The Cerro Coso Community College catalog reflects all course actions taken by the Curriculum and Instruction Committee (CIC) through Spring 2002. While every reasonable effort has been made to ensure its accuracy, the catalog should not be considered an irrevocable contract between the college and its students.
Welcome to Cerro Coso Community College. We are very pleased you have chosen Cerro Coso to meet your educational needs. You will find a friendly, student-centered environment that is committed to providing quality educational experiences whether you are here to prepare for transfer to a four-year university, complete an Associate’s degree in occupational education, enhance your job skills, or simply enrich your life through a course or two.

We have prepared this catalog to act as a guide as you embark on your educational journey. You will find information about the programs, services, and resources available to you as a Cerro Coso Community College student. You will find answers to your questions about admissions, registration, academic policies, and graduation requirements. This catalog is also a reflection of the commitment the administration, faculty and staff of the college make to quality experiences for you, the student.

You will find the time you spend with us at Cerro Coso to be meaningful and exciting. You will have opportunities to expand your thinking and explore ideas. You will be amazed at everything you can accomplish and at how quickly your initial journey will be complete. If, along the journey, you encounter questions or problems, please ask any of our faculty or staff for assistance. You will find them eager to help.

Good luck on your journey. Remember, you are not making this journey alone. The administrators, faculty, and staff are here to help guide and support you along the way.

Patricia A. Knapik
Vice President
TABLE OF CONTENTS

General Information 4
Matriculation 8
Admission and Registration 10
Academic Policies 14
Student Support Services 21
Graduation Requirements 26
Transfer Requirements 31
Degree and Certificate Programs 35
Course Descriptions 63
Administration and Faculty 126
Index 130
GENERAL INFORMATION

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

Mission

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

Service Philosophy

Cerro Coso Community College is committed to providing equal opportunity for access to quality community college education for all eligible individuals within its service area irrespective of geographic location. In keeping with this philosophy, the College has established the following goals:
1. Maximize use of community resources and expand instructional facilities to meet the varying needs, interests, and capacities of individuals geographically distant from the campus.
2. Maintain a high level of quality for instructional programs offered at all sites by thorough adherence to the same admissions, grading, and graduation standards; by insuring that all faculty members possess the same or equivalent qualifications; and by facilitating regular and frequent interaction among all instructors and staff of all campuses and/or centers.
3. Assess the educational needs of college clientele and facilitate the design and delivery of educational programs specifically tailored to meet those needs.
4. Continually strive to upgrade and improve the support services and physical facilities at all campuses such as learning resource centers, student counseling, financial aid information and assistance, and other student services normally offered on the traditional college campus, or provide such services electronically.

General Education Philosophy

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

Values

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

COMMUNITY: Responsiveness to the educational needs of our individual communities.
STUDENTS: Students as individuals with unique capabilities and needs.
PARTICIPATION: Full participation by all members of the college community in charting the future of the college.
LEARNING: A teaching-learning process that motivates students toward excellence.
PREPARATION: A comprehensive curriculum that prepares students to be competitive in the job market or transfer programs.
PROFESSIONAL GROWTH: Professional growth based on personal self-assessment.
ACCESS: Open access to educational success.
INNOVATION: Innovation and creativity.
DIVERSITY: Staff and student diversity.
Strategic Long Range Goals, 2002-2004

1. Implement a three-year student recruitment and retention program that will increase the number of full-time students by 30% and achieve an internal semester retention rate of 90% at all college locations.

2. Increase the viability of the College’s Student Learning programs in all its communities through outcome-based research, program review, and student follow-up assessment.

3. Integrate the use of technology throughout the college to increase student access to learning, improve organizational efficiency, and enhance services to our communities particularly through online and interactive instruction.

4. Promote College leadership in the economic and cultural development of each community served by the college.

5. Ensure the financial stability of the college by achieving staffing levels that reflect KCCD Board direction, by increasing college income, and by controlling administrative/operational costs.

Accreditation

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

Instructional Centers

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

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

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

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

The Kern River Valley Campus serves the communities of the Kern River Valley from its campus at the Kern Valley Plaza in Lake Isabella. Students in Lake Isabella, Wofford Heights, Kernville, Mt. Mesa, South Lake, and Onyx can find easy access to the campus via public and private transportation. The campus offers both day and evening classes to provide educational alternatives including two-year programs leading to transfer to the university level, two-year AA and AS degrees, short-term vocational programs, single-course options which may lead to immediate employment, G.E.D. certification, personal enrichment classes, and professional upgrade classes. Kern River Valley Campus offers testing, counseling, advisement, and financial aid assistance, which can enable students to meet their educational goals.

CConline, Cerro Coso Community College’s virtual campus, currently offers associate degrees online, the general education courses necessary to meet transfer requirements to a four year institution, and student support services. CConline has an international reputation for excellence and provides an extraordinary opportunity for those too distant from a community college or too involved in business or family to pursue higher education during traditional hours. For more information about CConline, Cerro Coso’s Virtual Campus, please access its website located at http://www.cc-online.cerrocoso.edu or by telephone at 1-888-537-6932.

Schedule of Classes

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

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

Open Classes

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

Notice of Nondiscrimination

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

Mr. Ken Bergevin, Director, Learning Support Services, Title IX (pertaining to gender equity, including sexual harassment)
Coordinator, Title VI and Section 504/ADA (pertaining to race, color, or national origin, and disability)

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

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

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

Noticia De No Discriminación

El Cerro Coso Community College y el Distrito de Kern Community College no discriminan a base de raza, color, origen nacional, sexo (incluyendo persecución sexual), o costumbres, conforme al Título VI del Acto de Derechos Civiles de 1964 (el cual pertenece a raza, color o origen nacional), Título IX de las Enmiendas de Educación de 1972 (pertenece a sexo), Sección 504 del Acto de Rehabilitación de 1973 y el Acto de Americanos con Desventajas de 1990 (pertenece a desventajas) y el Acto de Discriminación de Edad de 1975 (pertenece a edad). La regla de no discriminación cubre admisión y acceso a, y tratamiento y empleo en, las actividades y programas del Colegio, incluyendo educación vocacional. Preguntas acerca de las reglas de igual oportunidad, cómo hacer una queja, puesto razonable de empleo, ajustes académicos o servicios y ayudas auxiliares, o para pedir una copia de los procedimientos de quejas que cubren quejas de discriminación, diríjase a:

Ken Bergevin, Director, Sostenimiento de Servicios de Instrucción
Coordinador del Título IX, (pertenece a sexo)
Coordinador del Título VI y Sección 504/ADA, (pertenece a raza, color u origen nacional, desventajas)
(760) 384-6244
(760) 384-6110 (TDD Only)

Preguntas acerca de leyes federales y regulaciones pertenecientes a lo arriba escrito pueden ser dirigidas al siguiente domicilio:
Cerro Coso Community College 2002-2004

Key Catalog Terms

**Associate in Arts, A.A.:** General degree granted by California Community Colleges.

**Associate in Science, A.S.:** General degree granted by California Community Colleges requiring significant work within a specific major, often an occupational major.

**Advisory:** Skills or courses that are not prerequisites but are highly recommended for student success.

**Assessment:** The process of collecting student information through standardized tests, academic transcripts, surveys, and interviews for the purpose of assisting students with the development of educational plans.

**Bachelor's Degree:** Degree granted by four-year colleges. Usually the Bachelor of Arts (B.A.) or the Bachelor of Science (B.S.).

**Catalog Rights:** Refers to the “right” of the student to elect to meet the graduation requirements in effect the academic year of first enrollment, as long as continuous enrollment is maintained, or at the time of graduation.

**Class Schedule:** The listing of courses including hours, instructor, and room assignments to be offered each semester.

**Credit Course:** Courses for which units are granted.

**Credit/No Credit Grading:** A grading system allowing a course to be taken for a grade of Credit or No Credit rather than for a letter grade of A, B, C, D, F.

**Electives:** Courses elected by the student which do not fulfill any specific requirement but provide units toward a degree.

**General Education:** Certain groups of courses required of all degree candidates regardless of their major.

**Grade Point Average (G.P.A.):** The average of a student's grades.

**Lower Division:** The first two years of college work, i.e., freshman- and sophomore-level courses. By law, only lower division work can be offered by Cerro Coso Community College.

**Major:** A specific program of study a student plans to pursue.

**Placement:** The process of advising a student to enroll into a particular course based on prerequisites, valid standardized tests, and other multiple measures.

**Prerequisite:** A requirement which must be completed prior to enrollment in a course. Prerequisites are listed in the course description.

**Repeatability:** Courses that are designed to build skills may be taken more than one time. The number of times a course may be taken, if more than once, is indicated in the course catalog description.

**Semester Unit:** In general, 54 hours of student work which can be lecture, laboratory, or a combination of both lecture and laboratory. Graduation requires 60 semester units. Courses in this catalog are indicated in semester units and total hours of instruction.

**Student Education Plan:** A plan developed for each student which identifies the student's educational objectives and the courses, services, and programs to be used to achieve them. These plans are to be on file in the Counseling Center.

**Transcript:** A copy of a student's college record prepared by the Admissions and Records Office.

**Upper Division:** The last two years of college work, i.e., junior- and senior-level courses. Upper division work is not offered by or generally accepted in transfer at Cerro Coso Community College.
MATRICULATION

Student Rights and Responsibilities

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

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

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

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

Cerro Coso agrees to:
- Process your application for admission.
- Provide orientation services addressing questions concerning college procedures, course scheduling, academic expectations, financial assistance and other relevant issues.
- Provide for assessment of your skills in conjunction with counseling/advisement.
- Provide assessment to recommend Math and English placement, including:
  a. Assistance in identification of aptitudes, interests and educational objectives.
  b. Evaluation of study and learning skills.
  c. Referral to specialized support services.
  d. Advisement concerning course schedules.
- Provide evaluation of your educational progress, which is available through counseling/other support services.
- Provide a wide variety of course offerings, including pre-collegiate basic skills.
- Provide advisement of all nonexempt students with particular emphasis on students enrolled in pre-collegiate basic skills who have not declared a specific educational goal, as well as to students who have been placed on probation.

Additional Rights of Students

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

Questions concerning your rights under Matriculation?

See: Ms. Jill Board
Dean of Student Learning
**Matriculation Status**

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

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

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

**Prerequisites, Corequisites, and Advisories**

Complete course prerequisites, corequisites, and advisories are listed in this schedule after the course descriptions. These requirements are intended to ensure students a reasonable chance of success. Cerro Coso is in the process of validating prerequisites in order to implement their computer enforcement. 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 unless otherwise noted.**

**Corequisite** is a course or courses students are required to take simultaneously in order to enroll in another course. Corequisites represents a set of skills or a body of knowledge students must acquire through concurrent and continued enrollment in another course or courses in order to receive a C or better in the course requiring the corequisite.

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

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

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

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

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

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

The Dean of Student Learning, Student Services, in collaboration with the appropriate faculty shall resolve challenges within five (5) school days of the receipt of the challenge.
If space is available in a course when a student files a challenge, the College shall reserve a seat for the student and the student is assured a seat in the class if the challenge is ultimately upheld. If no space is available in the course when a challenge is filed and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Prerequisite challenge forms are available in the Counseling Center for students seeking to challenge a course prerequisite.

**Student Right-To-Know (SRTK) Disclosure**

In compliance with the Student Right-To-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Kern Community College District and Cerro Coso Community College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1997, a cohort of all certificate, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Cerro Coso Community College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 19.5% attained a certificate, degree, or became “transfer-prepared” during a three-year period from Fall 1997 to Spring 2000. Students who are “transfer-prepared” have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 29.9% transferred to another postsecondary institution (UC, CSU, or another California Community College) prior to attaining a certificate, degree, or becoming “transfer-prepared” during a five-semester period from Spring 1998 to Spring 2000.

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

**ADMISSION AND REGISTRATION**

**Admission Eligibility**

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

High school students may qualify to be admitted as special students upon the recommendation of their school principal or counselor and with the approval of the Vice President of Student Learning or designated representative. In order to receive approval, students must demonstrate that they have the ability to complete college level work. Students attending grades eight and under may also be admitted if they qualify as a gifted and talented student and are taking the course in their identified area of special ability. High school students taking courses for high school or college credit must complete a High School Concurrent Enrollment Form. Adults taking courses for high school credit must also complete a High School Concurrent Enrollment Form. Forms are available from college counseling staff.

**General Admission Procedures**

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

1. Complete and submit an enrollment application to the college Admissions and Records (A&R) Office. This application can also be completed online by visiting the college’s website at www.cerrrocoso.edu.
2. Request official high school transcripts as well as transcripts from each college attended. Official transcripts should be sent to the A&R Office at 3000 College Heights Blvd. (not normally required for those who already possess a college degree).
3. Schedule an appointment to take the College Placement Test (CPT). The CPT is required for all new students entering Cerro Coso. For exemptions to this policy, see Matriculation Exemption Policy.
4. Attend an Orientation Session prior to registering for classes (unless the student meets one of the exceptions in the Matriculation Exemption Policy). Appointments for orientation are made through the Counseling Center on the IWV campus or with the counseling staff at the Centers. (Online students see below.)
5. Schedule a counseling appointment. All new students are expected to see a counselor prior to registering for classes unless they meet one of the exceptions in the Matriculation Exemption Policy.

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

Vocational Nursing/Health Careers Programs and Other Special Projects

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

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

Admission of Foreign Students

In the belief that students from other countries make significant contributions to the college community while preparing for leadership roles in their home countries, Cerro Coso Community College will accept a limited number of international students each year. 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, and documentary evidence of adequate financial support at least three weeks before the start of the semester. Upon receipt of required documents, the college will notify the student of his/her admissions status. If accepted, a foreign student will follow the registration procedures outlined for all students. With some exceptions, students admitted under an F-1 Visa are required to pay nonresident tuition, and all are required to purchase a health and accident insurance policy. Further information on admission requirements and application procedures for prospective foreign students are available in the Office of the Vice President of Student Learning at the IWV campus or from the counseling staff at the Centers.

California Residents

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

1. If the applicant is under the age of 18, his/her parents must have resided within the State of California for 12 consecutive months and one day preceding the first day of the semester.

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

3. If the applicant is 19 years of age or older, the applicant must have resided within the State of California for 12 consecutive months and one day preceding the first day of the semester.

Non-California Residents

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

1. Students who are not residents of the State of California as of the day immediately preceding the first day of classes in any given semester or summer session will be required to pay an out-of-state tuition fee.

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

3. Minors (under 18 years of age and not married) will be required to pay the out-of-state tuition fee if their parents or legal guardians reside outside the state even though such minors may have lived in the State of California for one year or more.

Non-California residents who wish to become residents of California must reside in the State for one year and one day prior to the beginning of the semester and provide evidence of intent to establish residence (e.g., driver's license, a filed state income tax, auto license, etc.).
**Holds on Records and Registration**

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

**Educational Expenses**

*Note: All fees and tuition charges are subject to change pending California legislative action and/or KCCD Board action*

**Enrollment Fee.** All California Community College students are charged a state-mandated enrollment fee of $18 a unit with no cap; e.g., 10 units = $180.00, 16 units = $288.00, etc.

**Non-Resident Tuition.** There is no tuition for California residents. Out-of-state and foreign students who are not legal residents of California are required to pay a tuition fee at an annual or per semester unit rate as established each year by the Kern Community College District Board of Trustees. All nonresident students of the State of California will be charged tuition at the rate of $149 per unit, payable at the time of registration. Out-of-state tuition will be assessed immediately up to a maximum of 15 units, or a total of $2,235 per semester. Students paying non-resident tuition are also required to pay the enrollment fee.

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

**Instructional/Special Materials Fees.** Students may be required to pay a fee for classes in which special materials are used to support the instructional activities.

