatable Credit</td>
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<tr>
<td>ENGL C249H</td>
<td>Multi-Ethnic Literature – Honors</td>
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<td>ENSL C000</td>
<td>Vocational English as a Second Language: Pre-Level</td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Language Level</td>
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<td>ENSL C001</td>
<td>Vocational English as a Second Language: Level 1</td>
<td>Level 1</td>
<td>0.00</td>
<td>Qualification by CASAS assessment process or successful completion of ESL C000.</td>
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<td>ENSL C002</td>
<td>Vocational English as a Second Language: Level 2</td>
<td>Level 2</td>
<td>0.00</td>
<td>Qualification by CASAS assessment process or successful completion of ESL C001.</td>
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<td>This course is designed specifically for the Farm Worker Institute for Education and Leadership Development. It is a beginning literacy level ESL multi-skill course for students who are literate but have had little or no previous English instruction. The course includes listening and speaking, writing, reading, and grammar development. 120 hours lecture.</td>
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<td>ENSL C003</td>
<td>Vocational English as a Second Language: Level 3</td>
<td>Level 3</td>
<td>0.00</td>
<td>Qualification by CASAS assessment process or successful completion of ESL C002.</td>
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<td>This course is designed specifically for the Farm Worker Institute for Education and Leadership Development. It is a high-beginning level ESL multi-skill course for students who have some knowledge of English but may have had little formal instruction. The course includes listening and speaking, writing, reading, and grammar development. 120 hours lecture.</td>
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<tr>
<td>ENSL C004</td>
<td>Vocational English as a Second Language: Level 4</td>
<td>Level 4</td>
<td>0.00</td>
<td>Qualification by CASAS assessment process or successful completion of ESL C003.</td>
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<td>This course is designed specifically for the Farm Worker Institute for Education and Leadership Development. It is an intermediate-level ESL multi-skill course for students with previous English instruction. The course includes grammar review, listening/speaking, writing and vocabulary development. 120 hours lecture.</td>
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<tr>
<td>ENSL C020</td>
<td>Low Beginning English for Speakers of Other Languages I</td>
<td>Level 4</td>
<td>2.00</td>
<td>ENSL C020.</td>
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<td>This course is beneficial to students at a low beginning skill level. Students learn English vocabulary as well as improve their listening and speaking skills. Using both spoken and written drills and exercises, students learn and practice the basic parts of an English sentence. By giving needs and skills assessments to the students, instructors determine personal goals, ability to benefit from the class and skill level. 18 hours lecture/54 hours laboratory.</td>
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<tr>
<td>ENSL C021</td>
<td>Low Beginning English for Speakers of Other Languages II</td>
<td>Level 4</td>
<td>2.00</td>
<td>ENSL C020.</td>
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<td>This course is beneficial to students that are at a high beginning skill level. Students 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.</td>
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<tr>
<td>ENSL C022</td>
<td>Low Beginning English for Speakers of Other Languages III</td>
<td>Level 4</td>
<td>2.00</td>
<td>ENSL C021.</td>
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<td>This course is beneficial to students at a low-intermediate skill level. Students learn English vocabulary, as well as improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students will learn and practice basic English grammar. By giving needs and skills assessments to students, instructors determine personal goals, ability to benefit from the class, and skill level. 18 hours lecture/54 hours laboratory.</td>
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Cerro Coso Community College 2010-2012 Addendum

**FAMILY AND CONSUMER EDUCATION**

**FACE C040**  SERV SAFE Certification

P  0.50 Units

*Repeat Status: Legally Mandated Training - Limit 98*

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

**FARSI**

**FARS C101**  Elementary Farsi I

A/UC/CSU  5.00 Units

*Advisory: Reading Level 1, Writing Level 1*

*Repeat Status: Non-repeatable Credit*

This is an introductory course to the Persian language called Farsi where students learn basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level as well as learning about the culture and civilization of the Farsi-speaking world. 90 hours lecture.

**FILM**

**FILM C211**  Hispanic Cinema

A/UC/CSU  3.00 Units

*Advisory: Reading Level 1, Writing Level 1*

*Repeat Status: Non-repeatable Credit*

This class studies Hispanic civilization and culture through films, videos and documentaries, as well as varied readings. There is analysis, discussion, and written critique of selected films from Spain, Latin America and the United States. The class covers a variety of cultural issues such as the art, music, history and politics of the Hispanic world. There is an emphasis on issues of multiculturalism and diversity as illustrated by the films and readings on issues such as race, class, gender and immigration issues. Films are subtitled; no knowledge of Spanish is required. 54 hours lecture.

**FIRE TECHNOLOGY**

**FIRE C101**  Fire Protection Organization

A/CSU  3.00 Units

*Advisory: Reading Level 1, Writing Level 1*

*Repeat Status: Non-repeatable Credit*

This course provides an overview to fire protection; career opportunities in fire protection and related fields, philosophy and history of fire protection/service; fire loss analysis, organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. 54 hours lecture.

**FIRE C105**  Fire Prevention Technology

A/CSU  3.00 Units

*Advisory: Reading Level 1, Writing Level 1*

*Repeat Status: Non-repeatable Credit*

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and life-safety education. 54 hours lecture.

**FIRE C107**  Fire & Emergency Services Safety and Survival

A/CSU  3.00 Units

*Advisory: Reading Level 1, Writing Level 1*

*Repeat Status: Non-repeatable Credit*

This course introduces the basic principles and history related to the National Firefighter Life Safety Initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Advisory: Reading Level 1, Writing Level 1. 54 hours lecture.

**FIRE C111**  Fire Protection Equipment and Systems

A/UC/CSU  3.00 Units

*Advisory: Reading Level 1, Writing Level 1*

*Repeat Status: Non-repeatable Credit*

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. 54 hours lecture.
**FIRE C115**  Building Construction for Fire Protection  
A/CSU  3.00 Units  
Repeat Status: Non-repeatable Credit  
Studies the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations and operating at fires. The development and evolution of building and fire codes are studied in relationship to past fires in residential, commercial and industrial occupancies. 54 hours lecture.

**FIRE C121**  Fire Behavior and Combustion  
A/CSU  3.00 Units  
Repeat Status: Non-repeatable Credit  
Provides the student with basic information on the fundamentals and scientific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic materials, forms of energy and fire prevention/suppression techniques. 54 hours lecture.

**FIRE C131**  Wildland Fire Control  
A/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  
This course provides the employed firefighter or Fire Technology major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques. 54 hours lecture.

**FRENCH**

**FREN C101**  Beginning French I  
A/UC/CSU  5.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  
This is an introductory course where students learn basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level as well as learn about the culture and civilization of the French-speaking world. 90 hours lecture.

**GEOGRAPHY**

**GEOG C101**  Physical Geography Lecture  
A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  
This course covers the study of the earth as an integrated system, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding human-land relationships promoting cultural awareness, and examining current world problems from a geographical perspective. 54 hours lecture.

**GEOG C102**  Physical Geography Laboratory  
A/UC/CSU  1.00 Unit  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  
This laboratory course provides practical experience in field methods and enhancement of topics such as the earth as an integrated system, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. 54 hours laboratory.

**GEOG C111**  Physical Geography  
A/UC/CSU  4.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  
This course covers the study of the earth as an integrated system, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding human-land relationships, promoting cultural awareness, and examining current world problems from a geographical perspective. The laboratory portion of the course covers field techniques and provides practical examples that enhance and reinforce topics covered in the lecture. 54 hours lecture/54 hours laboratory.

**GEOG C131**  World Regional Geography  
A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  
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  Physical Geology**  
A/UC/CSU  4.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  

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

HEALTH CAREERS

**HCRS C055  Certified Nursing Assistant**  
A  5.00 Units  
Repeat Status: Activity/Other Repeatable - Limit 2  

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

**HCRS C057  Home Health Aide**  
A  1.00 Unit  
Prerequisite: Must be a Certified Nursing Assistant  
Repeat Status: Non-repeatable Credit  

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

**HCRS C061  Administrative Medical Assisting – Receptionist**  
A  3.00 Units  
Advisory: Reading Level 2, Writing Level 3, Math Level 4  
Repeat Status: Non-repeatable Credit  

This course presents approaches for working and communicating in an administrative or front office setting of a medical environment. Topics include professionalism and responsibilities of personnel, law and ethics, appointments and scheduling, environmental safety, office communication techniques, and an overview of medical and surgical asepsis. Office communications will highlight verbal interactions and non verbal techniques, such as scheduling, correspondence, record-keeping, and filing systems. Upon completion of the course, the student will be able to seek employment in a medical front office as a receptionist. 54 hours lecture.

**HCRS C062  Administrative Medical Assisting - Financial Management and Insurance**  
A  6.00 Units  
Advisory: Reading Level 2, Writing Level 3, Math Level 4  
Repeat Status: Non-repeatable Credit  

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

**HCRS C064  Clinical Medical Assisting**  
A  7.00 Units  
Prerequisites: HCRS C150  
Advisory: Reading Level 2, Writing Level 2, Math Level 3  
Repeat Status: Non-repeatable Credit  

This course is designed to provide basic education and training for the individual who is interested in working as a Clinical Medical Assistant in a medical or clinical back office. Topics include basic medical and surgical aseptic techniques, principles of nutrition, pharmacology, and medication administration. Common office practices, such as vital signs and assisting with routine exams and procedures, are discussed and practiced in the Skills Lab. An overview of common diagnostic laboratory tests is presented. Emphasis is placed on client education and the role of the medical assistant. 108 hours lecture/54 hours laboratory.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>HCRS C068</td>
<td>Medical Assistant Clinical Externship</td>
<td>3.00</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> HCRS C061, HCRS C062, HCRS C064, HCRS C150&lt;br&gt;<strong>Repeat Status:</strong> Non-repeatable Credit</td>
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<td>The Clinical Externship is a practical application of the theory and skills learned in the classroom and lab. The student participates in office or clinic patient care under the direct supervision of the physician and the office manager and the indirect supervision of the classroom instructor. 160 hours work experience.</td>
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<tr>
<td>HCRS C070</td>
<td>CPR for the Healthcare Provider</td>
<td>0.50</td>
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<td><strong>Repeat Status:</strong> Legally Mandated Training - Limit 98</td>
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<tr>
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<td>This is a Healthcare Provider – CPR Course that meets or exceeds the current American Heart Association standards. The course provides training in emergency treatment for life-threatening cardiopulmonary arrest, airway and breathing management, and foreign body obstructed airway for all age groups. This course also includes one and two rescuer CPR, use of barrier devices, AED use and the prevention of disease transmission. Note: This course is cross listed with EMTC C070. 10 hours lecture.</td>
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<tr>
<td>HCRS C075</td>
<td>Principles of Intravenous Therapy and Blood Withdrawal</td>
<td>2.00</td>
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<td><strong>Prerequisite:</strong> Must have a current California LVN license or senior standing in a LVN Program, or Interim Permittee status&lt;br&gt;<strong>Repeat Status:</strong> Non-repeatable Credit</td>
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<td>Principles of Intravenous Therapy and Blood Withdrawal is a course consisting of 27 hours of lecture and 9 hours of clinical experience. The course is designed to enable the Licensed Vocational Nurse to safely initiate and maintain intravenous therapy in a clinical setting. LVN’s successfully completing the course will be certified by the California Board of Vocational Nurse Examiners to initiate and superimpose intravenous fluids. 27 hours lecture/9 hours laboratory.</td>
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<tr>
<td>HCRS C101</td>
<td>Vocational Nursing: Medical-Surgical Nursing I</td>
<td>8.00</td>
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<td><strong>Prerequisite:</strong> BIOL C121 and BIOL C122 or BIOL C251 and BIOL C255; PSYC C101 or PSYC C101H; HCRS C150; HCRS C055; CSCI C070&lt;br&gt;<strong>Co-requisite:</strong> HCRS C111&lt;br&gt;<strong>Advisory:</strong> IC C075, Math Level 2&lt;br&gt;<strong>Repeat Status:</strong> Non-repeatable Credit</td>
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<td>This course covers fundamentals of nursing including nursing theory and process, basic data collection, assessment, legal and ethical considerations, cultural diversity, geriatrics, nutrition and pharmacology. This course is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) and adheres to all state mandated guidelines. 144 hours lecture.</td>
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<tr>
<td>HCRS C102</td>
<td>Vocational Nursing: Medical-Surgical Nursing 2</td>
<td>8.00</td>
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<td><strong>Prerequisite:</strong> HCRS C101, HCRS C111&lt;br&gt;<strong>Co-requisite:</strong> HCRS C112&lt;br&gt;<strong>Repeat Status:</strong> Non-repeatable Credit</td>
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<td>The second semester of the Vocational Nursing Program emphasizes the nursing care of a client in an acute care setting, an ambulatory care setting, and a public health facility. Nursing theory focuses on the care of the client with cardiovascular, lymphatic, respiratory, and genitourinary disorders. Theory topics and nursing responsibilities for the normal aspects of maternal child care in obstetrics and pediatrics are also presented. 144 hours lecture.</td>
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<tr>
<td>HCRS C106</td>
<td>First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillator</td>
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<td><strong>Repeat Status:</strong> Legally Mandated Training - Limit 98</td>
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<td>This course teaches current First Aid instruction for “Schools and the Community” through discussion, demonstrations, and practical experiences. It includes Emergency Action Steps; breathing and cardiac problem recognition and care; CPR (Cardiopulmonary Resuscitation) for adult, child, infant; AED (Automated External Defibrillator) for adult and child, and choking for conscious and unconscious person; wound care; bandaging; shock; poisoning; local poisonous plants and animals; burns; bone and joint injuries including splinting; diabetic emergencies; temperature extremes; and other sudden illnesses. It may also include disaster preparation and family planning for local emergencies. Note: This course is cross listed with EMTC C106 and HSCI C105. 10 hours lecture.</td>
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<td>Course Code</td>
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<tr>
<td>HCRS C111</td>
<td>Vocational Nursing: Clinical Practice 1</td>
<td>6.00</td>
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<td></td>
<td>Co-requisite: HCRS C101, HCRS C141</td>
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<tr>
<td>HCRS C112</td>
<td>Vocational Nursing: Clinical Practice 2</td>
<td>6.00</td>
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<td>Prerequisite: HCRS C101, HCRS C111</td>
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<tr>
<td>HCRS C121</td>
<td>Nutrition</td>
<td>3.00</td>
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<tr>
<td>HCRS C140</td>
<td>Introduction to Health Care</td>
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<td>A/CSU</td>
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<tr>
<td>HCRS C150</td>
<td>Medical Terminology for the Health Professional</td>
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<td>A/CSU</td>
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<tr>
<td>HCRS C160</td>
<td>Rehabilitative Career Choices</td>
<td>3.00</td>
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</table>

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

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

This course is designed to develop an understanding of the principles of human nutrition, including historical development, underlying physical, mental and emotional health, current world nutrition problems, nutrients and their utilization by the body, and nutritional needs throughout the life cycle. Recent developments in nutrition, food fads and fallacies, and informational nutritional resources will be addressed. 54 hours lecture.

This course introduces Healthcare Programs to students who have an interest in pursuing a career in health care. This course covers the fundamentals common to all health care occupations. Topics included are appropriate for occupations that involve direct patient care, such as nursing and dental assisting, as well as those that provide support services, such as health information technology and pharmacy technician. 54 hours lecture.

This course is designed to familiarize the student with the language of medicine. The components of medical terminology are highly beneficial for any individual with a healthcare employment objective. The course presents the components of medical works including word roots, combining forms, suffixes, and prefixes. Using medical terminology as a focal point, the systems of the body are discussed. 54 hours lecture.

This course is designed for individuals interested in various allied health occupations in the field of rehabilitative careers. The student will explore basic concepts involved in the study of basic rehabilitative career opportunities. This course will cover scientific principles and medical terminology, systems of health and healing, chiropractic assisting, massage therapy, physical therapy, sports medicine assisting, personal fitness training and administrative and job seeking skills for the physical medicine worker. 54 hours lecture.
HCRS C201 Vocational Nursing: Medical-Surgical Nursing 3
A/CSU 8.00 Units
Prerequisite: HCRS C102, HCRS C112
Co-requisite: HCRS C211
Repeat Status: Non-repeatable Credit

The final semester of the Vocational Nursing Program emphasizes care of a client in an acute care setting, an ambulatory care setting, and a home health setting. Nursing theory focuses on the care of the client with endocrine, gastrointestinal, orthopedic, neurosensory, and integumentary disorders. Theory topics and nursing responsibilities related to leadership, supervision, and rehabilitation are also discussed. 144 hours lecture.

HCRS C211 Vocational Nursing: Clinical Practice 3
A/CSU 6.00 Units
Prerequisite: HCRS C102 and HCRS C112
Co-requisite: HCRS C201
Repeat Status: Non-repeatable Credit

Clinical Practice 3 focuses on the clinical application of nursing theory in the medical-surgical areas of gastrointestinal, endocrine, musculoskeletal, integumentary, and neurosensory disorders. Professional skills utilizing concepts in leadership and supervision are included as part of the senior nursing student’s semester. In addition to acute medical-surgical nursing experience, the student has experience in a home health agency and working as a supervised team leader in a long-term care facility. 324 Other hours.

HCRS C230 Pharmacology for the Health Professional
A/CSU 3.00 Units
Advisory: Reading Level 1, Writing Level 2, Math Level 4
Repeat Status: Non-repeatable Credit

This course presents the components of pharmacology including techniques of administration, dosage calculations, foundations of pharmacology, patient education, health promotion, and a detailed overview of each drug class and commonly used drugs by body system. Pharmacology is an integral part of every aspect of health careers and this course is recommended for any individual with a Health Career objective. 54 hours lecture.

HCRS C240 Nutrition and Diet Therapy for Health Professionals
A/CSU 3.00 Units
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Non-repeatable Credit

This course is designed to provide the student with an understanding of the fundamentals of nutrition related to the promotion and maintenance for optimal health. Practical applications and treatment of nutrition related pathologies are emphasized. Students will be introduced to basic scientific knowledge to enable them to evaluate nutritional issues discussed in the mass media. This course presents case studies with care plans and clinical analysis questions for the healthcare provider. It also incorporates, standardized nursing terminology of NANDA, NIC, and NOC. 54 hours lecture.

HCRS C241 Nursing Learning Laboratory
A/CSU 1.00 Unit
Prerequisite: Entrance into the ADN program through Bakersfield College
Repeat Status: Activity/Other Repeatable - Limit 3

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

HCRS C245 Complementary and Alternative Therapy
A/CSU 3.00 Units
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Non-repeatable Credit

This course is designed to provide students with an overview of the major alternative health and complementary medicine (AHCM) modalities prominent in the U.S. and their role in health care delivery systems. 54 hours lecture.
Cerro Coso Community College 2010-2012 Addendum

HCRS C250  Cultural Diversity and Health Care
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

HCRS C255  Basic Cardiac Rhythm Interpretation
A/CSU  3.00 Units
Advisory:  Reading Level 1
Repeat Status:  Non-repeatable Credit

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

HCRS C260  Ethics for the Health Professional
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

HEALTH SCIENCE

HSCI C001  Senior Health Issues
X  0.00 Units
Repeat Status:  Non-repeatable Credit

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

HSCI C081  Community CPR
A  0.50 Units
Advisory:  Reading Level 2, Writing Level 2
Repeat Status:  Activity/Other Repeatable - Limit 3

American Red Cross course in Community CPR. Rescue breathing skills, choking procedures, and CPR for adult, child, infant. 10 hours lecture.

HSCI C101  Principles of Health Education
A/UC/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

This course provides a fundamental understanding of how the body functions. It involves the study of factors affecting the physical and mental well-being of individuals within the context of the individual, community, society and environment. There is also discussion of heart disease, cancer, smoking, nutrition and physical fitness, human sexuality (reproduction, child birth, and contraception), sexually transmitted diseases, communicable diseases, alcohol and drug abuse. 54 hours lecture.
HSCI C105  First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillator
A/CSU 0.50 Units
Repeat Status: Legally Mandated Training - Limit 98

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

HIST C103  Western Civilization I
A/UC/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This course covers the growth of European civilization. Social, political, and cultural developments are integrated with the introduction of ideas and institutions basic to the understanding of one’s own heritage. This course also covers the development of Western Civilization from the earliest times to the close of the Middle Ages. 54 hours lecture.

HIST C103H  Western Civilization I Honors
A/UC/CSU 4.00 Units
Limitation on Enrollment: Acceptance for the Honors program or eligibility for this honors course as determined in consultation with the instructor
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This course covers the growth of European civilization. Social, political, and cultural developments are integrated with the introduction of ideas and institutions basic to the understanding of one’s own heritage. This course also covers the development of Western Civilization from the earliest times to the close of the Middle Ages. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

HIST C104  Western Civilization II
A/UC/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Non-repeatable Credit

This course covers the growth and development of European Civilization from the Renaissance to the present, integrating social, political, and cultural developments of European and the Western heritage. 54 hours lecture.

HIST C104H  Western Civilization II - Honors
A/UC/CSU 4.00 Units
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Non-repeatable Credit

This course covers the growth and development of European Civilization from the Renaissance to the present, integrating social, political, and cultural developments of European and the Western heritage. Honors students will meet one extra hour weekly to discuss and evaluate selected primary source materials. 72 hours lecture.

HIST C131  History of United States I
A/UC/CSU 3.00 Units
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Non-repeatable Credit

The course examines the social, political, economic and cultural history of the United States from colonial times to Reconstruction. The study of selected topics, such as American institutions and Constitutional development, is stressed in the course. 54 hours lecture.

HIST C131H  History of the United States I Honors
A/UC/CSU 4.00 Units
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Non-repeatable Credit

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

The course examines the social, political, economic and cultural history of the United States from Reconstruction to the present. The study of selected topics, such as American institutions and Constitutional development, is stressed in the course. 54 hours lecture.

HIST C132H  History of the United States II Honors  
A/UC/CSU 4.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  

The course examines the social, political, economic and cultural history of the United States from Reconstruction to the present. The study of selected topics, such as American institutions and Constitutional development, is stressed in the course. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

HIST C209  History of Mexico  
A/UC/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  

The course covers Mexican history from the earliest times to the present. It includes an analysis of the social, cultural, political, and economic aspects of the Mexican past. 54 hours lecture.

HIST C218  California History  
A/UC/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  

The course covers the political, economic, social and cultural development of California from the earliest times to the present. 54 hours lecture.

HIST C224  War and Civilization  
A/UC/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  

The course examines the characteristics and impact of war on social, political, cultural and psychological development. Different historical periods are studied to identify and understand the relationship between war and civilization. 54 hours lecture.

HUMAN SERVICES

HMSV C101  Introduction to Human Services  
A/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  

The purpose of this course is to introduce students to the human service professions and their role in helping people to cope with the problems of living. The course provides a historical overview and contemporary theories, as well as description of service delivery models of human services, and will help the student to understand the client as a whole person in a specific context. The course will also address issues of competence, professionalism, and ethics in human services. 54 hours lecture.

HMSV C102  Cultural Competence in Human Services  
A/N/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  

This course explores the themes of dominant culture and sub-cultures in relations to human services, with special emphasis on the cultural complexities of individuals and communities and culturally skillful interventions. 54 hours lecture.

HMSV C103  Preparation for Field Work in Human Services  
A/N/CSU 3.00 Units  
Prerequisite: HMSV C101  
Repeat Status: Activity/Other Repeatable - Limit 3  

In this class students integrate theory about human services occupations into actual workplace practices by role-playing work place situations, by interviewing people working in different human services settings, by discussing and analyzing workplace situations in order to practice professional responses. After taking this course, students will be prepared for internship in a human services work setting. 54 hours lecture.
HMSV C104  Field Work in Human Services
A/N/CSU  4.00 Units
Prerequisite:  HMSV C103
Repeat Status:  Non-repeatable Credit

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

HMSV C113  Intervention Skills in Human Services
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

The purpose of this course is to introduce the student to assessment and treatment skills used in the helping professions. Topics will include: the helping interview, assessment, goal setting, cognitive interventions, and behavior management techniques. 54 hours lecture.

HMSV C116  Case Management
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

In this course students are introduced to different models of case management, in the Human Services Field, the core skills which make up case management, the decision making processes of the case management, and the role of the case manager as a human services worker and collaborator with other persons, human services agencies and organizations. 54 hours lecture.

INDUSTRIAL TECHNOLOGY

INDT C056  Technical Math for Trades
A  4.00 Units
Prerequisite:  MATH C050
Repeat Status:  Non-repeatable Credit

In this course students will use mathematical concepts including general mathematics, algebra, areas and volumes, measurement, along with geometric and trigonometric functions, to solve problems related to an industrial/technical environment. This course is cross listed with MATH C056. 72 hours lecture.