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

1. within 2 weeks after the starting date 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. No refunds can be made after these deadlines. All applications for a refund must be submitted to the Office of Admissions and Records at the IWV Campus or to the local Campus office.

**Associated Students Membership**

All students are asked to purchase a student identification (ID) card. This card and validation sticker signifies membership in the Associated Students of Cerro Coso and entitles the student to bookstore discounts, reduced tutorial fees, admission to special campus events, and participation in the Community Discount Program. Funds collected support the student association, student organizations, scholarship activities and co-curricula events.

**Schedule Changes**

Great care should be exercised when the student plans a semester’s program. Students in the following categories or status should exercise caution when making class program changes that could adversely affect their eligibility: Veterans, Financial Aid, EOPS, Handicapped, Academic Probation, Intercollegiate Athletics, and High School Concurrent Enrollment.

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

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

**Dropping Classes.** A student may drop a course and receive a “W” up to and including the last day of the 14th week of instruction or the first 75% of the term, whichever is less.
Courses dropped prior to the fifth week or first 30% of the term will not be included as part of the student’s permanent record. For courses dropped from the fifth week to the withdrawal deadline date, a “W” will be recorded. After the withdrawal deadline, a grade symbol other than a “W” will be recorded. It is not appropriate to use an “I” (incomplete) as a withdrawal grade.

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

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

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

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

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

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

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

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

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

Code Of Student Rights and Responsibilities

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

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

Student Grievance

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

Attendance Requirements

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

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

While it is the final responsibility of the student to drop a class that she/he is no longer attending, instructors may at their discretion drop students without consultation with the student when unexcused absences number the equivalent of two weeks or exceed 10% of the total hours of class sessions, up to the 14th week of the semester or the 75% date of the enrolled course. No student may be dropped from any class after the 14th week. Students will be assigned the appropriate letter grade.

Study Load

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

Minimum Study Loads

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

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

<table>
<thead>
<tr>
<th>Load Type</th>
<th>Regular Semester</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 units</td>
<td>Please see counselor</td>
</tr>
<tr>
<td>Three-fourths time</td>
<td>9 1/2 units</td>
<td>Please see counselor</td>
</tr>
<tr>
<td>One-half time</td>
<td>6 1/2 units</td>
<td>Please see counselor</td>
</tr>
<tr>
<td>*Less than half time</td>
<td>5 1/2 units or less</td>
<td>Please see counselor</td>
</tr>
<tr>
<td>*Less than one-half time and active duty are limited to tuition and fees only under Chapters 30, 34, and 35.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 per unit</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 per unit</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2 per unit</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1 per unit</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0 per unit</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (&quot;C&quot; level work or above)</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (less than satisfactory or failing)</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (See below)</td>
<td>Not computed in GPA</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress (See below)</td>
<td>Not computed in GPA</td>
</tr>
</tbody>
</table>

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

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

Credit/No Credit Grading

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

Regulations and procedures for Credit/No Credit Grading (CR/NC) are: (Title V, Section 55752)

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

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

Grade Reports

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

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

Family Education Rights and Privacy Act

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

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

The law authorizes the release of directory information in the absence of student objection. Directory information includes name, address, e-mail, date and place of birth, major field of study, current class schedule, participation in activities, dates of attendance, degrees and awards, and last institution attended. This information will be released to educational institutions, government agencies, and the media upon receipt of a written request, signed by an employee of the organization requesting the information. All requests for directory information should be forwarded to the Office of Admissions and Records for action.

If a student does not want this information released, the student must check the privacy requested boxes on the admissions form, on the update form, or by requesting the change at the Office of Admissions and Records.

College Transcripts

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

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

Academic Honors

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

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

Academic Progress

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

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

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

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

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

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

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

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

Semesters shall be considered consecutive on the basis of student enrollment (i.e., fall semester followed by a fall semester shall be considered consecutive regardless of the number of intervening semesters in which the student was not enrolled).

Reinstatement

A disqualified student may be conditionally reinstated as a result of a petition for readmission. The petition must be completed with the assistance and recommendation of a college counselor. Petition for Readmission forms are available in the Counseling Center or from the counseling staff at the Centers.

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

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

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

Academic Renewal Policy

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

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

2. The student must have successfully completed with a grade point average of 2.0 or higher at least 12 units of work at Cerro Coso Community College subsequent to the course work to be alleviated.

3. The student must complete a petition with the assistance of a Cerro Coso Community College counselor for submittal to the Academic Review Committee. The petition must certify in writing all of the following:
   a. That the past course work he/she wishes to have disregarded is substandard and not representative of present scholastic ability and level of performance.
   b. That the level of performance represented by the substandard course work was due to extenuating circumstances; and
   c. That the student would need to complete additional units and enroll for one or more additional terms in order to qualify for the associate degree if the request was denied.
If the substandard course work has been taken at another college, the student should make every effort to determine whether that college has an academic renewal (“forgiveness”) policy covering substandard course work.

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

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

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

The college President or designee may waive the 30-unit limitation for any student who shows significant measurable progress toward the development of college-level skills. Appropriate forms are available in the Learning Assistance Center (LAC) on the IWV Campus or from the counselor/educational advisors at the Centers.

**Repeatability**
As of Fall 1983, the State of California limited the number of times any community college course could be repeated. Certain Cerro Coso Community College courses are identified as repeatable. All other courses may be repeated only under the following conditions:

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

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

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

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

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

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

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

1. College: Lower division college credits earned at any fully accredited institution of higher education.
2. **Credit By Examination:** Students who have completed 12 units at Cerro Coso Community College with a 2.00 GPA or higher in all college units attempted are eligible to petition for “credit by examination.” A maximum of 30 semester units can be earned toward graduation at Cerro Coso Community College through credit by examination, which may include approved institutional course equivalency examinations, the CLEP Tests, Advanced Placement and appropriate USAFI and DANTES Examinations.

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

4. **Correspondence and Extension Courses:** A maximum of 12 units will be allowed for college level correspondence or extension course work completed through accredited colleges and universities.

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

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

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

---

### Credit by Examination

Credit by Examination 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 2.00 or higher. This requirement may be waived for active duty military personnel in accordance with the provisions of an SOC Contract.
3. The Cerro Coso Community College faculty will determine which courses are eligible for credit-by-examination. A list of eligible courses is available in Admissions and Records and at each Campus.
4. All courses challenged must be listed in the College Catalog.
5. The number of units granted for a course will equal the number of units listed for the course in the College Catalog.
6. The course challenged cannot be one in which the student has received academic recognition. A student cannot challenge a course for which he/she has received upper division college credit.
7. The student may attempt credit by examination only once in a particular course.
8. Courses successfully challenged by examination (grade of “C” or better) will be entered on the student’s transcript and indicated as “credit by examination,” with the appropriate earned letter grade.
9. Units earned by examination are not considered as part of the student’s semester study load. Therefore, such units cannot be used for reports to Social Security, Veterans Administration, financial aid, and similar agencies or be considered in determining eligibility for athletics or student offices.
10. A maximum of 30 semester units can be earned through credit-by-exam and can be applied to degree or certificate programs at Cerro Coso Community College.

To apply for Credit by Examination a student obtains a Credit-by-Examination application form and a Student Check Off List in the Counseling Center on the IWV campus or from the counseling staff at other sites.
College-Level Examination Program (CLEP)

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

**General Examinations:** A maximum of 27 units earned through the General Examination may be applied to the Associate Degree General Education requirement. A student must have completed 12 units of work at Cerro Coso Community College before CLEP credit will be awarded. By passing any of the examinations listed below, a student may earn college credit applicable to the Associate in Arts or Associate in 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>3</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 in Arts or Associate in Science Degree. If a CLEP Subject Examination covers the materials in an existing Cerro Coso course, the CLEP Subject Examination will be the challenge examination for that course. Subject examinations, if applicable, will satisfy general education requirements, but they will not meet minimum proficiency requirements.

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

Advanced Placement Program (AP)

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

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

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

Credit in other AP subject matter areas may be granted upon the approval of the Academic Review Petitions Committee.

A student must complete 12 units of course work at Cerro Coso Community College before AP credit will be recorded on his/her permanent record.
STUDENT SUPPORT SERVICES

New Student Orientation
An orientation program is presented for new students. Information concerning the college’s responsibility to the student, the student’s responsibility to the college and all areas of student support services are discussed. Orientation programs are informational sessions designed to acquaint students with academic procedures and campus activities, to introduce college staff members, and to outline areas in which students may participate in the college community. Orientation sessions are held throughout the year in conjunction with placement testing.

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

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

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

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

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

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

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

Additional information for specific tests and examination procedures is available in the Learning Assistance Center at the IWV campus or from the counseling staff at the community campuses.

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

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

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

1. File a Free Application for Federal Student Aid (FAFSA) with the Student Support Center at the IWV campus or with the counseling staff at the community campuses.

2. With the approval of a college counselor, declare a specific educational objective which may be realistically pursued at Cerro Coso Community College.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EOPS is designed to accomplish the goals of helping to retain full-time students for further academic study, training students for employment and providing supportive services so that each student receives the maximum opportunity to succeed. Supportive services include tutoring, peer counseling, advising, career and professional guidance, grants and part-time employment.
Cooperative Agencies Resources for Education (CARE). Included as a part of EOPS, CARE is a program designed to enhance educational opportunities for single parents, head of household TANF recipients who seek to enhance their employability, minimize their welfare dependence, and establish economic self-sufficiency through enrollment in an educational program.

For further information on any aspect of the Special Services Program, contact the Counseling Center at the IWV campus or the counseling staff at the community campuses.

Learning Assistance Center (LAC)
The LAC, located on the third floor of the main building 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 (ESL) students. Students can practice reading, writing, speaking and listening skills.

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

Learning Resource Center (LRC)
The LRC assists students and faculty with print, nonprint, and online resources in support of instructional and educational goals. Open Monday through Friday, the LRC consists of the Library, Instructional Media Center, Alternative Media Center, and a virtual branch of the Kern County Law Library.

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

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

Child Development Center
The Child Development Center at the IWV campus offers an organized, developmental and instructional program for preschool children, infants, and toddlers, throughout the day. The program is in operation weekdays throughout the year and open to anyone in the community. Children of working parents or college students may qualify for state subsidized child care according to family income.

The goals of the Child Development Center are to help each child develop a positive self-concept, social skills and creativity, as well as to build foundations for future academic skills.

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

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

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

**Student Clubs and Organizations**

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

**Food Services**

The Coyote Kitchen, the snack bar at the IWV campus, is located in the Campus Center. The snack bar provides food services for the entire college. A variety of food items may be purchased at the Coyote Kitchen during most of the hours that classes are normally in session, from Monday through Friday, both day and evening.

**College Bookstore**

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

**Athletics**

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

**Honors Program**

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

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

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

**Student Housing**

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

**Student Insurance**

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

The Associate Degree

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

A candidate for either degree must complete the requirements outlined below (1 through 7) and must file a petition at the beginning of the semester in which all requirements will be completed. An alternate plan is to complete the Intersegmental General Education Transfer Curriculum (IGETC), (1 through 6).

1. Total Units: Satisfactory completion of a minimum of 60 Associate-degree semester units.
2. Scholarship: A cumulative grade point average (GPA) of 2.00 (“C” average) or better.
3. Residence: At least 12 of the 60 semester units must be completed at Cerro Coso Community College. Units applied to meet graduation requirements cannot include pre-collegiate basic skills courses. These courses are not degree-applicable.
4. Major: Satisfactory completion of at least 18 semester units of study in a specific discipline or in related disciplines. Course work used to satisfy general education requirements can also be used to satisfy major field requirements.
   a. Associate in Arts degree: a general education major consisting of a program of study intended primarily to prepare the student for transfer to a four-year institution.
   b. Associate in Science degree: a science or occupational/career major consisting of a program of 18 or more units of designated courses representing a single area of concentration.
5. Minimum Proficiencies for Graduation: All Associate-degree students must meet required levels of proficiency standards in the areas of writing, reading, and mathematics for graduation from Cerro Coso Community College. Levels are determined by the multiple measures assessment process in which a student meets with a counselor and discusses the results of the placement test as well as other factors including other college coursework, high school grades, and relevant work experience. During the first semester of enrollment, students should begin to take courses which will lead to the required level of proficiency and continue in such courses until Level 1 is attained. Required course work on each level must be successfully completed with a grade of “C” or better before students are eligible to move 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. No writing course required.
   - Level 2 - ENGL C070 (course credit may be applied to graduation requirement in Language and Rationality).
   - Level 3 - ENGL C030 (course credit not applicable to Associate Degree)
   - Level 4 – ENGL C020 (course credit not applicable to Associate Degree).

   **Reading** - On the basis of reading level attained through the assessment process, the courses required to reach proficiency Level 1 are as follows:
   - Level 1 - Minimum standards satisfied. No reading course required.
   - Level 2 - ENGL C076 (course credit applicable to Associate Degree as an elective).
   - Level 3 - ENGL C036 (course credit not applicable to an Associate Degree).
   - Level 4 – ENGL C026 (course credit not applicable to an Associate Degree).
CERRO COSO COMMUNITY COLLEGE
GENERAL EDUCATION
2002-2003

60 UNITS REQUIRED FOR AN ASSOCIATE DEGREE (AA or AS) INCLUDING THE FOLLOWING

MINIMUM PROFICIENCY REQUIREMENTS:

<table>
<thead>
<tr>
<th>WRITING</th>
<th>READING</th>
<th>MATHEMATICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL:</td>
<td>LEVEL:</td>
<td>LEVEL:</td>
</tr>
<tr>
<td>CLASSES</td>
<td>CLASSES</td>
<td>CLASSES</td>
</tr>
<tr>
<td>REQUIRED:</td>
<td>REQUIRED:</td>
<td>REQUIRED:</td>
</tr>
<tr>
<td>___2. English C070</td>
<td>___2. English C076</td>
<td>___2. Math C055, C057, C101 or complete second year of high school algebra with a “C” or higher</td>
</tr>
<tr>
<td>___3. English C030*</td>
<td>___3. English C036*</td>
<td>___3. Math C050 or Math C051 + C052</td>
</tr>
</tbody>
</table>

*Does not apply to graduation

Must complete above courses with a “C” or better to advance to the next level and to meet minimum proficiency for graduation.