INDT C081  New Surface Miner Safety Training
A  1.00 Unit
Repeat Status:  Legally Mandated Training - Limit 98

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

INDT C082  Newly Employed Experienced Surface Miner Safety Training
A  0.50 Units
Prerequisite:  Have not attended MSHA approved annual refresher in 3 years, but completed MSHA approved new miner training for surface miners, or have received training acceptable to MSHA from a state agency, and if you have at least 12 months of surface mining experience.
Repeat Status:  Legally Mandated Training - Limit 98

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

INDT C083  Annual Refresher Training for the Surface Miner Safety Training
A  0.50 Units
Prerequisite:  Completed MSHA-approved new miner training for surface miners or have received training acceptable to MSHA from a state agency, in the last 12 months, and if you have at least 12 months of surface mining experience.
Repeat Status:  Legally Mandated Training - Limit 98

Annual refresher training of the surface miner in mandatory safety and health training as required by the Mine Safety Health Administration. Additional site and task training will be required to be provided by the mine operator or contractor. 8 hours lecture.

INDUSTRIAL SAFETY

INSF C070  Occupational Safety and Health
A  1.00 Unit
Advisory:  Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

This course covers issues related to Occupational Health and Safety and includes required instruction to fulfill the training requirements for the Occupational Safety and Health Administration (OSHA) 10 Construction Outreach Training Program. Successful students will receive a course completion card at the end of the course. 18 hours lecture.
INDT C089  Special Topics in Industrial Technology  
A  0.50 Units  
Repeat Status: Activity/Other Repeatable - Limit 3  
In this course, students learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 9 hours lecture.

INDT C090  Special Topics in Industrial Technology  
A  1.00 Unit  
Repeat Status: Activity/Other Repeatable - Limit 3  
In this course, students learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 9 hours lecture/27 hours laboratory.

INDT C091  Special Topics in Industrial Technology  
A  1.00 Unit  
Repeat Status: Activity/Other Repeatable - Limit 3  
In this course, students learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 18 hours lecture.

INDT C092  Special Topics in Industrial Technology  
A  2.00 Units  
Repeat Status: Activity/Other Repeatable - Limit 3  
In this course, students will learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 18 hours lecture/54 hours laboratory.

INDT C093  Special Topics in Industrial Technology  
A  2.00 Units  
Repeat Status: Activity/Other Repeatable - Limit 3  
In this course, students will learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 36 hours lecture.

INDT C094  Special Topics in Industrial Technology  
A  3.00 Units  
Repeat Status: Activity/Other Repeatable - Limit 3  
In this course, students will learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 54 hours lecture.

INDT C108  Reading Technical Drawings  
A/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  
This course provides students with the opportunity to develop skills in reading and interpreting technical drawings used in an industrial environment. Principles of technical drawing are introduced along with standard symbols and abbreviations found in industrial drawings, schematics, and diagrams. Students produce technical sketches without the use of instruments. This course is cross listed with DRFT C108. 54 hours lecture.

INFORMATION COMPETENCY

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

INTERDISCIPLINARY STUDIES

INST C004  Supervised Tutoring  
X  0.00 Units  
Repeat Status: Activity/Other Repeatable - Limit 98  
This class provides support for students who need further assistance in their academic skills to succeed in a particular class. 640 hours open laboratory.
INST C210  Diversity and Film  
A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  
Through the use of films, documentaries and analytical essays students use critical reasoning skills to discover how the structures of race, class, gender and similar constructs have shaped and formed our society and our culture. There is analysis, discussion, and written critique of selected films and readings. This satisfies the Cerro Coso diversity requirement. Note: This course is cross listed with SOCI C210.  54 hours lecture.

INST C220  Perspectives on Race, Class and Gender  
A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  
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. Note: This course is cross listed with SOCI C220.  54 hours lecture.

LATIN

LATN C001  Latin for Lifelong Learners  
X  0.00 Units  
Repeat Status: Activity/Other Repeatable - Limit 98  
This course is for students who wish to deepen and intensify their pursuit of special areas of study within the discipline. Topics are chosen based upon student interest within languages and could include the study of prose literature, culture, history, advanced grammar or other similar topics. This course does not fulfill core or elective requirements for certificates or degrees in languages. 36 hours lecture.

LATN C101  Elementary Latin I  
A/UC/CSU  4.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  
This course covers the basic structures and vocabulary for understanding reading, writing, and speaking Latin. The class will include pronunciation, comprehension, and structure of the language. 72 hours lecture.

LATAN C102  Elementary Latin II  
A/UC/CSU  4.00 Units  
Prerequisite: LATN C101  
Repeat Status: Non-repeatable Credit  
This course continues coverage of the basic structures and vocabulary for understanding reading, writing and speaking Latin. 72 hours lecture.

LATN C201  Intermediate Latin I  
A/UC/CSU  4.00 Units  
Prerequisite: LATN C102  
Repeat Status: Non-repeatable Credit  
This course covers intermediate level structures and vocabulary development for reading, writing, and speaking Latin. 72 hours lecture.

LATN C202  Intermediate Latin II  
A/UC/CSU  4.00 Units  
Prerequisite: LATN C201  
Repeat Status: Non-repeatable Credit  
This course conducts a detailed and intensive reading of books I, II, IV and VI of the Aeneid. A running review of basic grammar structures is also a part of the class. 72 hours lecture.

MACHINE TOOL TECHNOLOGY

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

MCTL C111  Beginning Machine Shop  
A/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  
A basic introduction to Machine Shop theory and practice including setup and operation of the lathe, drill press, horizontal and vertical milling machines, metal band saw and pedestal grinder. The use of hand tools and precision measuring tools, layout techniques, and tool sharpening are studied in practical shop applications. 36 hours lecture/54 hours laboratory.
## MATHEMATICS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Repeat Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH C020</td>
<td>Basic Arithmetic Skills</td>
<td>4.00</td>
<td>P</td>
<td>Non-repeatable Credit</td>
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<tr>
<td></td>
<td>Repeat Status: Non-repeatable Credit</td>
<td></td>
<td>Students perform the basic operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Students work with the concepts of ratios and percents. 72 hours lecture.</td>
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<tr>
<td>MATH C040</td>
<td>Pre Algebra</td>
<td>4.00</td>
<td>P</td>
<td>Non-repeatable Credit</td>
</tr>
<tr>
<td></td>
<td>Repeat Status: Non-repeatable Credit</td>
<td></td>
<td>Prerequisite: MATH C020</td>
<td></td>
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<tr>
<td></td>
<td>This course covers basic arithmetic, introductory concepts in algebra, and problem solving techniques. Specific topics include addition, subtraction, multiplication and division of signed numbers, percentage, and applications of these skills. The course introduces algebraic concepts, including algebraic operations of polynomials, solving equations, formulas, and an introduction to solving word problems. 72 hours lecture.</td>
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<tr>
<td>MATH C050</td>
<td>Elementary Algebra</td>
<td>4.00</td>
<td>A</td>
<td>Non-repeatable Credit</td>
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<tr>
<td></td>
<td>Repeat Status: Non-repeatable Credit</td>
<td></td>
<td>Prerequisite: MATH C040</td>
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<tr>
<td></td>
<td>This course covers the fundamental algebraic concepts and mathematical processes: first degree equations, special products and factoring, ratios, proportions, radicals, exponents, simultaneous linear equations, quadratic equations, and graphing linear and quadratic functions. 72 hours lecture.</td>
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<tr>
<td>MATH C055</td>
<td>Intermediate Algebra</td>
<td>4.00</td>
<td>A</td>
<td>Non-repeatable Credit</td>
</tr>
<tr>
<td></td>
<td>Repeat Status: Non-repeatable Credit</td>
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<td>Prerequisite: MATH C050</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>MATH C056</td>
<td>Technical Math for Trades</td>
<td>4.00</td>
<td>A</td>
<td>Non-repeatable Credit</td>
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<tr>
<td></td>
<td>Prerequisite: MATH C050</td>
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<td>Repeat Status: Non-repeatable Credit</td>
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<td></td>
<td>In this course students will use mathematical concepts including general mathematics, algebra, areas and volumes, measurement, along with geometric and trigonometric functions, to solve problems related to an industrial/technical environment. This course is cross listed with INDT C056. 72 hours lecture.</td>
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<tr>
<td>MATH C057</td>
<td>Geometry</td>
<td>4.00</td>
<td>A</td>
<td>Non-repeatable Credit</td>
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<td></td>
<td>Prerequisite: MATH C050</td>
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<td>Repeat Status: Non-repeatable Credit</td>
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<tr>
<td></td>
<td>Advisory: Math Level 2</td>
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<td>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.</td>
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<tr>
<td>MATH C101</td>
<td>Survey of Mathematical Concepts</td>
<td>3.00</td>
<td>A/CSU</td>
<td>Non-repeatable Credit</td>
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<tr>
<td></td>
<td>Prerequisite: MATH C050 or one year of high school algebra with a grade of “C” or better.</td>
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<td>Repeat Status: Non-repeatable Credit</td>
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<tr>
<td></td>
<td>Advisory: Math Level 2</td>
<td></td>
<td>Students will explore the history of mathematics, the relationship of mathematics to modern society, elementary theory of probability and statistics, functions and their graphs, number theory, and logic. 54 hours lecture.</td>
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</tr>
<tr>
<td>MATH C121</td>
<td>Elementary Probability and Statistics</td>
<td>4.00</td>
<td>A/UC/CSU</td>
<td>Non-repeatable Credit</td>
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<tr>
<td></td>
<td>Prerequisite: MATH C055</td>
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<td>Repeat Status: Non-repeatable Credit</td>
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<td></td>
<td>This course covers data analysis using descriptive and inferential statistics. Graphs and computations include measures of central tendency and dispersion, correlation and regression, and presentation of data on a histogram, scatter plot, box plot, and the normal curve. Probability concepts include those for discrete and continuous random variables. Sampling and hypothesis testing are covered for means and variances. 72 hours lecture.</td>
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</table>
MATH C121H  Elementary Probability and Statistics – Honors  
A/UC/CSU  5.00 Units  
Prerequisite: MATH C055  
Repeat Status: Non-repeatable Credit  

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

MATH C130  Finite Mathematics  
A/UC/CSU  4.00 Units  
Prerequisite: MATH C055  
Repeat Status: Non-repeatable Credit  

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

MATH C131  Business Calculus  
A/UC/CSU  4.00 Units  
Prerequisite: MATH C055  
Repeat Status: Non-repeatable Credit  

This course emphasizes the concepts of differential calculus and integral calculus as they relate to business and economics. The course integrates rates of change, interest formulas, concepts of demand and elasticity, as well as exponential and logarithmic applications. 72 hours lecture.

MATH C141  College Algebra  
A/UC/CSU  4.00 Units  
Prerequisite: MATH C055  
Repeat Status: Non-repeatable Credit  

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

MATH C142  Trigonometry  
A/UC/CSU  4.00 Units  
Prerequisite: MATH C055  
Repeat Status: Non-repeatable Credit  

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

MATH C151  Analytic Geometry and Calculus I  
A/UC/CSU  5.00 Units  
Prerequisite: MATH C141 and MATH C142 or the equivalent  
Repeat Status: Non-repeatable Credit  

This course provides the student with a good foundation in differential and integral calculus with emphasis on both basic skills and applications. Topics covered include functions; limits; derivatives of polynomial, trigonometric, parametric, and implicit functions; applications of differentiation; the indefinite integral; the definite integral; applications of the definite integral. 90 hours lecture.

MATH C152  Analytic Geometry and Calculus II  
A/UC/CSU  5.00 Units  
Prerequisite: MATH C151  
Repeat Status: Non-repeatable Credit  

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

MATH C251  Analytic Geometry and Calculus III  
A/UC/CSU  5.00 Units  
Prerequisite: MATH C152 or the equivalent  
Repeat Status: Non-repeatable Credit  

This course is a continuation of Analytical Geometry and Calculus II, extending the skills of differentiation and integration by learning new techniques and working with partial derivatives and double and triple integrals. Other major topics include cylindrical and spherical coordinates, quadric surfaces, vector functions, vector analysis, Green’s theorem and Stoke’s theorem. 90 hours lecture.
MATH C255  Ordinary Differential Equations  A/UC/CSU  4.00 Units
Prerequisite:  MATH C251 or the equivalent
Advisory:  A computer algebra system or graphing calculator and basic computer skills are strongly recommended
Repeat Status:  Non-repeatable Credit

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

MATH C257  Linear Algebra  A/UC/CSU  4.00 Units
Prerequisite:  MATH C152
Repeat Status:  Non-repeatable Credit

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.

MUSIC

MUSC C060  Special Topics in Music  A  2.00 Units
Repeat Status:  Activity/Other Repeatable - Limit 98

This course allows students the opportunity to continue their development of musical skills and techniques on a specified instrument in a one-on-one classroom setting. 36 hours lecture.

MUSC C061  Special Topics in Music  A  2.00 Units
Repeat Status:  Activity/Other Repeatable - Limit 98

This course allows students the opportunity to continue their development of musical skills and techniques on a specified instrument in an ensemble setting. 18 hours lecture/54 hours laboratory.