GENERAL EDUCATION REQUIREMENTS:

<table>
<thead>
<tr>
<th>NATURAL SCIENCE</th>
<th>SOCIAL &amp; BEHAVIORAL SCIENCES</th>
<th>HUMANITIES</th>
<th>LANGUAGE &amp; RATIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Choose one of the following two options)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPTION I: Two courses/minimum of 6 units with at least one course selected from each of the two areas (life and physical science).</td>
<td>OPTION II: Minimum of 4 units of lecture with a corresponding lab from either of the two areas (life science or physical science).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Life Sciences: ANTH C121, BIOL C101, C102(L), C105(L), C111(L), C112(L), C115(L), C121, C122(L), C131, C133, C138(L), C141, C142(L), C251(L), C255(L), C261(L)</td>
<td>___Physical Sciences: CHEM C100, C101(L), C111(L); GEOG C101, C102(L), C111(L); GEOL C111(L), C121, C131; PHSC C101, C102(L), C111, C112(L), C121, C122(L), C125(L), C131, C132(L), C141, C142(L), C145(L); PHYS C101(L), C111(L)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Social: ANTH C070, C071, C111, C121, C131, C151; GEOG C121, C131; PSYC C071, C101, C102, C114, C211, C251, C261, C271; SOC SCI C073, C074; SOC SCI C101, C131(D)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Econ. &amp; Political: ECON C101, C111, C112; POLS C101, C102, C204</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Historical: HIST C103, C104, C131, C132, C141, C142, C206, C218</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Interdis. Studies: INST C111, C207, C220(D); SOC SCI C220(D), SPAN C211</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Ethnic Studies: ANTH C211(D); HIST C209(D), C220(D); HUM C111(D), C121(D); SOC SCI C121(D)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Active Particip.: ART C111, C115, C121, C125, C126, C131, C141, C142, C151, C161, C162, C165, C166; DRMA C111, C112, C113, C114, C120, C121, C126, ENGL C141, C142, C143, C144; MUSC C121, C122, C123, C124, C126, C127, C131, C132, C151, C152, C161, C162, C226, C261, C262</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Literature: ENGL C102, C111, C221, C222, C231, C232, C235, C241, C242, C245, C249(D); SPAN C282</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Philosophy: PHIL C101, C141, C161, C162, C163, C201, C211, C215; PHIL/INST C205</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Foreign Language: ASL C101, C102; FREN C101, C102, C201, C202; GERM C101, C102; LATN C101, C102, C201, C202; RUSS C101, C102; SPAN C101, C102, C105, C106, C171, C172, C201, C202, C281</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Interdis. Studies: INST C111, C207, C220(D); HUM C111(D), SOC SCI C220(D), SPAN C211</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Active Particip.: ART C111, C115, C121, C125, C126, C131, C141, C142, C151, C161, C162, C165, C166; DRMA C111, C112, C113, C114, C120, C121, C126, ENGL C141, C142, C143, C144; MUSC C121, C122, C123, C124, C126, C127, C131, C132, C151, C152, C161, C162, C226, C261, C262</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Literature: ENGL C102, C111, C221, C222, C231, C232, C235, C241, C242, C245, C249(D); SPAN C282</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Philosophy: PHIL C101, C141, C161, C162, C163, C201, C211, C215; PHIL/INST C205</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Foreign Language: ASL C101, C102; FREN C101, C102, C201, C202; GERM C101, C102; LATN C101, C102, C201, C202; RUSS C101, C102; SPAN C101, C102, C105, C106, C171, C172, C201, C202, C281</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Interdis. Studies: INST C111, C207, C220(D); HUM C111(D), SOC SCI C220(D), SPAN C211</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Language &amp; Rationality: One course/minimum of 6 units/one course selected from each sub-group with “C” or better</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Engl. Comp.: ENGL C070, C101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Analytical Thkg.: ENGL C102, C105; MATH C055, C057, C101, C121, C130, C131, C141, C142, C151, C257; PHIL/INST C208; PHIL C111; PSYC C221</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Information Competency: One course/minimum of 1 unit or pass the Information Competency Proficiency Exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___Diversity: One of the following courses, or any of the above courses identified with a D:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___BSAD C152(D); CHDV C125(D);</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___ADDITIONAL REQUIREMENTS: Choose from the following two options:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPTION I: One course from the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___HSCI C105; FACE C121; PSYC C231; EMTC C111; CHDV C121</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPTION II: Completion of HSCI C105 or EMTC C105 plus one option from the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___a) Two 1-unit Physical Education activity classes;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>___b) PHED C102</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

C026 Developmental Reading → C020 Basic Writing Skills
C036 Reading Improvement: Building Reading Skills → C030 Improving Basic English Skills
C076 Effective Reading Techniques → C070 Introductory Composition
C075 Intro to Library Research & Bibliography → C101 Expository Composition

C102 Critical Thinking Through Literature → C105 Critical Reasoning and Composition

Supervised Writing Lab

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

AA or AS Option

- C050 Elementary Algebra
  - C051 Elementary Algebra I
  - C052 Elementary Algebra II

  or

- C055 Intermediate Algebra
- C057 Geometry
- C101 Survey of Math Concepts

Transfer Option

- C050 Elementary Algebra
  - C051 Elementary Algebra I
  - C052 Elementary Algebra II

  or

- C055 Intermediate Algebra
- C057 Geometry
- C101 Survey of Math Concepts
- C121 Elem Probability and Statistics
- C131 Basic Functions & Calculus for Business

Math, Science, Engineering Option

- C050 Elementary Algebra
  - C051 Elementary Algebra I
  - C052 Elementary Algebra II

  or

- C055 Intermediate Algebra
- C057 Geometry
- C121 Elem Probability and Statistics
- C141 College Algebra
- C142 Trigonometry
- C151 Analytic Geometry & Calculus I
- C152 Analytic Geometry & Calculus II
- C251 Analytic Geometry & Calculus III
- C255 Ordinary Differential Equations
- C257 Linear Algebra

Note: All flow charts assume student possesses basic arithmetic and pre-algebra skills (see MATH C020 & C040). Suggested sequences only, see catalog for graduation requirements.
Mathematics - On the basis of the math level attained through the assessment process or completion of the second year of algebra in high school with a grade of “C” or better, the courses required to reach proficiency Level 1 are as follows:

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

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

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

Note: When needed, alternate modes of satisfying minimum proficiency requirements and achieving specific course objectives will be designed for students with learning disabilities by appropriate discipline area college faculty and staff.

6. General Education: A minimum of eight different courses totaling at least 24 units must be satisfactorily completed in the general education pattern outlined on page 27. Courses used to satisfy the general education requirements may be credited toward the minimum number of units (18) required in the major.

Note: Independent Study courses shall not be used to satisfy General Education requirements and are listed as elective credit only.

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

Additional Associate Degrees
Students who hold one Associate degree may qualify for another degree under the following conditions:

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

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

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

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

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

California Articulation Number (CAN)

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

Independent California Colleges and Universities

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

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

University of California (UC)

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

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

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

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

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

Note: The IGETC can be used to satisfy Cerro Coso’s General Education requirements for graduation.
### CERRO COSO COMMUNITY COLLEGE  
**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2002-2003**

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

#### AREA 1: ENGLISH COMMUNICATION  
One course each from Area 1A, Area 1B and Area 1C. (Please note Area 1C is for CSU students only.)

- **AREA 1A:** English Composition (One course)
  - ENGL C101, C101H

- **AREA 1B:** Critical Thinking/English Composition (One course)
  - ENGL C102, C102H, C105

- **AREA 1C:** Oral Communication - CSU students only. (One course)
  - SPCH C101

#### AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
One course

- MATH C121, C121H, C130, C131, C141, C152, C251, C255, C257

#### AREA 3: ARTS AND HUMANITIES
Completion of at least three courses totaling nine units) One course must be from the Arts and one course from the Humanities.

- **AREA 3A:** Arts:
  - ART C101, C105, C106, C106H; MUSC C101, C101H, C173

- **AREA 3B:** Humanities:
  - ENGL C111, C221, C222, C231, C232, C235, C241, C241H, C242, C242H, C245, C249; FREN C201, C202; HIST C103, C103H, C104, C104H, C141, C142, C206, C209, C224, C226; HUM C111, C121; LATN C101, C102; PHIL C101, C141, C161, C162, C163, C175; SPAN **C201, **C202, C281, C282

#### AREA 4: SOCIAL AND BEHAVIORAL SCIENCES
Completion of at least three courses totaling nine units) Courses must be from at least two disciplines or an interdisciplinary sequence.

- ANTH C111, C131, C151, C211; ECON C101, C111, C112; GEOG C101, C102, C121; INST C207; POLS C101, C102, C204; PSYC C101, C101H, C102, C114, C211, C241, C251, C261, C271; SOCI C101, C121, C131

#### AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES
At least two courses required totaling 7-9 units) Requires one Physical Science and one Biological Science with at least one of these courses to include a laboratory.

- **AREA 5A:** Physical Science:
  - CHEM C101(L), C111(L), C111H(L), C113(L), C113H(L); GEOG C101, C102, C111; GEOI C111(L), C121, C131; HIST C101, C102, C102H, C105, C105H, C111(L), C111H(L), C112(L), C112H(L), C115(L), C115H(L), C117(L), C117H(L), C121, C121H, C122(L), C122H(L), C125(L), C125H(L), C127(L), C127H(L), C141, C141H, C142(L), C142H(L), C145; PHYS C101(L), C101H(L), C102(L), C102H(L), C111(L), C111H(L), C111H(L), C121(L), C121H(L), C121H(L), C125(L), C125H(L), C127(L), C127H(L)

- **AREA 5B:** Biological Science:
  - ANTH C121; BIOL C101, C101H, C102(L), C105(L), C105H(L), C111(L), C111H(L), C112(L), C112H(L), C115(L), C115H(L), C121, C121H, C122(L), C122H(L), C125(L), C125H(L), C255(L), C255H(L), C261(L)

#### AREA 6: LANGUAGE OTHER THAN ENGLISH – UC Only.  
Proficiency equivalent to two years of high school study in the same language or one college semester of a foreign language. Courses above proficiency level also meet the requirement.  
**NOTE:** Students transferring to a CSU do not have to meet the foreign language proficiency requirement.

- ASL C101; FREN C101, GERM C101, LATN C101, SPAN C101, C105

#### AREA 7: CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS
Not part of IGETC (May be completed prior to transfer) Six units, one course from Area 7A and one course from Area 7B.

- **AREA 7A:**
  - HIST C131, C131H, C132, C132H, C141, C142

- **AREA 7B:**
  - POLS C101, C101H

**NOTE:** Courses used to meet the Area 7 requirement may not be used to satisfy requirements for IGETC for CSU.  
**NOTE:** (*L*) indicates a class with a lab component
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 2.00 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 2.00 or higher. A student may transfer a maximum of 70 community college units to a state university. (After 70 units of transferable credit have been earned, no further unit credit will be granted for community college courses.)

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

#### CSU GENERAL EDUCATION CERTIFICATION

**2001-2002**

To obtain a Bachelor's degree from the CSU system, a student must complete a **MINIMUM** of 48 semester units in general education. Nine of these units must be upper division. Cerro Coso Community College has adopted a general education pattern for certification to the CSU system. A student who completes the following pattern will be considered to have satisfied the **LOWER DIVISION** general education requirements for graduation from any campus of the CSU system. **COMPLETION OF THIS PATTERN DOES NOT MEAN ADMISSION TO A CSU.** A student must complete 56 transfer level units to be considered for admission unless that student was eligible for admission based upon his/her high school record and maintain a minimum college grade point average of 2.0. Students considering transfer to a CSU should see a counselor.

---

#### A. COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING

**Requirement:** 9 units/3 courses: One course from each of the following sub-groups.

- **Spoken Communication:** SPCH C101
- **Written Communication:** ENGL C101, C101H; CLEP**, APT***
- **Critical Thinking:** ENGL C102, C102H, C105, C105H; INST/PHIL C205; PHIL C111, C211

---

#### B. PHYSICAL UNIVERSE AND ITS LIFE FORMS

**Requirement:** Minimum 9 units: One course from each of the following sub-groups.

- **Laboratory:** BIOL C102*, C122*, C142*; GEOG C102*, C112*, C132*, C142*; any course from group 1 or 2 WITH (*); APT***
- **Mathematical Concepts:** MATH C121, C121H, C130, C131, C141, C142, C151, C152, C251, C255, C257; CLEP**, APT***

---

#### C. ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGES

**Requirement:** Minimum of 9 units/3 courses. At least one course from the Arts and one course from the Humanities.

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

---

#### D. SOCIAL, POLITICAL AND ECONOMICAL INSTITUTIONS AND BEHAVIOR; HISTORICAL BACKGROUND

**Requirement:** 9 units/3 courses: Complete one course in any of THREE DIFFERENT sub-groups.

- **Anthropology and Archaeology:** ANTH C111, C211+
- **Economic:** ECON C101, C111, C112, APT***
- **Ethnic Studies:** HIST C209*, C226; HUM C111+, C121+; SOCI C121
- **Gender Studies:** SOCI C131
- **Geography:** GEOG C121, C131, C131H
- **History:** HIST C103, C103H, C104, C104H, C131, C131H, C132, C132H, C141, C142, C206, C209, C218, C226; CLEP**, APT***
- **Interdisciplinary and Behavioral Science:** INST C111, C207; PSYC C114, C271
- **Political Science and Government:** POLS C102, C204
- **Psychology:** PSYC C101, C101H, C211+, C251+; CLEP**
- **Sociology and Criminology:** SOCI C101; CLEP**; ADMJ C101

---

#### E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

**Requirement:** One course from sub-group 1; two courses from sub-group 2.

- **Integrated Organism:** HSCI C101, PSYC C211+, C231+, C251
- **Activity:** Two Physical Education Courses

---

#### U.S. HISTORY, CONSTITUTION AND GOVERNMENT REQUIREMENT – At the present time the CSU system requires students to demonstrate their competence in U.S. History, Constitution and state and local government (Title V, Admin. Code Section 40404).

A student who plans to transfer to one of these campuses should complete one course in each of the following sub-groups:

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

*Laboratory Course ** CLEP-College Level Examination Program/General Examinations ***APT – Advanced Placement Test +Course cross-listed; it can be used to satisfy only one requirement.

Note: History C131, C132, C141 & C142 may be double counted. See a counselor for more information.
ASSOCIATE IN 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 in Arts degree from a broad array of discipline areas. Students who complete the general education requirements and earn 60 units will be awarded the Associate in Arts in General Education.

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

All of the prescribed coursework within each of these majors is baccalaureate-applicable and considered appropriate for students who eventually 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 with the counselor/educational advisor at the site where you are enrolled when selecting a degree objective and/or program of study.
Art

The Art major consists of 24 units of required Art coursework. Upon choosing the Art Major program, it is recommended that the student contact an Art instructor for academic advising. Although there is no required sequence of classes, there is a logical sequence which, when followed, will enhance the educational experience of the student.

Complete all of the following courses:

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

Complete general education requirements and electives as needed.

Business

The Business major (24 units), prepares students for transfer at the junior level to colleges and universities offering bachelor’s degrees in business.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C101</td>
<td>Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSAD C102</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSAD C131</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ECON C111</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON C112</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>MATH C121</td>
<td>Elementary Probability and Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

Complete general education requirements and electives as needed.
**Fine Arts**

The Fine Arts major is designed for students with a broad interest in the Arts, and can be completed by taking a combination of courses in the visual arts, drama, computer graphics and music. This major consists of 24 units of required coursework.

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

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

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

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

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

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

**COMPUTER GRAPHICS**
- ART C181/CSCI C181: Developing a Web Page Using HTML (3 Units)
- MA C101: Introduction to Digital Media Design (3)
- MA C102: Digital Imaging (3)
- MA C111: Computer Illustration (3)
- MA C121: Desktop Publishing (3)

**DRAMA**
- DRMA C111: Fundamentals of Acting (2 Units)

Complete general education requirements and electives as needed.
## General Sciences

The General Sciences major consists of 18 units in the natural sciences. Students planning to transfer to a 4-year institution to pursue a baccalaureate degree in one of the natural sciences should consult with the undergraduate advisor in the appropriate science department at that school and plan his or her preliminary coursework at Cerro Coso Community College accordingly.

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

### LIFE SCIENCES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C101</td>
<td>Introductory Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL C102*</td>
<td>Introductory 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 C115</td>
<td>Principles of Ecology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL C121</td>
<td>Survey of Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL C122*</td>
<td>Survey of Anatomy and Physiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL C141</td>
<td>The Human Environment</td>
<td>3</td>
</tr>
<tr>
<td>BIOL C142*</td>
<td>The Human Environment Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL C251*</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL C255*</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
</tbody>
</table>

### PHYSICAL SCIENCES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM C101*</td>
<td>Introductory 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>CHEM C211</td>
<td>Analytical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>PHYS C101*</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS C111*</td>
<td>Mechanics</td>
<td>5</td>
</tr>
</tbody>
</table>

### EARTH SCIENCES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG C101</td>
<td>Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL C111*</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOL C121</td>
<td>Historical Geology</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C101</td>
<td>General Earth Sciences</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C102*</td>
<td>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 C141</td>
<td>Introduction to Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>PHSC C143*</td>
<td>Field Studies in Oceanography</td>
<td>1</td>
</tr>
</tbody>
</table>

Complete general education requirements and electives as needed.
The Humanities major is designed for students with a broad interest in the Humanities and can be completed by taking a combination of courses in Art Drama, Foreign Languages, Literature, Music and Philosophy. This major consists of at least 18 units of required coursework.