MUSC C062  Special Topics in Music  A  3.00 Units
Repeat Status:  Activity/Other Repeatable - Limit 98

This course allows students to continue their studies in music technology and sound design. Students will have the opportunity to further develop their music technology skills in sound recording and production. This is a non-transferable course. 36 hours lecture/54 hours laboratory.

MUSC C064  Special Topics in Music  A  1.00 Unit
Repeat Status:  Activity/Other Repeatable - Limit 98

This course allows students the opportunity to continue their development of musical skills and techniques on a specified instrument in an ensemble setting. This course does not fulfill core or elective requirements for certificates or degrees in the Arts. 9 hours lecture/27 hours laboratory.

MUSC C101  Music Appreciation  A/UC/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

MUSC C101H  Music Appreciation Honors  A/UC/CSU  4.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

MUSC C105  Music Fundamentals  A/UC/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

This course is an introduction to the basics of reading and notating music. The written aspects of the course include pitch and rhythmic notation and the construction of scales, intervals and chords. Students will learn to identify keys, basic chords structures of melodies and forms of short works. 54 hours lecture.
MUSC C118  History of American Popular Music
A/UC/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

MUSC C121  Piano I
A/UC/CSU  2.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

MUSC C122  Piano II
A/UC/CSU  2.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

MUSC C126  Guitar
A/UC/CSU  2.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

MUSC C131  Orchestra I
A/UC/CSU  2.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

MUSC C132  Orchestra II
A/UC/CSU  2.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

MUSC C133  Orchestra Workshop I
A/CSU  1.00 Unit
Repeat Status:  Non-repeatable Credit

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

MUSC C134  Orchestra Workshop II
A/CSU  3.00 Units
Prerequisite:  MUSC C133
Repeat Status:  Non-repeatable Credit

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

MUSC C135  Chamber Music I
A/CSU  2.00 Units
Repeat Status:  Non-repeatable Credit

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

MUSC C136  Chamber Music II
A/CSU  2.00 Units
Repeat Status:  Non-repeatable Credit

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

MUSC C141  Community Band I
A/UC/CSU  2.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

This course includes the preparation and performance of basic concert band and wind ensemble works. 18 hours lecture/54 hours laboratory.
MUSC C142  Community Band II  
A/UC/CSU 2.00 Units 
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit 
This course includes the preparation and performance of basic to intermediate concert band and wind ensemble works. 18 hours lecture/54 hours laboratory.

MUSC C151  Choir I  
A/UC/CSU 2.00 Units 
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit 
This course includes the preparation and performance of basic choral works, including one masterwork yearly. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.

MUSC C152  Choir II  
A/UC/CSU 2.00 Units 
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit 
This course includes the preparation and performance of basic to intermediate choral works, including one masterwork yearly. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.

MUSC C173  Appreciation of Jazz  
A/UC/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit 
A survey of 20th Century jazz styles and performers with a historical background of the antecedents of jazz. This course covers and is focused on the history of jazz from its beginnings to the present day, and includes each of the primary jazz periods. Concert attendance required. 54 hours lecture.

MUSC C181  Music and Technology  
A/CSU 3.00 Units  
Advisory: Reading Level 1  
Repeat Status: Non-repeatable Credit 
This course is an introduction to music technology with topics to include history, overview, CAI software, and fundamentals of analog and digital music systems. Students will be introduced to the operational principles of synthesizer/MIDI keyboards and computer music software. Students will have the opportunity to create their own sound samples and audio tracks, CD’s and MP3’s using computers and synthesizers. 36 hours lecture/54 hours laboratory.

MUSC C183  Fundamentals of Sound Design for Media  
A/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit 
This course is an introduction to the fundamentals of creating sound for various media. Students explore the relationship of sound and music to video, film, animation, and video games. Students learn how to produce effective audio tracks using live sound, MIDI synthesizers, digital effects and computer hard disk recording. 36 hours lecture/54 hours laboratory.

MUSC C221  Piano III  
A/UC/CSU 2.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit 
This course is a continuation of skill development consistent with two semesters of college piano study. This course includes progressive technical skills, and easy classics. Practice time outside of class is required. 36 hours lecture.

MUSC C222  Piano IV  
A/UC/CSU 2.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit 
This course is the study of moderately easy classics with attention to form and interpretation. This course focuses on more advanced technical work, and the ability to select and prepare pieces with little assistance on performance techniques. Practice time outside of class is required. 36 hours lecture.

MUSC C231  Orchestra III  
A/UC/CSU 2.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit 
This course includes the preparation and performance of intermediate orchestral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.

MUSC C232  Orchestra IV  
A/UC/CSU 2.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit 
This course includes the preparation and performance of advanced orchestral works. Participation in a public performance is required. 18 hours lecture/54 hours laboratory.
MUSC C233  Orchestra Workshop III
A/CSU  1.00 Unit
Prerequisite:  MUSC C134
Repeat Status:  Non-repeatable Credit

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

MUSC C234  Orchestra Workshop IV
A/CSU  1.00 Unit
Prerequisite:  MUSC C233
Repeat Status:  Non-repeatable Credit

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

MUSC C235  Chamber Music III
A/CSU  2.00 Units
Repeat Status:  Non-repeatable Credit

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

MUSC C236  Chamber Music IV
A/CSU  2.00 Units
Repeat Status:  Non-repeatable Credit

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

MUSC C241  Community Band III
A/UC/CSU  2.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

MUSC C242  Community Band IV
A/UC/CSU  2.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

MUSC C251  Choir III
A/UC/CSU  2.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

MUSC C252  Choir IV
A/UC/CSU  2.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

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

PARALEGAL STUDIES

PARA C101  Introduction to Paralegal Studies
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

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

PARA C105  Legal Ethics
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

This course in legal ethics prepares students to understand complex concepts of legal careers because all legal professionals are required to act with the same professional care as attorneys. Legal ethics provides a thorough and substantive analysis of the major principles that affect how the practice of law is regulated. 54 hours lecture.
PARA C112  Legal Research and Writing I  
A/CSU  3.00 Units  
Advisory:  Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  
This course provides students with the knowledge and tools to properly complete legal research. The Class will examine both primary and secondary sources. Students will learn to use correct citation form and complete several research assignments. Focus will be on researching Federal and state law using both Internet sources and electronic databases. 54 hours lecture.

PARA C122  Legal Research and Writing II  
A/CSU  3.00 Units  
Advisory:  Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  
This course focuses on the principles of drafting legal documents and the fundamentals of legal analysis. Students will practice writing legal memorandums, court briefs, and correspondence. Students are introduced to the tools and elements of legal analysis including statutory analysis, case law briefs, issue identification, and counter-analysis. 54 hours lecture.

PARA C130  Civil Litigation and Procedure I  
A/CSU  3.00 Units  
Prerequisite:  PARA C112  
Repeat Status:  Non-repeatable Credit  
This course prepares the paralegal student for the litigation process and the rules that guide that process. Students learn the steps involved in bringing a civil suit to trial and the development of the case to the appellate process. Students examine the process of discovery and the preparation of a pleading. 54 hours lecture.

PARA C140  Civil Litigation and Procedure II  
A/CSU  3.00 Units  
Prerequisite:  PARA C130  
Repeat Status:  Non-repeatable Credit  
This course continues the preparation of the paralegal student for the litigation process and the rules that guide that process. Advanced topics include motions, alternative dispute resolution, appeals and judgments. Students also learn the procedures of a civil case in the state of California. 54 hours lecture.

PARA C150  Law Office Management  
A/CSU  3.00 Units  
Advisory:  Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  
This course prepares students to manage and operate a professional law office. Students practice skills used in managing clients, the calendar, the filing system, and the law library. Other topics include ethics, marketing, billing, and office layout. 54 hours lecture.

PARA C210  California and Federal Civil Procedure Legal Forms  
A/UC/CSU  3.00 Units  
Advisory:  PARA C130 or PARA C140  
Repeat Status:  Non-repeatable Credit  
This is a dynamic introduction to legal forms used to initiate California and Federal Civil actions. The course introduces and follows the latest legal form formats of California and the Federal District Courts that are available through the publishers legal form text book and legal form software CD. 54 hours lecture.

PARA C220  Bankruptcy Law  
A/CSU  3.00 Units  
Prerequisite:  PARA C112  
Repeat Status:  Non-repeatable Credit  
This course examines the field of bankruptcy law and prepares the student to assist in the bankruptcy process. Students will learn the origins of bankruptcy, types of bankruptcy, common forms used, bankruptcy court procedures and how to research bankruptcy laws. 54 hours lecture.

PARA C230  Probate Law  
A/CSU  3.00 Units  
Prerequisite:  PARA C112  
Co-requisite:  PARA C112  
Repeat Status:  Non-repeatable Credit  
This course examines the field of probate law and prepares the student to assist in the administration of an estate. Topics to be covered include wills, conservatorships, guardianships, trusts, estate planning and taxation of estates. 54 hours lecture.
# Cerro Coso Community College 2010-2012 Addendum

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>PARA C240</td>
<td><strong>Criminal Law and Procedure</strong></td>
<td>3.00</td>
<td>PARA C112</td>
<td>Non-repeatable Credit</td>
</tr>
<tr>
<td>PARA C250</td>
<td><strong>Family Law</strong></td>
<td>3.00</td>
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<td>Non-repeatable Credit</td>
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<tr>
<td>PARA C260</td>
<td><strong>Personal Injury and Tort Litigation</strong></td>
<td>3.00</td>
<td>PARA C112</td>
<td>Non-repeatable Credit</td>
</tr>
<tr>
<td>PARA C270</td>
<td><strong>Real Property Law</strong></td>
<td>2.00</td>
<td>PARA C112</td>
<td>Non-repeatable Credit</td>
</tr>
<tr>
<td>PARA C280</td>
<td><strong>Worker’s Compensation Law</strong></td>
<td>2.00</td>
<td>PARA C112</td>
<td>Non-repeatable Credit</td>
</tr>
<tr>
<td>PARA C290</td>
<td><strong>Paralegal Studies Internship</strong></td>
<td>2.00</td>
<td>PARA C112</td>
<td>Non-repeatable Credit</td>
</tr>
<tr>
<td>PDEV C005</td>
<td><strong>Exam Preparation for the GED</strong></td>
<td>0.00</td>
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<td>Activity/Other Repeatable - Limit 98</td>
</tr>
<tr>
<td>PDEV C023</td>
<td><strong>Learning Disability Awareness and Study Strategies Introduction</strong></td>
<td>2.00</td>
<td></td>
<td>Non-repeatable Credit</td>
</tr>
</tbody>
</table>

**PERSONAL DEVELOPMENT**

<table>
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<tr>
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<td>PARA C240</td>
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<td><strong>Real Property Law</strong></td>
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<td><strong>Paralegal Studies Internship</strong></td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

This course examines the field of criminal law and procedures that prepares the student to assist in preparation of defense or prosecution of criminals while adhering to U.S. Constitutional safeguards for a defendant. Students learn all aspects of a trial from the development of the case to the appellate process and the procedures of the criminal justice system. 54 hours lecture.

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

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

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

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

This course enables the paralegal student to obtain practical experience under the supervision of an attorney and/or legal professional. Students gain experience in the daily operations of a typical legal office, legal research, interviewing clients and preparing briefs. The course will also cover job search techniques. Students are responsible for arranging their own assignments. This course should be taken after completing most of the Paralegal Studies program and usually in the last semester before earning the degree. 18 hours lecture/60 hours Volunteer or 75 Paid Hours Work Experience.

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

This course covers basic learning disability awareness and strategies for college success. Students explore topics of disability awareness, learning styles, information processing, memory techniques, time management, goal setting, concentration, anxiety, and reading systems. Open to any student, this class teaches use of personal strengths, specific skills, and strategies to overcome obstacles to college success for students with disabilities. 36 hours lecture.
PDEV C025  Study Strategies  
   P  2.00 Units  
   Repeat Status: Non-repeatable Credit  
   This course is designed for students who have the potential to benefit from college courses but lack specific skills and learning strategies to succeed in those classes. The course focuses on developing planning strategies and using accommodations for long-term project based on the students’ learning styles and/or functional limitations. 36 hours lecture.

PDEV C035  Basic Thinking Strategies  
   P  1.00 Unit  
   Repeat Status: Non-repeatable Credit  
   Designed for students who want to improve their skills in attention/concentration, memory, spatial processing, and problem solving through the use of computer software and class activities. 18 hours lecture/18 hours laboratory.