Select at least one course completed in four of the six concentration areas listed below. At least one studio/performance course, indicated by an asterisk (*), must be included.

**ART**
- ART C101* Introduction to Art 3 Units
- ART C105 History of Western Art I 3
- ART C106 History of Western Art II 3
- ART C111* Basic Design 3
- ART C121* Basic Drawing 3
- ART C131* Basic Painting 3
- ART C141* Basic Ceramics 3
- ART C151* Sculpture 3

**DRAMA**
- DRMA C111 Fundamentals of Acting 2 Units
- DRMA C121* Theater Production 1-3
- DRMA C126 Shakespeare Theater Production 3

**FOREIGN LANGUAGES**
- FREN C101 Elementary French I 4 Units
- FREN C102 Elementary French II 4
- GER M C101 Elementary German I 4
- GER M C102 Elementary German II 4
- LATN C101 Elementary Latin I 4
- LATN C102 Elementary Latin II 4
- LATN C201 Intermediate Latin I 4
- LATN C202 Intermediate Latin II 4
- SPAN C101 Elementary Spanish I 5
- SPAN C102 Elementary Spanish II 5
- SPAN C201 Intermediate Spanish I 5
- SPAN C202 Intermediate Spanish II 5
- SPAN C281 Survey of Latin American Literature 3
- SPAN C105 Spanish for the Professions I 4
- SPAN C106 Spanish for the Professions II 4
- SPAN C171 Intermediate Conversation I 3
- SPAN C172 Intermediate Conversation II 3

**LITERATURE**
- ENGL C102 Critical Thinking Through Literature 3 Units
- ENGL C111 Introduction to Types of Literature 3
- ENGL C141 Introduction to Creative Writing 3
- ENGL C142 Fiction Writing 3
- ENGL C221 World Literature I 3
- ENGL C222 World Literature II 3
- ENGL C231 Survey of British Literature I 3
- ENGL C232 Survey of British Literature II 3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL C235</td>
<td>Introduction to Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C241</td>
<td>Survey of American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C242</td>
<td>Survey of American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C245</td>
<td>Women’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C249</td>
<td>Multi-Ethnic American Literature</td>
<td>3</td>
</tr>
<tr>
<td>SPAN C211</td>
<td>Hispanic Culture Through Film</td>
<td>3</td>
</tr>
<tr>
<td>SPAN C282</td>
<td>Survey of Latin American Literature in Translation</td>
<td>3</td>
</tr>
<tr>
<td>MUSC C101</td>
<td>Music Appreciation</td>
<td>3 Units</td>
</tr>
<tr>
<td>MUSC C111</td>
<td>Beginning Harmony</td>
<td>3</td>
</tr>
<tr>
<td>MUSC C113</td>
<td>Ear Training</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C121*</td>
<td>Piano I</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C122*</td>
<td>Piano II</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C123*</td>
<td>Voice I</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C124*</td>
<td>Voice II</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C126</td>
<td>Guitar I</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C127</td>
<td>Guitar II</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C131*</td>
<td>Orchestra</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C132*</td>
<td>Orchestra</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C151*</td>
<td>Choir</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C152*</td>
<td>Choir</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C173</td>
<td>Appreciation of Jazz</td>
<td>3</td>
</tr>
<tr>
<td>MUSC C181</td>
<td>Music and Technology I</td>
<td>3</td>
</tr>
<tr>
<td>MUSC C182</td>
<td>Music, MIDI &amp; Computers</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C226</td>
<td>Guitar III</td>
<td>2</td>
</tr>
<tr>
<td>PHIL C101</td>
<td>Introduction to Philosophical Problems</td>
<td>3 Units</td>
</tr>
<tr>
<td>PHIL C111</td>
<td>Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>PHIL C141</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL C161</td>
<td>Introduction to the Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td>PHIL C162</td>
<td>World Religions of the East</td>
<td>3</td>
</tr>
<tr>
<td>PHIL C163</td>
<td>World Religions of the West</td>
<td>3</td>
</tr>
<tr>
<td>PHIL C201</td>
<td>Introduction to Systematic Theories</td>
<td>3</td>
</tr>
<tr>
<td>PHIL C205/INST C205</td>
<td>Critical Reasoning-Science as a Way of Knowing</td>
<td>3</td>
</tr>
<tr>
<td>PHIL C215</td>
<td>History of Western Philosophy</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete general education requirements and electives as needed.
Physical Education

The Physical Education major (31 units) leads to the Associate of Arts degree and helps prepare the student for careers in Physical Education and related areas. In addition to the areas of teaching, coaching, recreation and dance, Physical Education majors are finding opportunities in rehabilitation services, exercise specialties and fitness. As the concept of preventive health care becomes more prevalent, the physical education major should find an even wider array of opportunities. Intercollegiate Physical Education courses may not be used to satisfy any Physical Education Associate Degree requirement.

Complete all of the following courses:

<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>HSCI C101</td>
<td>Principles of Health Education</td>
<td>3</td>
</tr>
<tr>
<td>HSCI C105</td>
<td>Community First Aid and Safety</td>
<td>0.5</td>
</tr>
<tr>
<td>PHED C101</td>
<td>Foundation of Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PHED C102</td>
<td>Personal Lifelong Fitness</td>
<td>2</td>
</tr>
<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 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 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 C109</td>
<td>General Conditioning II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C110</td>
<td>Conditioning for Athletes I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C111</td>
<td>Conditioning for Athletes II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C112</td>
<td>Conditioning for Athletes III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C113</td>
<td>Wellness Walking I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C114</td>
<td>Wellness Walking II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C115</td>
<td>Wellness Walking III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C116</td>
<td>Cardiovascular Fitness I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C117</td>
<td>Cardiovascular Fitness II</td>
<td>1</td>
</tr>
</tbody>
</table>
| INDIVIDUAL SPORT: Select at least 4 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Activity</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 C210</td>
<td>Swimming I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C211</td>
<td>Swimming II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C212</td>
<td>Swimming III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C118</td>
<td>Tennis I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C119</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 C120</td>
<td>Archery I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C214</td>
<td>Archery II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C215</td>
<td>Archery III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C121</td>
<td>Badminton I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C122</td>
<td>Badminton II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C221</td>
<td>Badminton III</td>
<td>1</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>PHED C133</td>
<td>Modern Dance</td>
<td>1</td>
</tr>
<tr>
<td>PHED C135</td>
<td>Jazz Dance I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C136</td>
<td>Jazz Dance II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C235</td>
<td>Jazz Dance III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C185</td>
<td>Water Safety Instruction I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C186</td>
<td>Water Safety Instruction II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C285</td>
<td>Water Safety Instruction III</td>
<td>1</td>
</tr>
<tr>
<td>PHED C127</td>
<td>Racquetball I</td>
<td>1</td>
</tr>
<tr>
<td>PHED C128</td>
<td>Racquetball II</td>
<td>1</td>
</tr>
<tr>
<td>PHED C227</td>
<td>Racquetball III</td>
<td>1</td>
</tr>
</tbody>
</table>

**TEAM SPORT:** Select at least 3 units from the following:

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

Complete general education requirements and electives as needed.
Pre-Engineering

The Pre-Engineering major (37 units) prepares students for transfer to colleges and universities offering bachelor’s degrees in engineering and physical science. This major provides a student with the specialized preparation for a career in the scientific and technical areas of industry. Mathematics, chemistry, physics and computer science provide a solid background for future academic and occupational success.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM C111</td>
<td>General Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM C113</td>
<td>General Inorganic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>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 and Calculus III</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>4</td>
</tr>
<tr>
<td>PHYS C211</td>
<td>Wave, Motion, Heat, and Optics</td>
<td>4</td>
</tr>
</tbody>
</table>

Complete general education requirements and electives as needed.

Social Sciences

A total of 18 units of Social Sciences courses.

Select at least 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH C121</td>
<td>Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>GEOG C121</td>
<td>Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>SOCI C101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Select at least 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST C131</td>
<td>History of the U.S. I</td>
<td>3</td>
</tr>
<tr>
<td>HIST C132</td>
<td>History of the U.S. II</td>
<td>3</td>
</tr>
<tr>
<td>POLS C101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSYC C101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Select at least 9 units from courses in the following areas:

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

Complete general education requirements and electives as needed.
**Trades Practices**

The Trades Practices major (19 units) is designed to provide the student with the skills and knowledge required to perform as an entry level apprentice. The Trades Practices courses are selected from among four concentrations.

Select one of the following classes:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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>

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

**DRAFTING TECHNOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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>Intro. to Computer Aided Design and Drafting</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 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>

**ELECTRONICS TECHNOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET C101</td>
<td>Intro to Electronics Technology/Direct Current Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ET C105</td>
<td>Alternating Current Circuits</td>
<td>3</td>
</tr>
<tr>
<td>ET C111</td>
<td>Introduction to Computer Hardware</td>
<td>2</td>
</tr>
<tr>
<td>ET C211</td>
<td>Active Circuits</td>
<td>3</td>
</tr>
<tr>
<td>ET C222</td>
<td>Digital Circuits</td>
<td>3</td>
</tr>
<tr>
<td>ET C261</td>
<td>Communications Systems</td>
<td>3</td>
</tr>
<tr>
<td>ET C281</td>
<td>Electronics Troubleshooting</td>
<td>2</td>
</tr>
</tbody>
</table>

**MACHINE TOOL TECHNOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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>Adv Machine Shop and Machine Tool Problems</td>
<td>3</td>
</tr>
<tr>
<td>MCTL C215</td>
<td>Intro to Computer Numerical Control Machining</td>
<td>3</td>
</tr>
</tbody>
</table>

**WELDING TECHNOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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>3</td>
</tr>
<tr>
<td>WELD C201</td>
<td>Welding Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>WELD C202</td>
<td>Advanced Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete general education requirements and electives as needed.
ASSOCIATE IN SCIENCE DEGREES AND OCCUPATIONAL CERTIFICATE PROGRAMS

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.


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

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

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

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

In addition, students may also work towards the attainment of local Certificates of Achievement in specialized training programs, such as Emergency Medical Technician I, Microcomputer Applications, Certified Nurses Assistant, Business Office Technology, Office Automation, and Administrative or Clinical Medical Assisting. These short-term training programs, or “mini certificates,” require fewer than 18 units to complete (and therefore are not currently eligible for a state recognized Certificate of Completion) and were designed to lead to immediate employment opportunities and to provide the opportunity for entry level positions with career ladder opportunities. Consult the class schedules, the Counseling Center at the IWV campus, or the counseling staff at the campus where you are registered for more information on these programs.
**Administration of Justice**

The Administration of Justice major (21 units) will prepare students for careers in the criminal justice field. This course of study offers a broad base of knowledge, which is designed to provide the foundation for the pursuit of advanced studies in criminal justice.

Complete all of the following courses:

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

Select 6 units from the following:

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

Complete general education requirements and electives as needed.

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

Any student completing the courses required for the major qualifies for a certificate in Administration of Justice.
**Automotive Technology**

The Automotive Technology major (28.50 units) is designed for those students who have completed a year of high school automotive course work or its equivalent and who need advanced training and experience prior to entering the automotive workforce.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO C111</td>
<td>Engine Performance</td>
<td>3</td>
</tr>
<tr>
<td>AUTO C115</td>
<td>Electrical Systems</td>
<td>5.5</td>
</tr>
<tr>
<td>AUTO C121</td>
<td>Brakes</td>
<td>3</td>
</tr>
<tr>
<td>AUTO C125</td>
<td>Automotive Suspension and Steering</td>
<td>2</td>
</tr>
<tr>
<td>AUTO C131</td>
<td>Air Conditioning and Heating Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO C135</td>
<td>Automatic Transmissions/Transaxles</td>
<td>2</td>
</tr>
<tr>
<td>AUTO C141</td>
<td>Manual Drive Train and Axles</td>
<td>2</td>
</tr>
<tr>
<td>AUTO C145</td>
<td>Engine Repair</td>
<td>2</td>
</tr>
<tr>
<td>CSCI C070</td>
<td>Computer Literacy</td>
<td>1</td>
</tr>
</tbody>
</table>

Select at least 6 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C141</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C145</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BSGN C101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C123</td>
<td>Beginning MS Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C125</td>
<td>Beginning MS Access</td>
<td>1</td>
</tr>
</tbody>
</table>

Complete general education requirements and electives as needed.

Any student completing the courses required for the major qualifies for a certificate in Automotive Technology.
Business

The Business majors (27-32 units) are designed to develop skills which can be utilized for immediate employment in an increasingly challenging business environment. These majors are intended to provide a student with a broad preparation for a career in business. Computer Science courses are included to provide sufficient background for utilization of new computer tools available to business for increasing productivity.

Complete all of the following CORE courses:

- BSAD C101-------------------------------------------------- Principles of Accounting--------------------------------------------------------- 4 Units
- BSAD C131-------------------------------------------------- Business Law I -------------------------------------------------------------------- 3
- BSAD C201-------------------------------------------------- Business Ethics ----------------------------------------------------- -------------- 3
- BSGN C101-------------------------------------------------- Introduction to Business -------------------------------------------------------- 3
- CSCI C101 --------------------------------------------------- Introduction to Computers ----------------------------------------------------- 3
- ECON C111-------------------------------------------------- Principles of Economics I ------------------------------------------------- 3

**A.S. in Business Accounting**
(Core + 9 units)

- BSAD C102-------------------------------------------------- Managerial Accounting ----------------------------------------------------------- 4 Units
- BSAD C125-------------------------------------------------- Computerized Accounting Practice--------------------------------------------- 2
- CSCI C123 --------------------------------------------------- Beginning MS Excel -------------------------------------------------------------- 1
- ECON C112 -------------------------------------------------- Principles of Economics II------------------------------------------------------ 3
- or MATH C131 ------------------------------------------ Basic Functions and Calculus for Business------------------------------------ 4

**A.S in Business Computer Applications**
(Core + 8 units)

- BSAD C211 --------------------------------------------------- E-Commerce --------------------------------------------------------------- 3 Units
- CSCI C121 --------------------------------------------------- Beginning MS Word -------------------------------------------------------------- 1
- CSCI C123 --------------------------------------------------- Beginning MS Excel -------------------------------------------------------------- 1
- CSCI C125 --------------------------------------------------- Beginning MS Access -------------------------------------------------------------- 1
- CSCI C127 --------------------------------------------------- Beginning MS PowerPoint ----------------------------------------------------- -1
- CSCI C171 --------------------------------------------------- Introduction to the Internet ------------------------------------------------ ---- 1

**A.S. in Business Administration**
(Core + 12 units)

- BSAD C141 --------------------------------------------------- Human Relations in Business -------------------------------------------------- 3 Units
- BSAD C145-------------------------------------------------- Business Communication ------------------------------------------------------- 3
- BSAD C151-------------------------------------------------- Principles of Management and Organization--------------------------------- 3
- BSAD C155-------------------------------------------------- Human Resources Management ------------------------------------------ ------ 3

**A.S. in Business Marketing**
(Core + 12 units)

- BSAD C171 --------------------------------------------------- Introduction to Marketing ------------------------------------------------------ 3 Units
- BSAD C211 --------------------------------------------------- E-Commerce --------------------------------------------------------------- 3
- BSAD C212 --------------------------------------------------- International Business ----------------------------------------------------- 3
- BSAD C145 --------------------------------------------------- Business Correspondence ----------------------------------------------------- 3

For each major, complete general education requirements and electives as needed.
**Business Management**

The Business Management major (27 units) 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:

- **BSAD C101** -------------------------------------------------- Principles of Accounting --------------------------------------------------------- 3 Units
- **BSAD C131** -------------------------------------------------- Business Law I -------------------------------------------------------------------- 3
- **BSAD C141** -------------------------------------------------- Human Relations in Business -------------------------------------------------- 3
- **BSAD C145** -------------------------------------------------- Business Communication ------------------------------------------------------- 3
- **BSAD C151** -------------------------------------------------- Principles of Management and Organization -------------------------------- 3
- **BSAD C155** -------------------------------------------------- Human Resources Management------------------------------------------ ------ 3
- **BSGN C101** -------------------------------------------------- Introduction to Business -------------------------------------------------------- 3
- **CSCI C101** --------------------------------------------------- Introduction to Computers ----------------------------------------------------- 3
- **ECON C111** ------------------------------------------------- Principles of Economics I ------------------------------------------------------- 3

Complete general education requirements and electives as needed.