PDEV C051  Training in Assertiveness  
   A  1.00 Unit  
   Repeat Status: Non-repeatable Credit  
   Students will learn and practice methods to effectively communicate their needs desires, and limitations to other people at home, at work, and in other social situations. 18 hours lecture.

PDEV C052  Becoming a Successful Online Student  
   A  1.00 Unit  
   Repeat Status: Non-repeatable Credit  
   The purpose of this course is to cover the basics of taking an interactive, asynchronous, distance education course via the Internet or other computer based system. Through this course, students experience E-mail, online class interactions such as discussion groups and WWW access, and learn about equipment needs and differences between online and on-site courses. The goal of this class is to better prepare students for taking online classes by familiarizing students with the online course environment. 9 hours lecture/27 hours laboratory.

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

PDEV C090  Becoming A Student Ambassador  
   A  1.00 Unit  
   Repeat Status: Non-repeatable Credit  
   This course is available to all students interested in acquiring skills necessary to be a student ambassador on campus. The course focuses on developing the interpersonal skills necessary for effective verbal communication and appropriate behavior and dress for the work place. The course provides the necessary information regarding college resources and facilities as well as an understanding of the world of academia to effectively represent the campus in a variety of settings. 18 hours lecture.

PDEV C101  Becoming a Master Student  
   A/UC/CSU 3.00 Units  
   Advisory: Reading Level 1, Writing Level 2  
   Repeat Status: Non-repeatable Credit  
   This course emphasizes skills for becoming an effective student such as time management, note taking, memory skills, textbook reading, exam preparation and test strategies and includes an introduction to a variety of college resources. Students will explore topics such as personal strengths, goal setting, decision making, career choice, and transfer preparation. 54 hours lecture.

PDEV C106  Orientation to College  
   A/CSU 0.50 Units  
   Advisory: Reading Level 1, Writing Level 2  
   Repeat Status: Non-repeatable Credit  
   This course is an introductory orientation to becoming a college student. This course contains information on college life, support services, degree and transfer requirements, campus resources, career and college programs, student expectations, student activities and other knowledge associated student success. Students apply the course information to their educational goals and planning. 9 hours lecture.
### Cerro Coso Community College 2010-2012 Addendum

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<th>Prerequisites</th>
<th>Advisory:</th>
<th>Repeat Status:</th>
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</thead>
<tbody>
<tr>
<td>PDEV C131</td>
<td>Making Transfer Easy</td>
<td>1.00</td>
<td></td>
<td>Reading Level 1, Writing Level 2</td>
<td>Non-repeatable Credit</td>
</tr>
<tr>
<td>PDEV C190</td>
<td>Exploring Leadership</td>
<td>3.00</td>
<td>Prerequisite: PDEV C090</td>
<td>Reading Level 1, Writing Level 2</td>
<td>Non-repeatable Credit</td>
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<tr>
<td>PHIL C101</td>
<td>Introduction to Philosophy</td>
<td>3.00</td>
<td></td>
<td>Reading Level 1, Writing Level 2</td>
<td>Non-repeatable Credit</td>
</tr>
<tr>
<td>PHIL C141</td>
<td>Ethics</td>
<td>3.00</td>
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<td>Reading Level 1, Writing Level 1</td>
<td>Non-repeatable Credit</td>
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<tr>
<td>PHIL C161</td>
<td>Introduction to Religious Studies</td>
<td>3.00</td>
<td></td>
<td>Reading Level 1, Writing Level 2</td>
<td>Non-repeatable Credit</td>
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<tr>
<td>PHIL C164</td>
<td>Survey of World Religions</td>
<td>3.00</td>
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<td>Reading Level 1, Writing Level 1</td>
<td>Non-repeatable Credit</td>
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<tr>
<td>PHIL C205</td>
<td>Critical and Comparative Reasoning</td>
<td>4.00</td>
<td>Advisory: ENGL C101</td>
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<td>Non-repeatable Credit</td>
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<tr>
<td>PHIL C215</td>
<td>History of Western Philosophy</td>
<td>3.00</td>
<td></td>
<td>Reading Level 1, Writing Level 1</td>
<td>Non-repeatable Credit</td>
</tr>
</tbody>
</table>

**PDEV C131 Making Transfer Easy**

This course provides an introduction to the transfer research process designed for planning long term educational and career goals. Universities, transfer requirements, application process, degrees offered, housing, financial aid, scholarships, and supportive services are evaluated. 18 hours lecture.

**PDEV C190 Exploring Leadership**

This course introduces students to the fundamental elements of leadership. Students explore leadership theories and models as well as their own values and beliefs and develop a personal philosophy of leadership that includes an understanding of self, others and community. Students learn how to apply theory into practice as they prepare for leadership roles in college and community. 54 hours lecture.

**PHIL C101 Introduction to Philosophy**

In this course students are introduced to the subject of philosophy, including its methods, major sub-divisions, and concepts. Topics in metaphysics, ethics, political and social theory, epistemology, identity and existence are considered from the perspective of multiple cultural and historical content. 54 hours lecture.

**PHIL C141 Ethics**

Students learn a variety of philosophical approaches to moral reasoning and decision making in different cultural and historical contents. Students analyze how philosophers throughout history have considered ethical issues and they apply philosophical reasoning to contemporary issues related to ethical problems. 54 hours lecture.

**PHIL C161 Introduction to Religious Studies**

The purposes of this course are to explore and explain the historical role of religion in human life across cultures and to explore the place of religion in the global culture of the 21st century. 54 hours lecture.

**PHIL C164 Survey of World Religions**

In this course students compare a broad range of religious traditions, including Buddhism, Christianity, Hinduism, indigenous and shamanic traditions, Islam, and Judaism, in terms of their common elements of belief and practice, moral philosophy and ethical codes, and historical development, as well as contrasting their distinctive features. 54 hours lecture.

**PHIL C205 Critical and Comparative Reasoning**

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

**PHIL C215 History of Western Philosophy**

This class is an historical exploration of the most influential philosophers of Western civilization, from the pre-Socratics to the twentieth century and how they dealt with the fundamental questions about life and our human existence. 54 hours lecture.
PHED C002  Senior Strength and Stretch  
X  0.00 Units  
Repeat Status: Activity/Other Repeatable - Limit 98  

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

PHED C101  Foundations of Physical Education  
A/UC/CSU  3.00 Units  
Repeat Status: Non-repeatable Credit  

This class is an introduction to the professional field of physical education. Student will examine the significance of physical education within a comprehensive education program and study the historical backgrounds and philosophies in the field. They will also research the relations between physical education and the fields of recreation and health. 54 hours lecture.

PHED C102  Personal Lifelong Fitness  
A/UC/CSU  2.00 Units  
Advisory: Reading Level 1  
Repeat Status: Non-repeatable Credit  

This course assists the student in creating a personal wellness and fitness program. The class includes a lifestyle survey, physical fitness assessments, creating a wellness profile, exercise prescription and goal setting techniques. Participation in the class exercise program is required. 18 hours lecture/54 hours laboratory.

PHED C103  Aerobic Dance I  
A/UC/CSU  1.00 Unit  
Repeat Status: Non-repeatable Credit  

This is a beginning course in aerobic exercise that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises. 54 hours activity.

PHED C104  Aerobic Dance II  
A/UC/CSU  1.00 Unit  
Repeat Status: Non-repeatable Credit  

This is an intermediate course in aerobic exercise that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises. 54 hours activity.

PHED C105  Weight Training I  
A/UC/CSU  1.00 Unit  
Repeat Status: Non-repeatable Credit  

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

PHED C106  Weight Training II  
A/UC/CSU  1.00 Unit  
Repeat Status: Non-repeatable Credit  

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

PHED C107  General Conditioning I  
A/UC/CSU  1.00 Unit  
Repeat Status: Non-repeatable Credit  

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

PHED C108  General Conditioning II  
A/UC/CSU  1.00 Unit  
Repeat Status: Non-repeatable Credit  

This is an intermediate course in co-educational physical fitness designed to help improve general fitness through exercise. Topics include current scientific trends and methods in fitness and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness in a group fitness program. 54 hours activity.
PHED C109  Golf I
A/UC/CSU  1.00 Unit
Repeat Status: Non-repeatable Credit

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

PHED C110  Golf II
A/UC/CSU  1.00 Unit
Repeat Status: Non-repeatable Credit

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

PHED C113  Tennis I
A/UC/CSU  1.00 Unit
Repeat Status: Activity/Other Repeatable - Limit 1

This is a beginning course in the fundamentals of tennis. This class emphasizes the serve, forehand and backhand ground-strokes, volley, rules of the game and court etiquette. 54 hours activity.

PHED C114  Tennis II
A/UC/CSU  1.00 Unit
Prerequisite: PHED C113
Repeat Status: Non-repeatable Credit

This is an advanced course in tennis. This class refines the competitive strokes with special emphasis on the lob, smash (overhead), and advanced singles and doubles play. 54 hours activity.

PHED C115  Volleyball I
A/UC/CSU  1.00 Unit
Repeat Status: Non-repeatable Credit

This is a beginning course designed to introduce the fundamental skills of beginning volleyball. Skills include serving, passing, setting, offensive and defensive strategies. 54 hours activity.

PHED C116  Volleyball II
A/UC/CSU  1.00 Unit
Repeat Status: Non-repeatable Credit

This is an intermediate course designed to refine the fundamental skills of beginning volleyball. Skills include serving, passing, setting, offensive and defensive strategies as well as an introduction to advanced game play. 54 hours activity.

PHED C123  Softball I
A/UC/CSU  1.00 Unit
Repeat Status: Non-repeatable Credit

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

PHED C124  Softball II
A/UC/CSU  1.00 Unit
Repeat Status: Non-repeatable Credit

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

PHED C129  Cardiovascular Fitness I
A/UC/CSU  1.00 Unit
Repeat Status: Non-repeatable Credit

This is a beginning course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, treadmills and stair steppers). This class is designed for inactive people who want to begin a cardiovascular exercise program. 54 hours activity.

PHED C130  Cardiovascular Fitness II
A/UC/CSU  1.00 Unit
Prerequisite: PHED C129
Repeat Status: Activity/Other Repeatable - Limit 2

This is an advanced course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, and stair steppers). This class is designed for the moderately/advanced fit person who wants to improve his/her cardiovascular fitness level. 54 hours activity.
PHED C131  Wellness Walking I  
A/UC/CSU  1.00 Unit  
Repeat Status: Non-repeatable Credit  
This course is designed to give the student a practical understanding of cardiovascular fitness produced by walking. Experiences are provided to help the student understand the benefits, organization, implementation and evaluation of a balanced aerobic fitness program utilizing walking as the primary activity. 54 hours activity.

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

PHED C140  Day Hiking  
A/CSU  1.00 Unit  
Repeat Status: Activity/Other Repeatable - Limit 3  
Provide an introduction to basic day hiking techniques, first aid, and hike preparedness. Topics include wilderness, hiking in the desert and Eastern Sierra environment, public land management agencies, basic first aid, information resources, special considerations, nutrition and hydration, rules and regulations, and trip planning. Students should expect to participate in group hikes of 3-5 miles. 54 hours activity.

PHED C151  Conditioning for Competitive Athletes I  
A/UC/CSU  1.50 Units  
Repeat Status: Activity/Other Repeatable - Limit 1  
This is an introductory course designed to help improve 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. 81 hours activity.

PHED C152  Conditioning for Competitive Athletes II  
A/UC/CSU  1.50 Units  
Prerequisite: PHED C151  
Repeat Status: Activity/Other Repeatable - Limit 1  
This is a advanced course designed to help improve fitness through exercise for competitive athletes. It includes current scientific trends and methods, general psychological and kinesiological and the advanced application of physical fitness methods. This course emphasizes the maintenance of an high level of physical fitness through an individually designed fitness program. 81 hours activity.

PHED C156  Practicum in Athletic Training  
A/CSU  1.00 Unit  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course is designed to introduce students to the athletic training educational competencies set forth by the National Athletic Trainers Board of Certification (NATABOC) in a lab type setting. The student will learn hands on skills in the athletic training room including: taping for injury prevention and protection, wound care using proper OSHA standards and basic modality use. 54 hours laboratory.

PHED C173  Intercollegiate Baseball I  
A/UC/CSU  1.00 Unit  
Repeat Status: Activity/Other Repeatable - Limit 2  
This course involves participation in competition and skill development in intercollegiate baseball. There is an emphasis on advanced skill, theory, tactics and strategy in intercollegiate baseball. This course is taken during the first semester of athletic eligibility. All students must meet CCCAA Athletic Code Eligibility Guidelines. 175 hours activity.