Any student completing the courses required for the major qualifies for a certificate in Business Management.

---

**Business Office Technology**

The Business Office Technology major (33-35 units) prepares students for employment as computer-competent administrative assistants.

**BUSINESS OFFICE TECHNOLOGY CERTIFICATE**

Complete all of the following courses:

- **BSOT C131** -------------------------------------------------- Basic Computer Keyboarding -------------------------------------------------- 1 Units
- **BSOT C132** -------------------------------------------------- Intermediate Computer Keyboarding ----------------------------------------- 1
- **BSOT C133** -------------------------------------------------- Advanced Computer Keyboarding -------------------------------------------- 1
- **BSOT C154** -------------------------------------------------- Office Personnel Seminar-------------------------------------------------------- 3
- **CSCI C070** --------------------------------------------------- Computer Literacy---------------------------------------------------------------- 1
  
  or **CSCI C101**--------------------------------------------- Introduction to Computers--------------------------------------------- -------- 3
- **CSCI C121** --------------------------------------------------- Beginning MS Word -------------------------------------------------------------- 1
- **CSCI C123** --------------------------------------------------- Beginning MS Excel -------------------------------------------------------------- 1
  
  or **CSCI C124**--------------------------------------------- Advanced MS Excel--------------------------------------------------------------- 1
- **CSCI C125** --------------------------------------------------- Beginning MS Access --------------------------------------------------------- 1
- **CSCI C127** --------------------------------------------------- Beginning MS PowerPoint ----------------------------------------------------- 1
- **CSCI C129** --------------------------------------------------- Beginning MS Outlook -------------------------------------------------------- 1
- **CSCI C171** --------------------------------------------------- Introduction to the Internet ------------------------------------------------ ---- 1
- **ENGL C070** ------------------------------------------------- Introductory Composition ------------------------------------------------------ 4
- **WEXP C101** ------------------------------------------------- Introduction to Work Experience ---------------------------------------------- 1
- **WEXP C102** ------------------------------------------------- Occupational/Career Work Experience ---------------------------------------- 1

**A.S. IN BUSINESS OFFICE TECHNOLOGY** (Certificate courses + 13 units):

- **BSAD C101** -------------------------------------------------- Principles of Accounting --------------------------------------------------------- 4 Units
- **BSAD C141** -------------------------------------------------- Human Relations in Business -------------------------------------------------- 3
- **BSAD C145** -------------------------------------------------- Business Communication ------------------------------------------------------- 3
- **BSGN C101** -------------------------------------------------- Introduction to Business -------------------------------------------------------- 3

Complete general education requirements and electives as needed.
Child Development

The Child Development major (30 units) is designed for students interested in infant, toddler, preschool or school-age education. The California Child Development Permit Matrix is reflected in our program allowing students to receive the permits required for teaching in Children’s Centers and Compensatory Education Preschool Programs, which are financed by state funds. The permits include: Assistant Teacher, Associate Teacher, Teacher, Master Teacher, and Site Supervisor. Cerro Coso issues the A.S. Degree and Teacher Certificate while all levels of the Permit Matrix are issued by the State Department of Education, California Commission on Teacher Credentialing.

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

Complete all of the following courses:

CHDV C101  ---------------------------------  Child Development  ---------------------------------  3 Units
CHDV C111  ---------------------------------  Principles of Child Guidance  ---------------------------------  3
CHDV C115  ---------------------------------  Child, Family, and Community  ---------------------------------  3
CHDV C121  ---------------------------------  Health, Safety, and Nutrition  ---------------------------------  3
CHDV C125  ---------------------------------  Diversity in Education  ---------------------------------  3
CHDV C202  ---------------------------------  Principles and Practices in CHDV I  ---------------------------------  3
CHDV C203  ---------------------------------  Principles and Practices in CHDV II  ---------------------------------  3

Select 6 units from the following:

CHDV C141  ---------------------------------  Creative Activities for Children  ---------------------------------  3 Units
CHDV C142  ---------------------------------  Music Activities for Children  ---------------------------------  3
CHDV C144  ---------------------------------  Physical and Recreational Activities  ---------------------------------  3
CHDV C146  ---------------------------------  Language Activities for Children  ---------------------------------  3
CHDV C148  ---------------------------------  Science Activities for Children  ---------------------------------  3

Select 3 units from the Activity list above or the list below:

CHDV C105  ---------------------------------  Introduction to Infant Development  ---------------------------------  3 Units
CHDV C107  ---------------------------------  School Age Development  ---------------------------------  3
CHDV C128  ---------------------------------  Heads Up! Reading  ---------------------------------  3
CHDV C171  ---------------------------------  Professional Development  ---------------------------------  1-3
CHDV C205  ---------------------------------  Foundations of Infant Development  ---------------------------------  3
CHDV C207  ---------------------------------  School Age Curriculum  ---------------------------------  3
CHDV C241  ---------------------------------  The Exceptional Child: Nature & Needs  ---------------------------------  3
CHDV C251  ---------------------------------  Administration of Programs I  ---------------------------------  3
CHDV C252  ---------------------------------  Administration of Programs II  ---------------------------------  3
CHDV C281  ---------------------------------  Adult Supervision/Mentor Teacher  ---------------------------------  2

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

ASSISTANT TEACHER AWARD:
CHDV C101  ----------------------------------  Child Development  ----------------------------------  -------------------------------  3 Units
Select one of the following:
CHDV C111  ----------------------------------  Principles of Child Guidance  ----------------------------------  -------------------------------  3
CHDV C115  ----------------------------------  Child, Family and Community  ----------------------------------  -------------------------------  3

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

ASSOCIATE TEACHER AWARD: 12 Child Development units required.

Complete all of the following courses:
CHDV C101  ----------------------------------  Child Development  ----------------------------------  -------------------------------  3 Units
CHDV C115  ----------------------------------  Child, Family and Community  ----------------------------------  -------------------------------  3

Select one of the following:
CHDV C125  ----------------------------------  Diversity in Education  ----------------------------------  -------------------------------  3 Units
CHDV C141**  ----------------------------------  Creative Activities for Children  ----------------------------------  -------------------------------  3
CHDV C142**  ----------------------------------  Music Activities for Children  ----------------------------------  -------------------------------  3
CHDV C144**  ----------------------------------  Physical and Recreational Activities for Children  ----------------------------------  -------------------------------  3
CHDV C146**  ----------------------------------  Language Activities for Children  ----------------------------------  -------------------------------  3
CHDV C148**  ----------------------------------  Science Activities for Children  ----------------------------------  -------------------------------  3

Select any other 3 Child Development units. The following is recommended:
CHDV C111  ----------------------------------  Principles of Child Guidance  ----------------------------------  -------------------------------  3 Units

ASSOCIATE TEACHER PERMIT: Assistant Teacher Award requirements plus experience requirement of 50 days of 3+ hours per day within 2 years. The starred (**) classes above provide the experience needed for the Associate Teacher Permit.

TEACHER CERTIFICATE: 24 Child Development units required.

Complete all of the following courses:
Core units as laid out in the Associate Teacher Permit  ----------------------------------  12 Units
CHDV C202  ----------------------------------  Principles and Practices in Child Development I  ----------------------------------  3
CHDV C203  ----------------------------------  Principles and Practices in Child Development II  ----------------------------------  3

Select 6 units from the following:
CHDV C111  ----------------------------------  Principles of Child Guidance  ----------------------------------  -------------------------------  3 Units
CHDV C121  ----------------------------------  Health, Safety, and Nutrition  ----------------------------------  -------------------------------  3
CHDV C125  ----------------------------------  Diversity in Education  ----------------------------------  -------------------------------  3
CHDV C128  ----------------------------------  Heads Up! Reading  ----------------------------------  -------------------------------  3
CHDV C141  ----------------------------------  Creative Activities for Children  ----------------------------------  -------------------------------  3
CHDV C142  ----------------------------------  Music Activities for Children  ----------------------------------  -------------------------------  3
CHDV C144  ----------------------------------  Physical and Recreational Activities for Children  ----------------------------------  -------------------------------  3
CHDV C146  ----------------------------------  LanguageActivities for Children  ----------------------------------  -------------------------------  3
CHDV C148  ----------------------------------  Science Activities for Children  ----------------------------------  -------------------------------  3
CHDV C171***  ----------------------------------  Professional Development  ----------------------------------  -------------------------------  1-3
CHDV C241  ----------------------------------  The Exceptional Child: Nature and Needs  ----------------------------------  -------------------------------  3

***Professional Development counts towards professional growth hours in accordance with the Child Development Permit Matrix

TEACHER PERMIT: Teacher Certificate requirements plus experience requirement of 175 days of 3+ hours per day within 4 years.
MASTER TEACHER PERMIT: must meet Teacher Permit requirements plus 2 units of Adult Supervision/Mentor Teacher and 6 specialization units. There is also an experience requirement; be sure to check the Permit Matrix and work with a Professional Growth Advisor.

Complete the following course:

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

Complete one of the following options****:

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

Specialization in School Age Care
CHDV C107  ------------------------------------------------- School Age Development ----------------------------------------------- 3 Units
CHDV C207  ------------------------------------------------- School Age Curriculum ----------------------------------------------- 3

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

SITE SUPERVISOR PERMIT: AS degree in Child Development, plus 6 administration units, plus 2 units Adult Supervision/Mentor Teacher. There is also an experience requirement; be sure to check the Permit Matrix and work with a Professional Growth Advisor.

Complete the following courses:

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

The Computer Information Systems major (30 units) is designed to develop skills which can be used for immediate employment in an increasingly challenging business environment as well as providing a student with the foundation to transfer to a four-year institution to continue studies in Computer Information Systems, Management Information Systems, or other comparable courses of study.

**AS IN COMPUTER INFORMATION SYSTEMS:**

Complete all of the following courses:

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

Complete general education requirements and electives as needed.

**COMPUTER INFORMATION SYSTEMS CERTIFICATE (19 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C101</td>
<td>Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSGN C101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C241</td>
<td>Introduction to Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introduction to Structured Programming with Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>or CSCI C252</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>MATH C121</td>
<td>Elementary Probability and Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH C131</td>
<td>Basic Functions &amp; Calculus for Business</td>
<td>4</td>
</tr>
</tbody>
</table>

**INTERMEDIATE OFFICE APPLICATIONS CERTIFICATE (CIS Cert + 7 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C121</td>
<td>Beginning MS Word</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C123</td>
<td>Beginning MS Excel</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C125</td>
<td>Beginning MS Access</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C127</td>
<td>Beginning MS PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CSCI C181</td>
<td>Developing a Web Page Using HTML</td>
<td>3</td>
</tr>
</tbody>
</table>

**INTERMEDIATE PROGRAMMING CERTIFICATE (CIS Cert + 10 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C265</td>
<td>C++ Programming Language I</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C266</td>
<td>C++ Programming Language II</td>
<td>3</td>
</tr>
<tr>
<td>MATH C121</td>
<td>Elementary Probability &amp; Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>
### Computer Technology

The Computer Technology major (38 units) is designed to develop skills which can be utilized for immediate employment in an increasingly challenging scientific environment. This major is intended to provide a student with a broad preparation for a career in the scientific and technical areas of business. The transferring student is encouraged to seek academic counseling early.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C252</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C253</td>
<td>Advanced PASCAL</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C260</td>
<td>FORTRAN Programming Language</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C264</td>
<td>Computer Organization and Assembly Language</td>
<td>3</td>
</tr>
<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>PHYS C111</td>
<td>Mechanics</td>
<td>5</td>
</tr>
<tr>
<td>PHYS C113</td>
<td>Electricity and Magnetism</td>
<td>4</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 as needed.

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

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

Any student completing the courses required for the major qualifies for a certificate in Computer Technology.
**Digital Animation**

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

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

Complete all of the following courses:

- MA C125 Writing for Media Arts 3 Units
- MA C142 Portfolio Development 3
- MA C158 Animation Production Art 3
- MA C160 Principles of Animation 3
- MA C161 Animation II 3
- MA C162 Digital Character Animation 3
- MA C163 Animation Programming 3
- MA C164 Animation Technology Applications 3
- MA C165 Render Management 3
- MA C168 Digital Cinematography 3

Select 6 units from the following:

- ART C125 Life Drawing 3 Units
- CSCI C265 C++ Programming Language I 3
- DRMA C111 Fundamentals of Acting 3
- MA C102 Digital Imaging 3
- MA C124 Web Animation with Flash 3
- MA C126 Advanced Web Animation with Flash 3
- MA C127 Digital Video Production 3
- MA C130 Fundamentals of Game Design 3
- MA C140 Production Management 3
- MUSC C183 Fundamentals of Sound Design for Media 3

Complete general education requirements and electives as needed.

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

Any student completing the courses required for the major qualifies for a certificate in Digital Animation.
Engineering Technology

The Engineering Technology major (26 units) prepares the student to enter the engineering field as an engineering aide.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C151</td>
<td>Introduction to Computer Aided Design and Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRFT C152</td>
<td>Advanced Computer Aided Design and Drafting</td>
<td>3</td>
</tr>
<tr>
<td>MATH C142</td>
<td>Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MCTL C111</td>
<td>Beginning Machine Shop</td>
<td>3</td>
</tr>
<tr>
<td>WELD C101</td>
<td>Oxygen and Acetylene Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 8 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>PHYS C101</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS C102</td>
<td>General Physics II</td>
<td>4</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 as needed.

Any student completing the courses required for the major qualifies for a certificate in Engineering Technology.
**Fire Technology**

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

Complete all of the following courses:

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

Select 12 units from the following:

- **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 as needed.

Any student completing the courses required for the major qualifies for a certificate in Fire Technology.

**Machine Tool Technology**

The Machine Tool Technology major (20 units) is designed to provide the student with the basic skills and knowledge necessary to enter the machine shop trades and other related fields. This program includes both traditional and “high tech” machine set up and operation training.

Complete all of the following courses:

- **DRFT C111** Engineering Drawing I ....................................................... 3 Units
- **MCTL C111** Beginning Machine Shop .................................................. 3
- **MCTL C112** Intermediate Machine Shop ............................................. 3
- **MCTL C211** Advanced Machine Shop .................................................. 3
- **MCTL C212** Adv. Machine Shop and Machine Tool Problems ............... 3
- **WELD C101** Oxygen and Acetylene Welding ........................................ 3
- **WEXP C101** Introduction to Work Experience ....................................... 1
- **WEXP C102** Occupational/Career Work Experience ............................. 1-3

Complete general education requirements and electives as needed.

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

Any student completing the courses required for the major qualifies for a certificate in Machine Tool Technology.
Media Arts*

The Media Arts major (24 units) may be awarded to students who complete this training. Students will be qualified to create web site content composed of digital graphics, full-motion video, animation, text, 3D content, and interactive media. They will have a working knowledge of web technologies, and will be able to interface with information technology professionals on these topics. They will understand the unifying principles of design, effective communication and how to manage teams of professionals responsible for the creation and construction of web content. They will also have a firm understanding of the emerging technologies involved with broadband media delivery.

Complete all the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA C101</td>
<td>Introduction to Digital Media Design</td>
<td>3</td>
</tr>
<tr>
<td>MA C102</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>MA C105</td>
<td>Accessibility and Usability</td>
<td>3</td>
</tr>
<tr>
<td>MA C125</td>
<td>Writing for Media Arts</td>
<td>3</td>
</tr>
<tr>
<td>MA C128</td>
<td>Interactivity and Interface Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 9 units from the following:

<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 C111</td>
<td>Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART C121</td>
<td>Basic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART C125</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C211</td>
<td>E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C181</td>
<td>Developing a Web Page Using HTML</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C251</td>
<td>Introduction to Structured Programming with Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C265</td>
<td>C++ Programming Language I</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C267</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>DRMA C111</td>
<td>Fundamentals of Acting</td>
<td>3</td>
</tr>
<tr>
<td>DRMA C131</td>
<td>Technical Theater</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C101</td>
<td>Expository Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENGL C221</td>
<td>World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL C222</td>
<td>World Literature II</td>
<td>3</td>
</tr>
<tr>
<td>MA C111</td>
<td>Computer Illustration</td>
<td>3</td>
</tr>
<tr>
<td>MA C124</td>
<td>Web Animation</td>
<td>3</td>
</tr>
<tr>
<td>MA C126</td>
<td>Advanced Web Animation</td>
<td>3</td>
</tr>
<tr>
<td>MA C127</td>
<td>Digital Video Production</td>
<td>3</td>
</tr>
<tr>
<td>MA C130</td>
<td>Fundamentals of Game Design</td>
<td>3</td>
</tr>
<tr>
<td>MA C160</td>
<td>Principles of Animation</td>
<td>3</td>
</tr>
<tr>
<td>MUSC C181</td>
<td>Music, Midi and Computers I</td>
<td>3</td>
</tr>
<tr>
<td>MUSC C183</td>
<td>Fundamentals of Sound Design for Media</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete general education requirements and electives as needed.

*Pending review and approval by the California Community College Chancellor's Office.
Natural Resources Management

The Natural Resources Management major (27 units) is designed to provide technician-level training for students interested in working in the field of natural resources management (forestry, recreation, water, soil and wildlife management). Career opportunities exist with various federal and state agencies and in the private sector such as with mining companies, ski areas, environmental and land-use consulting firms.

Complete all of the following courses:

- **BIOL C111** General Biology I 5 Units
- **BIOL C112** General Biology II 5
- **BIOL C115** Principles of Ecology 4
- **BIOL C133** Natural Resources 3
- **GEOG C111** Geology 4

Select 6 units from the following:

- **AGRI C105** Soil and Plant Nutrition 3 Units
- **AGRI C115** Environmental Irrigation 3
- **BIOL C131** Introduction to Forestry 3
- **BIOL C135** Wildlife Management 3
- **BIOL C137** Identification of California Wildlife 3
- **BIOL C141** Human Environment 3
- **BIOL C142** Human Environment Lab 1
- **BIOL C152** Natural History of the Great Basin 1
- **CHEM C101** Introductory Chemistry 4
- **ECON C101** Introduction to Economics 3
- **ENGL C151** Technical Writing 3
- **GEOG C101** Physical Geography 3
- **MATH C121** Elementary Probability and Statistics 4

Complete general education requirements and electives as needed.

Any student completing the courses required for the major qualifies for a certificate in Natural Resources Management.
Physical Science Technology

The Physical Science Technology major (38 units) prepares students to enter the science and engineering field as a technical aide. There are three options in the program -- Chemistry, Electronics, Mechanical -- for students to choose from.

Complete all of the following courses:

- CHEM C111: General Inorganic Chemistry I - 5 Units
- CHEM C113: General Inorganic Chemistry II - 5
- CSCI C252: Introduction to Computer Science - 3
- DRFT C111: Engineering Drawing I - 3
- MCTL C111: Beginning Machine Shop - 3
- MATH C142: Trigonometry - 3
- PHYS C101: General Physics - 4
- PHYS C102: General Physics - 4
- WEXP C101: Introduction to Work Experience - 1
- WEXP C102: Occupational/Career Work Experience - 1-3

Complete one of the following options:

Chemistry Option:
- CHEM C221: Introductory Organic Chemistry - 5 Units
  - or, CHEM C211: Analytical Chemistry - 4

Electronics Option:
- ET C101: Introduction to Electronics Technology/ Direct Current Circuits - 4
- ET C105: Alternating Current Circuits - 4

Mechanical Option:
- DRFT C161: Geometric Dimensioning & Tolerancing - 3 Units
- MCTL C112: Intermediate Machine Shop - 3

Complete general education requirements and electives as needed.

Any student completing the courses required for the major qualifies for a certificate in Physical Science Technology.
Resort and Commercial Recreation Management

The various associate degree and certificate program options in Resort and Commercial Recreation Management offer students the opportunity to combine theoretical and practical studies in business management along with core studies in either Resort Management (26 units) or Commercial Recreation Management (26 units). This “principles and practice” approach prepares majors for entry and mid-level management career positions in business, organizations and institutions specializing in many aspects of the tourism/recreation/hospitality industries. A student might also elect to prepare for baccalaureate level studies in hotel/restaurant management, leisure studies or recreation administration.

COMMERCIAL RECREATION MANAGEMENT EMPHASIS

Complete all of the following courses:

- BSAD C151: Principles of Management and Organization 3 Units
- BSGN C101: Introduction to Business 3
- EMTC C111: Advanced First Aid/CPR 3
- RCRM C101: Introduction to Hospitality Industry 2
- RCRM C151: Foundations of Leisure and Recreation 3
- RCRM C155: Introduction to Outdoor Recreation 3

Select 9 units from the following:

- BSAD C145: Business Communication 3 Units
- RCRM C251: Recreation Programming and Event Management 3
- RCRM C255: Leadership and Supervision in Recreation 3
- RCRM C271: Leisure Services and Special Populations 3
- WEXP C101: Introduction to Work Experience 1
- WEXP C102: Occupational/Career Work Experience 1-3

Complete general education requirements and electives as needed.

Any student completing the courses required for the major qualifies for a certificate in Commercial Recreation Management.

RESORT MANAGEMENT EMPHASIS

Complete all of the following courses:

- BSAD C141: Human Relations in Business 3 Units
- BSAD C151: Principles of Management and Organization 3
- BSGN C101: Introduction to Business 3
- RCRM C101: Introduction to the Hospitality Industry 3
- RCRM C111: Resort Management 2

Select 12 units from the following:

- BSAD C145: Business Communication 3 Units
- RCRM C112: Front Office Procedures 2
- RCRM C113: Food and Beverage Management 2
- RCRM C211: Hotel and Motel Security Management 2
- RCRM C212: Hotel/Motel Law 2
- RCRM C213: Marketing of Hospitality Services 2
- RCRM C221: Supervisory Housekeeping 2
- WEXP C101: Introduction to Work Experience 1
- WEXP C102: Occupational/Career Work Experience 1-3

Complete general education requirements and electives as needed.

Any student completing the courses required for the major qualifies for a certificate in Resort Management.
**Vocational Nursing**

The Vocational Nursing Program (51 units) is an intensive program totaling 1,566 hours approved by the Board of Vocational Nursing and Psychiatric Technicians. The hours include anatomy and physiology, psychology, nursing theory, and supervised clinical nursing experiences. Concepts of the fundamentals of nursing, geriatrics, nutrition, and pharmacology are integrated in the first semester of the Program. Nursing care of clients with varied adult medical-surgical conditions is integrated throughout the three semesters of the Program. Course content also includes concepts of normal obstetrics and pediatrics. After successful completion of the Program, the student is eligible to take the licensure examination provided by the National Council of State Boards of Nursing (NCLEX-PN).

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

Complete all of the following courses:

**PREREQUISITE**

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

**SEMESTER I**

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

**SEMESTER II**

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

**SEMESTER III**

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

*Note: *BIOL C121 and PSYC C101 must be successfully completed before entering the program. BIOL C251 and BIOL C255 can be substituted for BIOL C121.*

Any student completing the courses required for the major qualifies for a certificate in Vocational Nursing.

**Welding Technology**

The Welding Technology major (21 units) provides training in oxy-acetylene welding and cutting with hand and automatic equipment. The welding program prepares students for pre-journeyman or apprentice programs.

Complete all of the following courses:

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

Complete general education requirements and electives as needed.

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

Any student completing the courses required for the major qualifies for a certificate in Welding Technology.
COURSE DESCRIPTIONS

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

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

Course Code Index

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

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

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

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ C082</td>
<td>Firearms</td>
<td>2.00</td>
<td>None</td>
</tr>
<tr>
<td>ADMJ C101</td>
<td>Introduction to Administration of Justice</td>
<td>3.00</td>
<td>None</td>
</tr>
<tr>
<td>ADMJ C105</td>
<td>Concepts of Criminal Law</td>
<td>3.00</td>
<td>None</td>
</tr>
<tr>
<td>ADMJ C111</td>
<td>Principles and Procedures of the Justice System</td>
<td>3.00</td>
<td>None</td>
</tr>
<tr>
<td>ADMJ C115</td>
<td>Legal Aspects of Evidence</td>
<td>3.00</td>
<td>None</td>
</tr>
<tr>
<td>ADMJ C121</td>
<td>Community Relations</td>
<td>3.00</td>
<td>None</td>
</tr>
<tr>
<td>ADMJ C125</td>
<td>Principles of Investigation</td>
<td>3.00</td>
<td>None</td>
</tr>
<tr>
<td>ADMJ C131</td>
<td>Juvenile Procedures</td>
<td>3.00</td>
<td>None</td>
</tr>
<tr>
<td>ADMJ C141</td>
<td>Basic Reserve Academy Level III</td>
<td>1.50</td>
<td>Fingerprint clearance PC 832</td>
</tr>
</tbody>
</table>
ADMJ C143  7.50 Units
Basic Reserve Academy Level II  A/CSU
Prerequisites: ADMJ C142
This course provides basic instruction designed to prepare students for the performance of peace officers' duties. The curriculum is established through the requirements set by the California Peace Officer Standards and Training (P.O.S.T.), which include: introduction to law enforcement; administration of justice; criminal law; evidence; community-police relations; patrol procedures; juvenile procedures; defensive tactics; firearms; First Aid/CPR; vehicle operations; domestic violence and related topics. Total 61 hours lecture/216 hours laboratory.

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

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

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

ADMJ C215  3.00 Units
Patrol Procedures  A/CSU
Prerequisites: None
This course involves studies into the historical development of patrol philosophy; planning for field activities to include functions of patrol, traffic and other preliminary investigative duties of the field officer, including techniques for planning patrol activities; handling complaints and requests for service; mechanics of field interviews; searches and arrests; the handling of traffic related problems; civil and domestic disturbances and other community crime related incidents. Total 54 hours lecture.

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

ADMJ C225  2.00 Units
Physical Evidence  A/CSU
Prerequisites: None
A basic course in the collection, identification, preservation and transportation of physical evidence found at crime scenes including the use of photography, molds, casts, and moulage masks to preserve evidence; sketching and photography to locate evidence as found; fingerprint examinations and preserves of prints; footprints, tool mark impressions, identification of handwriting and typewriting; firearms identification; importance of trace evidence and laboratory evidence. Total 36 hours lecture.

AERONAUTICS

AERO C101  3.00 Units
General Aeronautics  A/CSU
Prerequisites: Level 3 math
Introduction to basic concepts and general information about airplane flight, control, construction and operation. Preparation for the Federal Aviation Agency private pilot written examination. Emphasis applies to aircraft with less than 12,500 pounds gross weight. Total 54 hours lecture.

AERO C111  3.00 Units
Instrument Flight Rules and Fundamentals  A/CSU
Prerequisites: AERO C101
Procedures for aircraft navigation and control through the use of radio navigation facilities, instrument interpretation and landing approach procedures using ADF, ILS, VOR, GCA, DME and radar facilities. Total 54 hours lecture.

AGRICULTURE

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

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

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

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

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

**AGRI C111** 3.00 Units  
Plant Propagation  
Prerequisites: Level 1 reading; level 2 writing  
Theory and practices of plant propagation, including seeding cutting, grafting and layering. Use of plant hormones and propagation structures. Total 54 hours lecture.

**AGRI C115** 3.00 Units  
Environmental Irrigation  
Prerequisites: None  
Hydrology and management of water resources, including plant, soil, and water relationships, water conservation and methods of irrigation and emphasis on the water situation in the Indian Wells Valley. Total 54 hours lecture.

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

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

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

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

**ANTH C111** 3.00 Units  
Cultural Anthropology  
Prerequisites: Level 1 reading; level 1 writing  
This course examines humans as biological organisms and in 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. Total 54 hours lecture. CAN ANTH 4

**ANTH C121** 3.00 Units  
Physical Anthropology  
Prerequisites: Level 1 reading; level 2 writing  
This course examines cross-cultural analysis of 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. Total 54 hours lecture.

**ANTH C131** 3.00 Units  
Archaeology  
Prerequisites: Level 1 reading; level 2 writing  
This course examines the ideas, models and techniques used in recovery and interpretation of archaeological materials from both the old and new worlds. Total 54 hours lecture. CAN ANTH 6

**ANTH C151** 3.00 Units  
Language, Culture and Man: Introduction to Linguistics  
Prerequisites: Level 1 reading; level 1 writing  
This course examines human systems of communication including the mechanisms of language sounds, sound units and their arrangements, including non-verbal communication, language acquisition and the relation of language to culture. Total 54 hours lecture.

**ANTH C211** 3.00 Units  
Ancient Cultures of Mexico and Central America  
Prerequisites: Level 1 reading; level 2 writing  
Development, form and history of pre-Columbian Indian civilization, surveying the achievements of the Maya, the Aztec and their neighbors. Total 54 hours lecture.
ART

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

ART C101 3.00 Units
Introduction to Art
Prerequisites: Level 1 reading; level 2 writing
Exploring the meaning of art through an investigation of historical and contemporary principles. Accompanied by individual explorations in various studio media. Total 36 hours lecture/54 hours laboratory.

ART C105 3.00 Units
History of Western Art I
Prerequisites: Level 1 reading; level 2 writing
Historical development of painting from the Paleolithic Period to the end of the Middle Ages. Field trips required. Total 54 hours lecture. CAN ART 2

ART C106 3.00 Units
History of Western Art II
Prerequisites: Level 1 reading; level 2 writing
Historical development of painting, sculpture and architecture from Giotto (1300) to the present. Total 54 hours lecture. CAN ART 4

ART C106H 4.00 Units
History of Western Art II-Honors
Prerequisites: Level 1 reading; level 2 writing
Historical development of painting, sculpture, and 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. Total 72 hours lecture.

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

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

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

ART C126 1.50 Units
Life Drawing Studio
Prerequisites: None
This class incorporates a traditional drawing methodology with a direct visual study of human surface anatomy. Study will be primarily from the live human model with a strong emphasis on investigative drawing. This course may be taken four times. Total 13.5 hours lecture/40.5 hours laboratory.

ART C131 3.00 Units
Basic Painting
Prerequisites: None
Introduction to painting. Total 27 hours lecture/81 hours laboratory. CAN ART 10

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

ART C141 3.00 Units
Basic Ceramics
Prerequisites: None
Basic ceramic materials and techniques such as wheel throwing, hand building, glaze application and design techniques. Total 27 hours lecture/81 hours laboratory. CAN ART 6

ART C142 3.00 Units
Intermediate Ceramics
Prerequisites: ART C141
Continued work in basic techniques. Glaze calculations and kiln firing are explored. Total 27 hours lecture/81 hours laboratory.