PHED C174  Intercollegiate Baseball II  
A/UC/CSU  1.00 Unit  
Repeat Status: Non-repeatable Credit  
This course involves participation in a high level of competition and skill development at the intercollegiate level in the sport of baseball. Emphasis will be placed on advanced skill, theory, tactics and strategy and intercollegiate competition. Students must meet COA Athletic Code Eligibility Guidelines. This course is to be taken during the second semester of intercollegiate athletic eligibility (spring only). 175 hours activity.
<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
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<tbody>
<tr>
<td>PHED C175</td>
<td>Competitive Baseball I</td>
<td>2.00</td>
<td></td>
<td>Non-repeatable Credit</td>
<td>This is a sport course designed to prepare the athlete for baseball at the competitive level. Skills will be developed through high intensity practice sessions on a daily basis. Offensive and defensive theory will be discussed and put in to practice in game speed situations. 108 hours activity.</td>
</tr>
<tr>
<td>PHED C176</td>
<td>Competitive Baseball II</td>
<td>2.00</td>
<td>PHED C175</td>
<td>Non-repeatable Credit</td>
<td>This is an intermediate level sport course designed to prepare the athlete for baseball at the competitive level. Basic skills will be reviewed. Advanced skills and theory will be introduced. 108 hours activity.</td>
</tr>
<tr>
<td>PHED C177</td>
<td>Women's Intercollegiate Basketball I</td>
<td>1.00</td>
<td>Must meet CCCA Athletic Code Eligibility Guidelines</td>
<td>Non-repeatable Credit</td>
<td>This course is designed for student athletes that wish to play intercollegiate basketball. Students will develop skills in all areas of the game through daily practices that will include: individual and team drills, scrimmages (intra-team play), film sessions, game strategy sessions, and outside team competition. 90 hours activity.</td>
</tr>
<tr>
<td>PHED C178</td>
<td>Women's Intercollegiate Basketball II</td>
<td>1.00</td>
<td>Must meet CCCA Athletic Code Eligibility Guidelines</td>
<td>Non-repeatable Credit</td>
<td>This course is designed for the second semester of intercollegiate competition and is a continuation from the previous semester. Students will continue to develop basketball skills in all areas of the game and learn new basketball strategies. 85 hours activity.</td>
</tr>
<tr>
<td>PHED C276</td>
<td>Advanced Baseball Skills</td>
<td>1.00</td>
<td>Previous experience as a competitive baseball athlete</td>
<td>Activity/Other Repeatable - Limit 3</td>
<td>Summer baseball class. A course for individuals with prior years of baseball playing experience. Improvement and refinement of advanced baseball skills in a competitive laboratory environment. In addition, students will increase knowledge and application of advanced baseball strategies. Field trips are designed to provide opportunities for student participants to apply advanced baseball skills. 54 hours activity.</td>
</tr>
<tr>
<td>PHED C277</td>
<td>Women's Intercollegiate Basketball III</td>
<td>1.00</td>
<td>Must meet CCCA Athletic Code Eligibility Guidelines</td>
<td>Non-repeatable Credit</td>
<td>This course is designed for the second year and third semester student participant. Students will participate in higher level activity and skill development. The class will emphasize advanced strategies including various offenses and defense. 90 hours activity.</td>
</tr>
<tr>
<td>PHED C278</td>
<td>Women's Intercollegiate Basketball IV</td>
<td>1.00</td>
<td>Must meet CCCA Athletic Code Eligibility Guidelines</td>
<td>Non-repeatable Credit</td>
<td>This course is designed for the fourth semester of intercollegiate competition. Students will participate in advanced drills and competition. Emphasis will include advanced strategies, ability to recognize various offenses and defenses. 85 hours activity.</td>
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<tr>
<td>PHYSICAL SCIENCE</td>
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<tr>
<td>PHSC C101</td>
<td>General Earth Sciences</td>
<td>3.00</td>
<td>Reading Level 1, Writing Level 1</td>
<td>Non-repeatable Credit</td>
<td>This course covers the study of the earth as an integrated system, including earth surface processes, tectonics and mountain building, surface water and groundwater, earth-sun relationships and motions, weather, climatic types and regions soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding geologic issues important to society. 54 hours lecture.</td>
</tr>
<tr>
<td>PHSC C102</td>
<td>General Earth Sciences Laboratory</td>
<td>1.00</td>
<td>PHSC C101 or concurrent enrollment</td>
<td>Non-repeatable Credit</td>
<td>This laboratory course provides practical experience in field methods and enhancement of topics in PHSC C101 such as topographic map reading, air photo interpretation, soils, natural hazards, resource management, landforms, earth-sun relationships and motions, weather, climatic types and regions, ecosystems, and the ocean. 54 hours laboratory.</td>
</tr>
</tbody>
</table>
PHSC C111  Concepts of Physical Science  
A/UC/CSU  3.00 Units  
Advisory:  Reading Level 1, Writing Level 2  
Repeat Status:  Non-repeatable Credit  
This course is a survey of concepts in physics and chemistry, with applications to the earth sciences and astronomy, for the non-science major. Topics such as motion, energy, electricity, magnetism, waves, atoms, chemistry and chemical reactions are covered on a conceptual basis with a minimum amount of mathematics. 54 hours lecture.

PHSC C112  Concepts of Physical Science Laboratory  
A/UC/CSU  1.00 Unit  
Co-requisite:  PHSC C111 or concurrent enrollment  
Repeat Status:  Non-repeatable Credit  
This laboratory course covers conceptual experiments in physics and chemistry, with applications to the earth sciences and astronomy, for the non-science major. Experiments in motion, energy, electricity, magnetism, waves, atoms, chemistry and chemical reactions are covered on a conceptual basis. 54 hours laboratory.

PHSC C121  Elementary Astronomy  
A/UC/CSU  3.00 Units  
Advisory:  Reading Level 1, Writing Level 2, Math Level 2  
Repeat Status:  Non-repeatable Credit  
This course is a general survey of the physical universe; the nature and evolution of the universe, galaxies, stars, and planets. The methods and tools by which the current understanding has been achieved will be emphasized as will special topics of current interest. The laboratory portion of the class will cover optical principles, the use of several types of telescope and binoculars, the use of star charts and the night sky and the observation of celestial phenomena. 54 hours lecture.

PHSC C122  Elementary Astronomy Laboratory  
A/UC/CSU  1.00 Unit  
Prerequisite:  PHSC C121 or concurrent enrollment  
Repeat Status:  Non-repeatable Credit  
This course is the laboratory portion of Astronomy. This course will cover optical principles, the use of several types of telescope and binoculars, the use of star charts and the night sky and the observation of celestial phenomena. 54 hours laboratory.

PHSC C125  Astronomy  
A/UC/CSU  4.00 Units  
Advisory:  Reading Level 1, Writing Level 2, Math Level 2  
Repeat Status:  Non-repeatable Credit  
This course is a general survey of the physical universe; the nature and evolution of the universe, galaxies, stars, and planets. The methods and tools by which the current understanding has been achieved will be emphasized as will special topics of current interest. The laboratory portion of the class will cover optical principles, the use of several types of telescope and binoculars, the use of star charts and the night sky and the observation of celestial phenomena. 54 hours lecture/54 hours laboratory.

PHSC C131  Introduction to Meteorology  
A/UC/CSU  3.00 Units  
Advisory:  Reading Level 1, Writing Level 2  
Repeat Status:  Non-repeatable Credit  
This introductory course in meteorology emphasizes its interdisciplinary physical science basis and methods. Concepts covered include atmospheric composition and structure, solar-terrestrial relations, radiation, heat and temperature, air pressure, humidity, atmospheric stability, clouds and cloud systems, precipitation, wind and circulation, thunderstorms, tornadoes and hurricanes, weather analysis and forecasting, and climate. Special topics of current interest are also discussed such as El Nino, air pollution, global warming, ozone depletion, weather modification, and acid rain. 54 hours lecture.

PHSC C132  Introduction to Meteorology Laboratory  
A/UC/CSU  1.00 Unit  
Co-requisite:  PHSC C131  
Repeat Status:  Non-repeatable Credit  
This course provides laboratory experience that will make the topics covered in the Introductory Meteorology lecture more meaningful and realistic to the student. Interdisciplinary Physical Science concepts and methods are used to explain weather phenomena. Included in the course are measurement of basic weather parameters (such as temperature, pressure, wind, and humidity), weather map interpretation, data plotting and interpretation, instrument usage, and weather analysis and forecasting. Field activities emphasize the interaction between weather phenomena and human activity. Designed for the non-science major. 54 hours laboratory.
### PHYSICS

**PHYS C111**  Mechanics  
A/UC/CSU  5.00 Units  
Prerequisite: MATH C151 or concurrent enrollment  
Repeat Status: Non-repeatable Credit  
This course covers the fundamental laws of nature governing the motion of bodies and their relation to external forces. Motion in 1, 2, and 3 dimensions is covered as well as conservation of momentum, energy and angular momentum, gravitation, fluid statics and dynamics, oscillation and simple harmonic motion. 63 hours lecture/81 hours laboratory.

**PHYS C113**  Electricity and Magnetism  
A/UC/CSU  5.00 Units  
Prerequisite: PHYS C111; MATH C152 or concurrent enrollment  
Repeat Status: Non-repeatable Credit  
This course covers electromagnetic principles such as charge and matter, electric and magnetic fields, potential, capacitors, dielectric materials, resistance, current, AC and DC circuits, induction, Maxwell’s equations, and electromagnetic waves. 63 hours lecture/81 hours laboratory.

**PHYS C211**  Waves, Optics and Modern Physics  
A/UC/CSU  5.00 Units  
Prerequisite: PHYS C113  
Repeat Status: Non-repeatable Credit  
This course covers the laws governing wave motion, thermodynamics, optics, atomic physics, quantum physics, and other aspects of modern physics. 63 hours lecture/81 hours laboratory.

### POLITICAL SCIENCE

**POLS C101**  American Government  
A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  
The course includes the study of American government with an emphasis on national, state, and local government. In addition, students will undertake a comprehensive analysis of government structure, functions, principles, and problems. 54 hours lecture.

**POLS C101H**  American Government – Honors  
A/UC/CSU  4.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  
The course includes the study of American government with an emphasis on national, state, and local government. In addition, students will undertake a comprehensive analysis of government structure, functions, principles, and problems. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

**POLS C102**  Comparative Government  
A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  
This course introduces students to the comparative analysis of government and politics. A number of key political concepts are discussed, which include statehood, democracy and democratization, governmental institutions and political systems, and the development of parties and interest groups. Course concepts are applied to a variety of modern nations to illustrate different political systems. 54 hours lecture.

**POLS C204**  United States Foreign Policy  
A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  
This course examines U. S. foreign policy from a historical perspective and through an analysis of the policy making process. Students will study how specific policies are products of both internal and external factors. Several methods for evaluating U. S. policies will be identified and applied to current policies. 54 hours lecture.

### PSYCHOLOGY

**PSYC C101**  General Psychology  
A/UC/CSU  3.00 Units  
Advisory: Reading Level 1, Writing Level 1  
Repeat Status: Non-repeatable Credit  
This course offers the student an introduction to the scientific study of behavior; Perceptions, thinking, motivation, emotion, intelligence and learning; general psychological principles. 54 hours lecture.
PSYC C101H  General Psychology Honors
A/UC/CSU  4.00 Units
Limitation on Enrollment: Acceptance for the Honors program or eligibility for this Honors course as determined in consultation with the instructor.
Advisory: Reading level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This course offers the student an introduction to the scientific study of behavior; perceptions, thinking, motivation, emotion, intelligence, and learning; general psychological principles. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

PSYC C112  Introduction to Substance Abuse Issues
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Non-repeatable Credit

The purpose of this course is to provide an overview of the history and theories related to substance abuse, including alcoholism, drug abuse, and chemical dependency. The course will address cultural, religious, and political influences, as well as public policy issues, prevention, and treatment, including recovery, relapse and self-help models. 54 hours lecture.

PSYC C211  Lifespan Development
A/UC/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This course is a survey of developmental research and theory from the prenatal period through old age. It examines findings in physiological, perceptual, cognitive, social, vocational, and personality development. The course addresses issues in research methodology and applications. 54 hours lecture.

PSYC C231  Health Psychology
A/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 2
Repeat Status: Non-repeatable Credit

Students will be introduced to the theory and research which describes mind-body-behavior connections in health and wellbeing. Concepts covered include stress and coping, personality and disease, psychoneuroimmunology, and the influence of social stratification, social support, altruism humor and personal meaning on health outcomes, and the development of behaviorally healthy lifestyles. 54 hours lecture.

PSYC C241  Abnormal Psychology
A/UC/CSU  3.00 Units
Advisory: PSYC C101
Repeat Status: Non-repeatable Credit

This course is an introduction to major theories, concepts, of psychopathology, including methods of classification, systems of diagnosis, and treatment methods. 54 hours lecture.