ART C151 3.00 Units
Sculpture
Prerequisites: None
Three-dimensional materials and their relationship to design, form, and three-dimensional space. Total 27 hours lecture/81 hours laboratory. CAN ART 12

ART C155 3.00 Units
Jewelry
Prerequisites: None
Techniques and processes in the designing, forming and finishing of jewelry and other three-dimensional articles in soft metals such as brass, copper, sterling silver, and gold. Materials in combination are stressed for variety and form, color, value, and texture. Total 27 hours lecture/81 hours laboratory.

ART C161 3.00 Units
Beginning Photography
Prerequisites: None
This is an entry-level course about photography as an art form, communications tool, avocation, and profession. To build art and craft skills, students complete weekly assignments using 35mm color slide film. Students are encouraged to develop a personal vision and to express that vision photographically. Assignments reflect contemporary artistic and commercial uses of photography. Equipment, film, and processing is the student's responsibility. This is not a darkroom class. Total 54 hours lecture.
ART C162 3.00 Units  
Intermediate Photography  
Prerequisites: ART C161 or equivalent  
Students will work to build a personal photographic portfolio of their work using 35mm color slides. Weekly assignments will enable students to develop their skills in commercial, editorial, portrait, and fine art photography. Students enrolling should have a working knowledge of the craft and aesthetic of photography. Equipment, film, and processing is the student’s responsibility. This is not a darkroom class. Total 54 hours lecture.

ART C165 3.00 Units  
Beginning Black and White Photography  
Prerequisites: None  
A course in the aesthetics and technology of black and white photography in an art context. Students will learn to process film, make contact and project prints, prepare and mount prints, and acquire an awareness of aesthetic issues facing contemporary photographs. Students may have to schedule use of darkroom facilities during some non-class hours. Total 27 hours lecture/81 hours laboratory.

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

ART C167 3.00 Units  
Alternative Darkroom and Photographic Techniques  
Prerequisites: None  
Introductory course in darkroom materials and techniques of black and white photography, as well as use of traditional and non-traditional photographic processes to create two-dimensional imagery. Production of the negative through hand manipulation, cameras use and graphic arts procedures. Cyanotype, gum bichromate and additive process will be explored. Access to camera necessary, with 35mm or 120mm camera desirable. Previous darkroom experience not necessary. Total 27 hours lecture/81 hours laboratory.

ART C171 3.00 Units  
Graphic Design  
Prerequisites: ART C121  
Tools, materials and techniques in the development of printed communications; design of graphics and production methods. Total 27 hours lecture/81 hours laboratory.

ART C172 3.00 Units  
Illustration  
Prerequisites: ART C111 or ART C121  
Illustration for fiction, science fiction, children's stories, medical and cartooning. Emphasis on research for authenticity as well as creative and original approaches in presentation and techniques. Consideration given to production methods. Total 27 hours lecture/81 hours laboratory.

ART C175 3.00 Units  
Printmaking - Silk Screen and Lithography  
Prerequisites: ART C111 or ART C121  
The expressive potential of fine art print through the techniques of serigraph and lithographic printmaking. Total 27 hours lecture/81 hours laboratory.

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

ART C181 3.00 Units  
Developing a Web Page Using HTML  
Prerequisites: None  
Students will learn the basic skills necessary to author a Web page through the use of HyperText Markup Language (HTML); and will learn to integrate text, graphics and hypertext links. Students will complete lessons, which will result in the development of their own personal home page. The skills learned during these lessons are basic to Web development. All home pages completed during this class will be placed on the college server to be viewed over the World Wide Web. Not open to students who have completed CSCI C181. Total 36 hours lecture/54 hours laboratory.

ART C191 1.00 Unit  
Gallery Technology  
Prerequisites: None  
Theories and functions of an art gallery. Course will include the scheduling and arranging of art exhibits in the college gallery. This course may be taken four times. Total 9 hours lecture/27 hours laboratory.

ART C195 1.00-2.00-3.00 Units  
Art Practicum I  
Prerequisites: Concurrent enrollment in an art studio course  
Laboratory course to enable students who are enrolled in art studio courses to spend additional time in the art lab outside of regular class hours to work on class projects or individual projects related to their particular subject area. This course may be taken four times. Total 54-108-162 hours laboratory.

ART C196 1.00-2.00-3.00 Units  
Art Practicum II  
Prerequisites: Concurrent enrollment in an art studio course  
Laboratory course to enable students who are enrolled in art studio courses to spend additional time in the art lab outside of regular class hours to work on class projects or individual projects related to their particular subject area. This course may be taken four times. Total 54-108-162 hours laboratory.

ART C197 1.00-2.00-3.00 Units  
Art Practicum III  
Prerequisites: Concurrent enrollment in an art studio course  
Laboratory course to enable students who are enrolled in art studio courses to spend additional time in the art lab outside of regular class hours to work on class projects or individual projects related to their particular subject area. This course may be taken four times. Total 54-108-162 hours laboratory.

ART C221 3.00 Units  
Advanced Basic Drawing  
Prerequisites: ART C121  
Further study in drawing practices on an intermediate level with emphasis on creative work. Total 27 hours lecture/81 hours laboratory.

ART C231 3.00 Units  
Advanced Basic Painting  
Prerequisites: ART C131  
Advanced problems in Painting. Total 27 hours lecture/81 hours laboratory.
### ART C241 3.00 Units
**Advanced Ceramics**
Prerequisites: ART C142
Continued development of basic ceramics skills. Advanced work in glaze and clay formation, kiln firing, and forming techniques. This course may be taken four times. Total 27 hours lecture/81 hours laboratory.

### ART C251 3.00 Units
**Advanced Sculpture**
Prerequisites: ART C151
Advanced work with three-dimensional materials and their relationship to design and form. Creative expression through the manipulation of traditional sculpture materials. This course may be taken four times. Total 27 hours lecture/81 hours laboratory.

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

### AUTO C111 3.00 Units
**Engine Performance**
Prerequisites: None
Presents the principles and theory underlying the design, construction and operation of the automobile's fuel system, related components and emission control fundamentals. Total 108 hours lecture/laboratory.

### AUTO C115 5.50 Units
**Electrical Systems**
Prerequisites: Level 2 reading; level 2 writing
This course presents the principles and theories underlying the design, construction and operation of the automobile's electrical systems. The student will also diagnose, test, adjust and repair the system components that are directly affected; and understand and use trade terms pertaining to automotive electronics testing, adjustment and repair. This course prepares students for ASE testing in electrical systems. Total 45 hours lecture/108 hours laboratory.

### BIOLOGICAL TECHNOLOGY

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

### AUTO C125 2.00 Units
**Automotive Suspension and Steering**
Prerequisites: None
Provides the student with experience in diagnosis, repair and maintenance of the suspension system, including wheel bearings, tires and shocks. Total 36 hours lecture/36 hours laboratory.

### AUTO C131 2.00 Units
**Air Conditioning and Heating Systems**
Prerequisites: None
Provides practical experience in the diagnosis, repair, adjustment and maintenance of automotive comfort and ventilating systems in a workshop setting. Total 36 hours lecture/36 hours laboratory.

### AUTO C135 3.00 Units
**Automotive Transmission/Transaxle**
Prerequisites: Level 2 reading; level 2 writing
This course focuses on the development of skills in removing and replacing, repairing, adjusting, and servicing drive train components in automatic transmissions. This course prepares students for ASE testing in automatic transmissions and transaxle systems. Total 18 hours lecture/108 hours laboratory.

### AUTO C137 2.00 Units
**Manual Drive Train and Axles**
Prerequisites: None
Focuses on the development of skills in removing and replacing, repairing, adjusting and servicing drive train components including clutches, manual transmissions and linkages, universal joints, drive line bearings and differentials. Total 36 hours lecture/36 hours laboratory.

### AUTO C145 2.00 Units
**Engine Repair**
Prerequisites: None
Focuses on the development of skills and knowledge that are required in removing, rebuilding, and replacing an engine back to its original condition. Total 36 hours lecture/36 hours laboratory.

### BIOLOGY

### BIOL C101 3.00 Units
**Introductory Biology**
Prerequisites: Level 1 reading; level 2 writing
Biological experience for non-majors. Principles of organization, cell structure and function; genetics; metabolism; organ systems, and reproduction of both plants and animals; ecology; evolution; and animal behavior. Not open to students who have completed BIOL C105. Total 54 hours lecture.
BIOL C101H  4.00 Units
Introductory Biology – Honors
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor.
This course is designed for non-majors. The following topics will be covered: principles of organization, cell structure and function, genetics, metabolism, organ systems, and reproduction (plant and animal), ecology, evolution, and animal behavior. The course is not open to students with credit in BIOL C105. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 72 hours lecture.

BIOL C102  1.00 Unit
Introductory Biology Laboratory
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing; BIOL C101 or concurrent enrollment
Practical laboratory experience with the methods of science and hands-on exercises to accompany BIOL C101 lecture topics. Not open to students who have completed BIOL C101. Total 54 hours lecture/laboratory.

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

BIOL C105H  5.00 Units
Concepts of Biology-Honors
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor.
This is an introductory course in biological science with laboratory experience for non-majors. The course illustrates the principles of organization, cell structure and function; genetics, metabolism, organ systems, and reproduction (plant and animal), ecology, evolution, and animal behavior. The course is not open to students with credit in BIOL C101. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 72 hours lecture/laboratory.

BIOL C111  5.00 Units
General Biology I
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing; CHEM C101 or equivalent.
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. Total 54 hours lecture/108 hours laboratory.

BIOL C111H  6.00 Units
General Biology I – Honors
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing; CHEM C101 or equivalent; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor.
This is an introductory course for students majoring in biological sciences and related subjects. The following topics will be covered: principles of cell biology, metabolism, biochemistry, molecular biology, genetics, and physiology. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 72 hours lecture/108 hours laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL C135</td>
<td>3.00</td>
<td>Wildlife Management</td>
<td>A/CSU</td>
<td>Foundations of wildlife production; identification, life histories and ecology of important wildlife species. Total 54 hours lecture.</td>
</tr>
<tr>
<td>BIOL C137</td>
<td>3.00</td>
<td>Identification of California Wildlife</td>
<td>A/CSU</td>
<td>Game birds, fish and mammals of California and the Western United States. Characteristics of game animals and protected species. Practice in identifying animals in their environment. Total 54 hours lecture.</td>
</tr>
<tr>
<td>BIOL C138</td>
<td>4.00</td>
<td>Identification of California Plants</td>
<td>A/CSU</td>
<td>In this course, students will gain a deeper understanding of California natural history with an emphasis on local plants. Helps you to identify plants and enrich your enjoyment of local resources and your own garden. Field trip required. Total 54 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C141</td>
<td>3.00</td>
<td>The Human Environment</td>
<td>A/UC/CSU</td>
<td>This course explores the interactions of humans with the lives and activities of the organisms and the environment. Local, regional and global ecology is considered from a scientific perspective. Critical evaluation of environmental issues and problems is a focus of this course. Total 54 hours lecture.</td>
</tr>
<tr>
<td>BIOL C142</td>
<td>1.00</td>
<td>The Human Environment Laboratory</td>
<td>A/UC/CSU</td>
<td>In this hands-on course, you will explore the topics of ecology, human impacts on the environment and policy from a scientific perspective. One goal of this course is to teach you tools that will help you evaluate environmental issues for yourself. Field trips required. Total 54 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C151</td>
<td>1.00</td>
<td>Natural History of the Mojave Desert</td>
<td>A/CSU</td>
<td>This field course is an overview of the geology, climate, ecology, and flora and fauna of the northern Mojave Desert including Death Valley National Park, and human influences on these ecosystems. Field Trip required. This course may be taken four times. Total 48 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C152</td>
<td>1.00</td>
<td>Natural History Studies - Great Basin Desert</td>
<td>A/CSU</td>
<td>This field course is an overview of the geology, climate, ecology, flora and fauna of the Great Basin Desert with emphasis on the southern part of the basin and range province from the Owens Valley to the Mono Basin and impact of humans on the various ecosystems. Field trip required. This course may be taken four times. Total 48 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C153</td>
<td>1.00</td>
<td>Natural History of Central California Coast</td>
<td>A/CSU</td>
<td>This field course is an overview of the geology, past and present climate, ecology, flora and fauna of the California coast systems, particularly that of the central coast and human impact on these systems. Field trip required. This class can be taken four times. Total 48 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C154</td>
<td>1.00</td>
<td>Natural History of the Foothills</td>
<td>A/CSU</td>
<td>This course is an overview of the geology, past and present climate, ecology, flora and fauna of the California foothills with an emphasis on the southern Sierra foothills and southern Coast ranges and human impact on these ecosystems. Field trip required. This course may be taken four times. Total 48 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C155</td>
<td>1.00</td>
<td>Natural History of Southern Sierra Nevada</td>
<td>A/CSU</td>
<td>This field course in an overview of the geology, past and present climate, ecology, and flora and fauna of the Southern Sierra Nevada range and human influences on these ecosystems. Field trip required. This course may be taken four times. Total 48 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C156</td>
<td>1.00</td>
<td>Natural History of the Sonora Desert</td>
<td>A/CSU</td>
<td>This field course is an overview of the geology, past and present climate, ecology, flora and fauna of the Sonoran Desert, primarily of the Colorado Desert of Southern California and the influence of humans on the ecosystems. Field trip required. This course may be taken four times. Total 48 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C157</td>
<td>1.00</td>
<td>Natural History of the Colorado Plateau</td>
<td>A/CSU</td>
<td>This field course is an overview of the geology, past and present climate, ecology, flora and fauna of the Colorado Plateau of Southern Utah and the impact of humans on the ecosystems. Field trip required. This course may be taken four times. Total 48 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C161</td>
<td>0.50</td>
<td>Natural History Studies - Bristlecone Forests</td>
<td>A/CSU</td>
<td>This field course is a study of the Bristlecone pine forests of the White Mountains, the geology, past and present climate, ecology, and flora and fauna associated with their isolated Groves. Field trip and hiking at high altitudes required. This course may be taken four times. Total 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C162</td>
<td>0.50</td>
<td>Natural History Studies - Carrizo Plains</td>
<td>A/CSU</td>
<td>This field course is a study of the geology, past and present climate, ecology, flora and fauna of California's last grassland valley, the Carrizo Plains National Monument, located directly on the San Andreas fault just west of Kern County. Restoration efforts of TNC and BLM, endangered species, pictographs, fault scars, and offset streams make this a unique place. Field trip required. This course may be taken four times. Total 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C163</td>
<td>0.50</td>
<td>Natural History Studies - Death Valley National Park</td>
<td>A/CSU</td>
<td>This field course is a study of the geology, past and present climate, ecology, flora and fauna of the Death Valley area, and human influences on these ecosystems. Field trip required. This course may be taken four times. Total 24 hours laboratory.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Title</td>
<td>Units</td>
<td>Prerequisites</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>-------</td>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>BIOL C164</td>
<td>Natural History Studies - East Mojave National Preserve</td>
<td>0.50</td>
<td>None</td>
<td>This field course is a study in the Mojave National Preserve of the geology, the past and present climate and its effects on the area, ecology, the plants and the animals, which inhabit the Eastern Mojave Desert and the human influences on these ecosystems. Field trip required. This course may be taken four times. Total 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C165</td>
<td>Natural History Studies - Eastern Sierra</td>
<td>0.50</td>
<td>None</td>
<td>This field course is an overview of the geology, past and present climate, ecology, flora, and fauna of the Sierra Nevada mountains, particularly the “East Side” and the impact of humans on these ecosystems. Field trip required. This course may be taken four times. Total 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C166</td>
<td>Natural History Studies - Spring Flowers</td>
<td>0.50</td>
<td>None</td>
<td>This field course includes the study of the climate, geology, geography, ecology, and locations and identification of spring wild flowers in the local area. Field trip required. This course may be taken four times. Total 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C167</td>
<td>Natural History Studies - Joshua Tree National Park</td>
<td>0.50</td>
<td>None</td>
<td>This field course is a study in Joshua Tree National Park of the geology, the past and present climate, ecology, plants, and the animals which inhabit the Park and the human influences on the ecosystems. Field trip required. This course may be taken four times. Total 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C168</td>
<td>Natural History Studies - Long Valley Caldera</td>
<td>0.50</td>
<td>None</td>
<td>This field course is an overview of the Long Valley Caldera and Bishop tuff explaining the volcanic activity in the area, rock and mineral identification, ecology, and an understanding of recent changes in the earth between Round Valley and the Mono Basin. Field trip required. Some hiking required. This course may be taken four times. Total 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C169</td>
<td>Natural History Studies - Mono Lake Basin</td>
<td>0.50</td>
<td>None</td>
<td>This field course is a study in the Mono Basin National Forest Scenic Area and Mono Lake Tufa State Reserve of the geology, past and present climate, ecology, flora and fauna associated with the lake and the influence of humans past and present on the area. Field trip and some hiking required. This course may be taken four times. Total 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C170</td>
<td>Natural History Studies - Owens Valley</td>
<td>0.50</td>
<td>None</td>
<td>This field course is a study in the Owens Valley, the geology, past and present climate, ecology, flora and fauna associated with the Owens River, marshes, and grasslands of the valley area and human influences on the area. Field trip and some hiking required. This course may be taken four times. Total 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C171</td>
<td>Natural History Studies - Sequoia Forests</td>
<td>0.50</td>
<td>None</td>
<td>This field course is a study of the Sequoia forests of the southern Sierra Nevada, the geology, past and present climate, ecology, live cycle of the giant trees, and the flora and fauna associated with the isolated groves. Field trip and some hiking required. This course may be taken four times. Total 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C172</td>
<td>Natural History Studies - Sierra Meadows</td>
<td>0.50</td>
<td>None</td>
<td>This field course is a study in the meadows of the southern Sierra Nevada, the geology, past and present climate, ecology, flora and fauna associated with local Kern Plateau meadows and surrounding forests, and the influence of humans on these areas. Field trip and some hiking required. This course may be taken four times. Total 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C173</td>
<td>Natural History Studies - Oases of Mojave Desert</td>
<td>0.50</td>
<td>None</td>
<td>This field course is a study of the geology, the past and present climate and its effects on the desert areas, ecology, the plants and the animals, particularly the endemics that inhabit various Desert Oases within the Mojave Desert and the human influences on these springs. Field trip required. This course may be taken four times. Total 24 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C241</td>
<td>Plant Pathology</td>
<td>4.00</td>
<td>Level 1 reading; level 2 writing</td>
<td>This course is an introductory study of the major plant diseases and their control. The bacteria, fungi, nematodes, parasitic plants, and viruses causing diseases of major importance to agricultural and horticultural crops throughout the U.S. are examined in the laboratory and in the field. Total 54 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C251</td>
<td>Human Anatomy</td>
<td>4.00</td>
<td>Level 1 reading; level 2 writing</td>
<td>The microscopic and gross anatomy of body systems including skeletal, muscular, circulatory, respiratory, digestive, excretory, nervous, endocrine, reproductive and integumentary. For students majoring in biology, nursing, and medical sciences. Total 54 hours lecture/54 hours laboratory. CAN BIOL 10</td>
</tr>
<tr>
<td>BIOL C255</td>
<td>Human Physiology</td>
<td>4.00</td>
<td>Level 1 reading; level 2 writing</td>
<td>The physiology of bone, muscle, nerve, circulation, respiration, digestion, excretion, reproduction and endocrine physiology. Introduction with special emphasis for biology, nursing, and medical sciences majors. Total 54 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>BIOL C261</td>
<td>General Microbiology</td>
<td>4.00</td>
<td>Level 1 reading; level 2 writing</td>
<td>The contributions of microorganisms to our world with emphasis on their relationship to human health and disease. Topics considered included medical microbiology and immunology, environmental, industrial, and food applications. Methods of growth, study and control of organisms are practiced. Total 54 hours lecture/54 hours laboratory. CAN BIOL 14</td>
</tr>
</tbody>
</table>
**BUSINESS ADMINISTRATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BSAD C072</strong></td>
<td>Introduction to Accounting</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>BSAD C074</strong></td>
<td>Managing Your Own Business</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>BSAD C075</strong></td>
<td>Fundamentals of Retailing</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>BSAD C076</strong></td>
<td>Fundamentals of Salesmanship</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>BSAD C101</strong></td>
<td>Principles of Accounting</td>
<td>4.00</td>
</tr>
<tr>
<td><strong>BSAD C102</strong></td>
<td>Managerial Accounting</td>
<td>4.00</td>
</tr>
<tr>
<td><strong>BSAD C110</strong></td>
<td>Introduction to Personal Finance</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**Prerequisites:**