PSYC C251  Human Sexuality
A/UC/CSU  3.00 Units
Advisory: PSYC C101
Repeat Status: Non-repeatable Credit

This course covers the complex and diverse physiological, psychological, and socio-cultural aspects of human sexuality. Discussions include evaluation of prominent theories, examination of academic research and exploration of current issues pertaining to human sexuality. 54 hours lecture.

PSYC C261  Psychology of Effective Behavior
A/UC/CSU  3.00 Units
Advisory: PSYC C101
Repeat Status: Non-repeatable Credit

This course covers the psychosocial principles that facilitate effective behavior through the perspective of positive psychology, the humanistic approach, social learning theory and the socio-cultural premise. The course includes both lecture and experiential activities that allow the student to apply principles learned, to themselves. 54 hours lecture.

READING

READ C036  Developmental Reading
P  4.00 Units
Repeat Status: Non-repeatable Credit

This reading course helps students improve their reading skills. Emphasis is placed on development of word recognition, vocabulary, paragraph analysis, and comprehension. 72 hours lecture.

READ C046  Improving Reading Skills
P  4.00 Units
Prerequisite: READ C036
Repeat Status: Non-repeatable Credit

Students will learn to analyze paragraphs and essays for stated and unstated main ideas, identify supporting material, distinguish patterns of organization, recognize words and phrases that show relationships of ideas, make reasonable inferences, and draw logical conclusions. 72 hours lecture.
READ C056  College Reading
A  3.00 Units
Prerequisite:  Reading Level 2
Advisory:  Writing Level 2
Repeat Status:  Non-repeatable Credit

This course improves students’ college-level reading skills. Using a variety of fiction and nonfiction reading materials, students learn to identify purpose and tone, summarize, outline, distinguish fact from opinion, infer, analyze, critique, and synthesize. In addition, students increase their college-level vocabulary and learn to mark text material. 54 hours lecture.

RENEWABLE ENERGY TECHNOLOGY

RET C101  Introduction to Wind Turbine Technology
A/CSU  1.00 Unit
Advisory:  MATH C050, Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

This course is an introduction to the basic concepts and terminology of how wind energy is captured and transformed into electrical power. Topics include mechanical physics, electricity and magnetism, fluid dynamics, and aerodynamics. The course introduces the student to the physical principles underlying the engineering of wind towers and electrical generators. 18 hours lecture.

RET C102  Wind Turbine Technician I
A/CSU  4.00 Units
Advisory:  CSCI C070, Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

This is the first in the series of two courses designed to instruct students in the fundamentals of wind turbine operation and maintenance and prepare them for positions in the wind industry as technicians. In this course there is a strong emphasis on safety as well as electrical testing equipment, AC and DC theory and hydraulics. 54 hours lecture/54 hours laboratory.

RET C103  Wind Turbine Technician II
A/N/CSU  4.00 Units
Prerequisite:  RET C102
Repeat Status:  Non-repeatable Credit

This is the second in the series of two courses designed to instruct students in the fundamentals of wind turbine operation and maintenance and prepare them for positions in the wind industry as technicians. Topics covered include: Concepts of electronics, mechanical systems, electrical systems, PLC’s, maintenance and trouble shooting, construction, data analysis, and meteorology. 54 hours lecture/54 hours laboratory.

RET C104  Introduction to Solar Power Technology
A/CSU  1.00 Unit
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

This course introduces an overview of the solar energy and power industry and is also an introduction to the basic concepts and terminology of how solar energy is captured and transformed into electrical power. Topics include the history of solar and photo voltaic technology and related safety considerations. 18 hours lecture.

RET C105  Solar Energy I - Photovoltaic Technology and Applications
A/N/CSU  3.00 Units
Prerequisite:  RET C104 or concurrent enrollment
Repeat Status:  Non-repeatable Credit

This course is designed to prepare the learner with basic knowledge of photovoltaic systems, suitable for a supervised, entry level position with a dealer/installer or other PV industry company. 45 hours lecture/27 hours laboratory.

RET C111  Electrical Circuit Analysis I
A/CSU  4.00 Units
Advisory:  MATH C050
Repeat Status:  Non-repeatable Credit

Students will learn International System of Units; engineering notation and prefixes; definitions of current, voltage, resistance, power, work and efficiency; Ohm’s and Kirchhoff’s Laws; series and parallel circuit principles; series-parallel, DC resistive networks. Thevenin and Norton’s theorems. Note: This course is cross listed with ET C101. 72 hours lecture.

RET C112  Electrical Circuit Analysis II
A/CSU  4.00 Units
Prerequisite:  ET C101 or RET C111
Advisory:  MATH C142
Repeat Status:  Non-repeatable Credit

The course will cover power in AC circuits and the application of Kirchhoff’s Law, the concept of dependent sources, Thevenin and Norton equivalent circuits, the phenomena of resonance, transfer functions and filters, and transformers. Note: This course is cross listed with ET C105. 72 hours lecture.
RET C120  Introductory Hydraulics
A/CSU  4.00 Units
Prerequisite:  RET C101
Advisory:  MATH C050
Repeat Status:  Non-repeatable Credit

Students will learn the fundamental concepts of hydraulics, lubrication, and bearing technology with a focus on entering a profession in the wind power industry. Lab work includes learning and applying hydraulic concepts using an MB 400 Hydraulic System. 72 hours lecture.

RUSSIAN

RUSS C101  Elementary Russian I
A/UC/CSU  4.00 Units
Advisory:  Reading Level 1, Writing Level 1
Repeat Status:  Non-repeatable Credit

In this introductory course students learn basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level as well as learning about the culture and civilization of the Russian-speaking world. 72 hours lecture.

RUSS C102  Elementary Russian II
A/UC/CSU  4.00 Units
Advisory:  RUSS C101 or two years of high school Russian or equivalent
Repeat Status:  Non-repeatable Credit

This is the second semester course where students learn more advanced basic grammar and vocabulary for speaking, reading, understanding and writing at the advanced beginning level. There is also further study about the culture and civilization of the Russian-speaking world. 72 hours lecture.

RUSS C201  Intermediate Russian I
A/N/CSU  4.00 Units
Prerequisite:  RUSS C102 or three years of high school Russian or equivalent
Repeat Status:  Non-repeatable Credit

This is the third semester course where students learn intermediate advanced grammar and vocabulary for speaking, reading, understanding and writing at an intermediate level. There is also further study about the culture and civilization of the Russian-speaking world. 72 hours lecture.

RUSS C202  Intermediate Russian II
A/N/CSU  4.00 Units
Prerequisite:  RUSS C201 or four years of high school Russian or equivalent
Repeat Status:  Non-repeatable Credit

This is the fourth semester course where students learn intermediate advanced grammar and vocabulary for speaking, reading, understanding and writing at an intermediate level. There is also further study about the culture and civilization of the Russian-speaking world. 72 hours lecture.

SOCIAL SCIENCE

SOSC C120  Politics and History in Action
A/CSU  4.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Activity/Other Repeatable - Limit 3

This is a travel course where students participate in an intense visit and experience of major political and cultural attractions of selected cities. Course focuses on the political, historical, and social forces that shape the development of the city and its contribution to civilization. 36 hours lecture/108 hours laboratory.

SOSC C151  Dynamics of Community Development
A/CSU  3.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

This course provides training and preparation of students for community mentoring programs designed to assist school age children with tools and strategies to combat violence, ethnic and racial, and other social problems. This course prepares students to assume greater responsibilities, to become a group leader in the interactive sessions at the high, middle, and elementary schools. Students may also exercise a leadership role in organizing and implementing community forums and youth activities. 27 hours lecture/81 hours laboratory.

SOSC C158  Project Hope House
A/CSU  4.00 Units
Advisory:  Reading Level 1, Writing Level 2
Repeat Status:  Non-repeatable Credit

This community service learning class is designed to train college students in strategies to become tutors in local elementary and middle and high schools. 54 hours lecture/54 hours laboratory.
SOSC C159  Advanced Project Hope House  
A/CSU  4.00 Units  
Advisory:  Reading Level 1, Writing Level 2  
Repeat Status:  Non-repeatable Credit  

This community service learning class is designed to train college students in strategies to become experienced tutors in local elementary and middle and high schools. Three hours of weekly college classes prepare students to assume leadership roles in tutoring three hours weekly in local schools. 54 hours lecture/54 hours laboratory.

SOCIOLOGY

SOCI C101  Introduction to Sociology  
A/UC/CSU  3.00 Units  
Advisory:  Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  

This course introduces and clarifies concepts and research findings of contemporary sociology; understanding human groups such as the family, the playgroup, the work group, social class, institutions, mass behavior and culture. Discussion is centered on the effects of social change in an industrial society. 54 hours lecture.

SOCI C131  Sociology of Women  
A/UC/CSU  3.00 Units  
Advisory:  Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  

This course is an examination of women’s roles in the modern world, particularly in the United States, and includes historical, cross-cultural, psychological, sociological and political aspects. The focus of this course is analysis and discussion of gender relations in the home, family and the work place, and the treatment of women in politics, law, the mass media and health care systems. 54 hours lecture.

SOCI C210  Diversity and Film  
A/UC/CSU  3.00 Units  
Advisory:  Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  

Through the use of films, documentaries and analytical essays students use critical reasoning skills to discover how the structures of race, class, gender and similar constructs have shaped and formed our society and our culture. There is analysis, discussion, and written critique of selected films and readings. This satisfies the Cerro Coso diversity requirement. Note: This course is cross listed with INST C210. 54 hours lecture.

SPANISH

SPAN C100  Basic Conversational Spanish  
A/CSU  3.00 Units  
Advisory:  Reading Level 2, Writing Level 2  
Repeat Status:  Activity/Other Repeatable - Limit 3  

This course is designed to start students speaking Spanish confidently at a basic level. Emphasis is made on oral practice, pronunciation and vocabulary building. The class develops the students' speaking skills and understanding of Spanish for practical use in everyday situations. This course is neither a prerequisite nor equivalent to SPAN C101 and can be taken concurrently with SPAN C101. 54 hours lecture.

SPAN C101  Elementary Spanish I  
A/UC/CSU  5.00 Units  
Advisory:  Reading Level 1, Writing Level 1  
Repeat Status:  Non-repeatable Credit  

This is an introductory course where students learn basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level as well as learn about the culture and civilization of the Spanish-speaking world. 90 hours lecture.

SPAN C102  Elementary Spanish II  
A/UC/CSU  5.00 Units  
Prerequisite:  SPAN C101 or two years of High School Spanish or the equivalent  
Repeat Status:  Non-repeatable Credit  

This course is a continuation of the introduction to the Spanish language presented in SPAN C101. Students continue to focus on the grammar and vocabulary necessary for speaking, reading, understanding and writing at the high-beginner level as well as learn about the culture and civilization of the Spanish-speaking world. 90 hours lecture.
SPAN C110  Review of Elementary Spanish  
A/CSU  5.00 Units  
Advisory: SPAN C101 and/or SPAN C102  
Repeat Status: Non-repeatable Credit  

This is an intensive course for students with previous training in Spanish but without the proficiency required for a second year course. This is a comprehensive review of most of the major grammatical components of Spanish 101 and 102. Past experience in Spanish could include but is not limited to those who studied the language at some time in the past and have not utilized it, those who speak fairly well but wish to improve writing skills, or those who wish to solidify what they have recently learned before taking a more advanced course. 90 hours lecture.

SPAN C120  Beginning-Intensive Spanish Grammar, Conversation and Culture  
A/N/CSU  2.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  

This course is designed for students with little or no knowledge of Spanish and introduces them to basic communication skills through the fundamentals of Spanish grammar and the presentation of various cultural aspects of Spanish-speaking countries. Students will acquire the vocabulary for basic conversation as it relates to everyday situations. Students will also apply and practice their vocabulary, grammar and spoken Spanish skills during the study of cultural and current events and participating in everyday activities. Topics could include the study of geography and history, literature, art, music, dance, gastronomy, travel, Spanish for specific occupations, or other similar topics. The design of this course serves to accelerate the learning process by associating the acquired grammar and vocabulary skills with individual cultural interests. 35 hours lecture/5 hours activity.

SPAN C150  Intensive Spanish Beginner  
A/CSU  1.50 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  

This course is designed for students with little or no knowledge of Spanish and introduces them to basic communication skills through the fundamentals of Spanish grammar and the presentation of various cultural aspects of Spanish-speaking countries. Students will acquire the vocabulary for basic conversation as it relates to everyday situations. 27 hours lecture.

SPAN C154  Intensive Spanish Beginner-Intermediate  
A/CSU  1.50 Units  
Advisory: SPAN C150  
Repeat Status: Non-repeatable Credit  

This course is designed for students who have had some formal instruction in Spanish or who have acquired communication skills through some interaction with Spanish speakers. The course is also a continued development of the students’ listening, speaking, reading, and writing skills through further study of Spanish grammar and vocabulary related to a variety of situations. 27 hours lecture.
SPAN C171  Intermediate Conversation
A/UC/CSU  3.00 Units
Advisory: SPAN C102
Repeat Status: Activity/Other Repeatable - Limit 3

This course improves the student’s ability to communicate in Spanish through vocabulary building, reading, and classroom conversation at a mid to high-intermediate level. Through an interactive classroom approach, students have the opportunity to enhance their oral proficiency as they apply the language to a variety of situations. There is some review of the most difficult grammar concepts for non-native speakers. May be taken concurrently with SPAN C201. 54 hours lecture.

SPAN C180  Spanish for Native Speakers
A/UC/CSU  3.00 Units
Advisory: Reading Level 2, Writing Level 2
Repeat Status: Non-repeatable Credit

This course is designed for native Spanish speakers, who already speak, read and write the language but wish to develop their fluency further through vocabulary building, spelling and accentuation rules, cognates, grammatical structures and composition. Cultural topics will also be in order for students to have a deeper understanding and awareness of their cultural heritage. This course is taught in Spanish. 54 hours lecture.

SPAN C201  Intermediate Spanish I
A/UC/CSU  5.00 Units
Advisory: SPAN C102
Repeat Status: Non-repeatable Credit

This course is an in-depth review and continued study of Spanish grammatical structures while further developing students’ understanding of Hispanic culture and civilization through cultural and literary readings. The emphasis of the course is on communication, both written and spoken with focus on reading and composition skills. May be taken concurrently with SPAN C171. 90 hours lecture.

SPAN C202  Intermediate Spanish II
A/UC/CSU  5.00 Units
Advisory: SPAN C201
Repeat Status: Non-repeatable Credit

This course is a continuation of an in-depth grammar review of the Spanish language and further study of more advanced grammatical concepts, while at the same time, involving an enhancement of students’ cultural awareness through reading, discussion and essays of Hispanic culture and literary works. The emphasis of the course is on communication, both written and spoken with a continued focus on reading and composition skills. 90 hours lecture.

SPAN C211  Hispanic Cinema
A/UC/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This class studies Hispanic civilization and culture through films, videos and documentaries, as well as varied readings. There is analysis, discussion, and written critique of selected films from Spain, Latin America and the United States. The class covers a variety of cultural issues such as the art, music, history and politics of the Hispanic world. There is an emphasis on issues of multiculturalism and diversity as illustrated by the films and readings on issues such as race, class, gender and immigration issues. Films are subtitled; no knowledge of Spanish is required. This course is cross listed with FILM C211. 54 hours lecture.

SPAN C220  Intermediate Intensive Spanish
Grammar, Conversation and Culture
A/N/CSU  2.00 Units
Advisory: SPAN C121
Repeat Status: Non-repeatable Credit

This course is designed for students with intermediate-advanced knowledge of Spanish and will expand their communication skills through the further development of Spanish grammar and the presentation of various cultural aspects of Spanish-speaking countries. Students will enhance their vocabulary for conversation as it relates to specialized situations. Students will also apply and practice their vocabulary, grammar and spoken Spanish skills during the study of geography and history, literature, art, music, dance, gastronomy, travel, Spanish for specific occupations, or other similar topics. The design of this course serves to accelerate the learning process by associating the acquired grammar and skills with the individual cultural interests. 35 hours lecture/5 hours activity.
SPAN C221 Intermediate-Advanced Intensive
Spanish Grammar, Conversation
and Culture
A/N/CSU  2.00 Units
Advisory: SPAN C220
Repeat Status: Non-repeatable Credit

This course is designed for students with strong intermediate/advanced knowledge of Spanish and will expand their communication skills through the advanced study of Spanish grammar and the presentation of various cultural aspects of Spanish-speaking countries. Students will enhance their vocabulary for conversation as it relates to everyday specialized topics. Students will also apply and practice their vocabulary, grammar and spoken Spanish skills during the study of cultural and current events and participating in everyday activities. Topics could include the study of geography and history, literature, art, music, dance, gastronomy, travel, Spanish for specific occupations, or other similar topics. The design of this course serves to accelerate the learning process by associating the acquired grammar and vocabulary skills with individual cultural interests. 35 hours lecture/5 hours activity.

SPAN C250 Intensive Spanish Intermediate
A/CSU  1.50 Units
Advisory: SPAN C154
Repeat Status: Non-repeatable Credit

Intensive Spanish Intermediate builds upon the skills acquired in SPAN C154. The course includes a further study of Spanish vocabulary, idioms, more complex grammatical structures, and the Hispanic culture. Through in-class activities and dramatizations, oral presentations and cultural materials, students will have the opportunity to practice and improve their communication skills. 27 hours lecture.

SPAN C252 Special Topics in Spanish
A/CSU  0.50 Units
Advisory: SPAN C250
Repeat Status: Non-repeatable Credit

This course is for students who wish to pursue special areas of study within the discipline. Topics are chosen based upon student interests and could include the study of geography and history, literature, art, music, dance, gastronomy, travel, Spanish for specific occupations, or other similar topics. The design of this course serves to accelerate the learning process by associating the acquired grammar and vocabulary skills with individual cultural interests. 9 hours lecture.

SPAN C254 Intensive Spanish Advanced
A/CSU  1.50 Units
Advisory: SPAN C250
Repeat Status: Non-repeatable Credit

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

SPEECH

SPCH C101 Elements of Speech
A/UC/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

In this speech course for transfer to four-year institutions, students learn to make effective oral presentations by gathering and selecting information, arranging materials, analyzing audience and occasion, and controlling expression and delivery. 54 hours lecture.

SPCH C105 Interpersonal Communication
A/UC/CSU  3.00 Units
Advisory: Reading Level 1, Writing Level 1
Repeat Status: Non-repeatable Credit

This course provides an introduction to all aspects of the communication process, including intrapersonal, interpersonal, and group communication as well as speaking in public. The course emphasizes an understanding of communication in everyday life in conjunction with the knowledge of how to present ideas, thoughts, and feelings. Various theories of interpersonal communication are introduced. Participation in a variety of learning experiences is designed to enhance competence and to develop skills in interpersonal relationships. 54 hours lecture.
THEA C101 Introduction to Theatre  
A/UC/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  

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

THEA C103 Introduction to Play Reading  
A/UC/CSU 3.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Non-repeatable Credit  

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

THEA C105 Performance Studies  
A/CSU 2.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Activity/Other Repeatable - Limit 3  

This course introduces students to types of performance beyond the traditional stage performance. Students will learn to gather, select, compose, and arrange various texts into script format. Students will rehearse and perform literary and conversational texts in both solo and group performances. 27 hours lecture/27 hours laboratory.

THEA C111 Fundamentals of Acting  
A/UC/CSU 2.00 Units  
Advisory: Reading Level 2, Writing Level 2  
Repeat Status: Non-repeatable Credit  

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.

THEA C112 Beginning Acting  
A/UC/CSU 2.00 Units  
Prerequisite: THEA C111  
Repeat Status: Non-repeatable Credit  

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

THEA C118 Improvisation  
A/UC/CSU 2.00 Units  
Repeat Status: Activity/Other Repeatable - Limit 3  

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

THEA C121 Theatre Production  
A/UC/CSU 3.00 Units  
Repeat Status: Activity/Other Repeatable - Limit 3  

Students will learn how to rehearse for and produce main stage, experimental, and/or reader’s theatre plays. The course will focus on theatre activity for the beginning or advanced student in acting and technical production. Students will explore such technical areas as set construction, costuming, publicity, and theatre management. 18 hours lecture/108 hours laboratory.

THEA C126 Shakespeare Theatre Production  
A/UC/CSU 3.00 Units  
Repeat Status: Activity/Other Repeatable - Limit 3  

Students will learn how to rehearse for and produce a Shakespeare play in the original Elizabethan English, getting practical experience in reading, parsing, and interpreting the text for dramatic production. The course will focus on theatre activity for the beginning or advanced student in acting and technical production. Students will explore such technical areas as set construction, costuming, publicity, and theatre management. 27 hours lecture/81 hours laboratory.

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THEA C131  Technical Theatre  
A/UC/CSU  3.00 Units  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course exposes students to the technical areas of theatre production, including set design, lighting, sound, costuming, props, hair and makeup, and publicity. Students will learn how the technical elements integrate with the work of the performers and will participate in the entire production process from the auditions to the run of the show. 18 hours lecture/108 hours laboratory.

THEA C140  Movement for the Actor  
A/UC/CSU  2.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course offers an introduction to movement for the actor. Students will learn to enhance physical clarity, expressiveness, and creativity in performance. The course will guide student work on physical characterization for both modern and period-style plays. 27 hours lecture/27 hours laboratory.

THEA C145  Voice for the Actor  
A/CSU  2.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course offers an introduction to vocal performance for the actor. Students will learn relaxation, breathing, and vocal production techniques to enhance vocal clarity and expressiveness for performance. The course will guide student work on vocal characterization and the use of dialects in performance. 27 hours lecture/27 hours laboratory.

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

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

THEA C230  Directing  
A/UC/CSU  2.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course provides students an introduction to directing. The course will focus on the theory and process of directing, from play selection to performance. Students will develop directing techniques and skills by directing short dramatic works. 27 hours lecture/27 hours laboratory.

THEA C241  Creative Drama  
A/CSU  2.00 Units  
Advisory: Reading Level 1, Writing Level 2  
Repeat Status: Activity/Other Repeatable - Limit 3  
This course exposes students to the use of drama as a learning tool and is appropriate for drama enthusiasts; preschool, elementary, and secondary educators; as well as those who will guide recreational programs. Students will gain the necessary skills to guide experiences that will foster personal development, dramatic play, and storytelling and dramatization skills in others. 18 hours lecture/54 hours laboratory.
**WELDING**

**WELD C101  Oxyacetylene Welding**  
A/CSU  3.00 Units  
**Advisory:** Reading Level 1, Writing Level 2  
**Repeat Status:** Non-repeatable Credit  
This course provides practical experience in welding, brazing, soldering, and cutting of steel using oxyacetylene. Topics include safety, metals and their physical properties, setup and use of oxyacetylene equipment, and welding and cutting techniques. 36 hours lecture/54 hours laboratory.

**WELD C102  Shielded Metal Arc Welding (SMAW)**  
A/CSU  2.00 Units  
**Prerequisite:** WELD C101  
**Repeat Status:** Non-repeatable Credit  
This course provides practical, hands-on experience in Shielded Metal Arc Welding (SMAW) as well as lecture on safety, different types of SMAW machines, identification of metals, electrode selection and electrical theory. 18 hours lecture/54 hours laboratory.

**WELD C200  Gas Metal Arc Welding (GMAW)**  
A/CSU  2.00 Units  
**Advisory:** Reading Level 1, Writing Level 2  
**Repeat Status:** Non-repeatable Credit  
This course provides practical experience in Gas Metal Arc Welding (GMAW) (MIG) as well as lectures on safety, welding and identification of ferrous and non-ferrous metals, shielding gasses, bare and flux cored electrodes, and proper selection of welding materials for different applications. 18 hours lecture/54 hours laboratory.

**WELD C201  Welding Fabrication**  
A/CSU  3.00 Units  
**Prerequisite:** WELD C203  
**Repeat Status:** Non-repeatable Credit  
This course is designed to enable the student to construct welded projects using the processes learned in previous courses. The student learns how to read technical drawings and interpret welding symbols, produce shop drawings, and use trade related math in the layout and assembly process. 36 hours lecture/54 hours laboratory.

**WELD C203  Gas Tungsten Arc Welding (GTAW)**  
A/CSU  2.00 Units  
**Prerequisite:** WELD C102  
**Repeat Status:** Activity/Other Repeatable - Limit 3  
This course provides practical experience in Gas Tungsten Arc Welding (GTAW) (TIG) as well as lectures on safety, welding and identification of exotic metals, types of filler metals and shielding gasses. This course may be taken three times. 18 hours lecture/54 hours laboratory.

**WELD C204  Pipe and Tube Welding**  
A/CSU  3.00 Units  
**Prerequisite:** WELD C203  
**Repeat Status:** Non-repeatable Credit  
This course is designed to help the student develop skills required to be proficient at the welding of pipe and tubing using the SMAW and GTAW processes. Welding position, preparation, and fit-up are covered as well as techniques and special conditions associated with the welding of pipe. 36 hours lecture/54 hours laboratory.