- BSAD C101
- Level 1 reading; level 2 writing; level 3 math.

**BSAD C125**

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

**BSAD C131**

Business Law I  
A/UC/CSU  
3.00 Units  
Prerequisites: Level 1 reading; level 2 writing  
Rules of law as related to business transactions. Origins of American legal system; definition and classifications of law; court systems and procedure; law of contracts; essentials of enforceable agreements, operation and discharge; law of agency and employer-employee; creation of relationship, rights and liabilities of parties and termination of relationship. The Law of Torts and the concept of negligence. Total 54 hours lecture.

**BSAD C132**

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

**BSAD C135**

Practical Law for Business and Society  
A/CSU  
3.00 Units  
Prerequisites: Level 1 reading; level 2 writing  
A study of small claims court, debtor-creditor and landlord-tenant rights, marriage and divorce law, and selected legal topics. Total 54 hours lecture.

**BSAD C141**

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

**BSAD C145**

Business Communication  
A/CSU  
3.00 Units  
Prerequisites: Level 1 reading; level 1 writing; CSCI C127  
This course presents the principles and techniques of effective written and oral business communications. Students will discuss, critique, and practice business-writing strategies to produce messages, letters, reports, and presentations, while developing critical thinking skills. Business communication in a global environment is also emphasized. Total 54 hours lecture.
BSAD C151 Principles of Management and Organization A/CSU 3.00 Units
Prerequisites: Level 1 reading; level 2 writing; BSGN C101
Students will study the formal organization, its environment and structure; elements of planning, organizing, staffing, leading, controlling, and evaluating. Case studies, competency (experiential) exercises, and work team projects will be used to assist the students in understanding the material and in developing managerial skills. Intended to be a “capstone” for business career students, and, as such, will assume familiarity with the prerequisite course BSGN C101, Introduction to Business. Total 54 hours lecture.

BSAD C152 Managing Diversity in the Workplace A/N/CSU 3.00 Units
Prerequisites: Level 1 reading; level 2 writing; BSGN C101
This course is a survey of the processes involved in creating a workplace environment which is free of bias related to cultural background, gender, lifestyle or other legally relevant classification. Topics include identifying a personal comfort level, skill building in dealing with diversity issues, and the role of diversity in organizational culture. Case studies, exercises for developing competency, and team projects will be used to assist the students in understanding the material and in developing managerial skills. Meets graduation requirements for diversity education. Total 54 hours lecture.

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

BSAD C157 Tribal Organization and Management I A/CSU 3.00 Units
Prerequisites: Level 1 reading; level 2 writing
Introduction to Tribal government, sovereignty, trust status roles and responsibilities of Tribal Councils, Tribal law and jurisdiction, ordinance and resolutions as well as basic administrative systems and procedures of Tribal governments (i.e., personnel, office, financial, property, and other core management systems). Total 54 hours lecture.

BSAD C158 Tribal Organization and Management II A/CSU 3.00 Units
Prerequisites: BSAD C157
Continuation of BSAD C157. Methods of conducting community needs assessments. Program planning, surveys, introduction to state/federal grant-in-aid programs. Grant writing. Total 54 hours lecture.

BSAD C171 Introduction to Marketing A/CSU 3.00 Units
Prerequisites: Level 1 reading; level 2 writing; level 3 math
This course introduces the nature and scope of the marketing activity as demonstrated by an integrated, analytic, and practical study of marketing problems. Topics covered include: how to distribute and sell a product or idea; consumer behavioral patterns; strategy, planning, forecasting, and evaluation of the marketing process. Students will develop skills that will be useful in real business situations. Total 54 hours lecture.

BSAD C180 Entrepreneurship: Small Business Management A/CSU 3.00 Units
Prerequisites: None
This course introduces the principles of planning and managing a small business enterprise. Students will examine the characteristics of the entrepreneur and the process of creating and operating a new business venture. The course will include the development of a business plan and examine the small business aspects of financing, marketing, and organizing. Skill building exercises in record keeping, legalities, personnel and government assistance will be provided. Total 54 hours lecture.

BSAD C201 Business Ethics A/N/CSU 3.00 Units
Prerequisites: Level 1 reading; level 1 writing
This course provides an introduction to the study of business ethics using a theoretical and applications approach. Development of critical thinking skills to understand what constitutes ethical behavior and appropriate standards of conduct are emphasized. Students will develop a framework for evaluating information, values, and assumptions to make informed ethical decisions in a global business environment. Total 54 hours lecture.

BSAD C211 E-Commerce A/N/CSU 3.00 Units
Prerequisites: Level 1 reading; level 1 writing
Provides an overview of principles and techniques of effective Internet product marketing. Topics include an introduction to electronic commerce, personal and business services online, buying online, doing business on the Web, developing an electronic commerce web site. Total 54 hours lecture.

BSAD C212 International Business A/N/CSU 3.00 Units
Prerequisites: Level 1 reading; level 1 writing
This course provides a comprehensive overview of international business, including a global perspective of international trade, foreign investments, the impact on financial markets, international marketing, and the operation of multi-national corporations. Total 54 hours lecture.

BGSN C070 Business Mathematics A 3.00 Units
Prerequisites: Level 3 math
Basic arithmetic operations; the study of fractions, decimals and percentages as used in business problems; shortcuts; the application of mathematics in business situations; depreciation, discount, interest, installment buying, profit and loss, payroll, credit, insurance, annuities and graphs. Total 54 hours lecture.

BGSN C073 Introduction to Financial Planning A None 1.00 Unit
Prerequisites: None
Provides the student with an understanding of financial planning activities and strategies. Topics include life skills necessary to make sound decisions in the areas of insurance for the individual (life, health, auto, and home), investments, and estate planning. Total 18 hours lecture.
BSEN C101 3.00 Units
Introduction to Business
A/UC/CSU
Prerequisites: Level 3 math
The nature and scope of business, its component parts; how business is owned, organized, and managed; our economic system, government regulation and taxation, the legal environment, business ethics, forms of business ownership, internal organization, management, labor relations, production, financing, marketing, and decision making. Required for all career business students. Total 54 hours lecture.

BUSINESS OFFICE TECHNOLOGY

BSOT C131 1.00 Unit
Basic Computer Keyboarding
A/CSU
Prerequisites: Level 2 reading
Development or review of touch typing techniques including alphabetic, numeric, and symbol keyboarding. All instruction is delivered on the microcomputer using individualized remedial drills and record keeping. Total 36 hours lecture/laboratory.

BSOT C132 1.00 Unit
Intermediate Computer Keyboarding
A/CSU
Prerequisites: BSOT C131 or 20 wpm typing
Building typing speed and accuracy on a microcomputer. Computer program will analyze speed and accuracy, assign practice work, and measure skill progress. Three-minute timings will be administered. Total 36 hours lecture/laboratory.

BSOT C133 1.00 Unit
Advanced Computer Keyboarding
A/CSU
Prerequisites: BSOT C132 or 30 wpm typing
Building typing speed and accuracy on a microcomputer. Computer program will analyze speed and accuracy, assign practice work, and measure skill progress. Total 36 hours lecture/laboratory.

BSOT C154 3.00 Units
Office Personnel Seminar
A/CSU
Prerequisites: None
Advisory: ENGL C070; CSCI C070 or CSCI C101; CSCI C121; 40 wpm typing
Capstone course designed to integrate and refine office skills. Group projects will develop skills in using e-mail, word processing, voice mail, faxing, presentation software, and the Internet. Teamwork, problem solving, and decision-making skills will be emphasized. Total 54 hours lecture.

BUSINESS REAL ESTATE

REAL C142 3.00 Units
Real Estate Finance
A/CSU
Prerequisites: Level 1 reading
Comprehensive analysis of real estate finance for the real estate practitioner, advisor, investor and borrower. The loan and mortgage, money market, role of government in real estate financing, lend, risk analysis, loan portfolio management, real property financing, investment analysis and creative financing. Required for State Broker’s License Examination. Total 54 hours lecture.

REAL C143 3.00 Units
Legal Aspects of Real Estate
A/CSU
Prerequisites: Level 1 reading, REAL C101, or equivalent
Real estate law including rights incident to property ownership and management, agency, contracts and applications to real estate transfer, conveyancing, probate proceedings, trust deeds and foreclosure, as well as recent legislation governing real estate transactions. Applies toward the State Requirement for the broker’s examination. Total 54 hours lecture.

REAL C144 3.00 Units
Real Estate Appraisal
A/CSU
Prerequisites: Level 1 reading
Analysis of real estate appraisal for the real estate practitioner, advisor, investor, loan officer. Purposes and functions of appraisals; ethics, definitions and concepts of valuation theory and principles; the appraisal process, city site and neighborhood analysis; architectural styles and functional utility; the cost, market comparison and income approach; depreciation; correlation and final value conclusions; valuation of single family residences and appraisal report. Total 54 hours lecture.

BUSINESS SUPERVISION

BSSP C071 3.00 Units
Elements of Supervision
A
Prerequisites: None
The overall responsibilities of a supervisor in industry, services, business and government. Includes organization, duties, communication, planning, human relations, training, evaluation and motivation. Total 54 hours lecture.

CARPENTRY

CRPT C151 3.00 Units
Apprentice Training Carpentry I
A/CSU
Prerequisites: Enroll in regular indentured apprentices registered with the State of California
For apprentices actively employed in the carpentry field and indentured under the provisions of appropriate legislation. Credit/No Credit Grading. Total 36 hours lecture/54 hours laboratory.

CRPT C152 3.00 Units
Apprentice Training Carpentry II
A/CSU
Prerequisites: Enroll in regular indentured apprentices registered with the State of California
For apprentices actively employed in the carpentry field and indentured under the provisions of appropriate legislation. Credit/No Credit Grading. Total 36 hours lecture/54 hours laboratory.
# CHEMISTRY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM C101</td>
<td>4.00</td>
<td>Introductory Chemistry</td>
<td>MATH C055 or equivalent</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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. Total 54 hours lecture/54 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM C102</td>
<td>1.00</td>
<td>Chemistry Recitation</td>
<td>CHEM C101 or concurrent enrollment</td>
<td>A/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This course emphasizes student recitation and review of concepts and quantitative problems associated with general chemistry (CHEM C101). This course will develop students' skills necessary for solving quantitative chemical problems. Total 18 hours lecture.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM C111</td>
<td>5.00</td>
<td>General Inorganic Chemistry</td>
<td>MATH C055 with a grade of “B” or better or equivalent; secondary school chemistry or equivalent</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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. Total 72 hours lecture/54 hours laboratory. CAN CHEM 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM C111H</td>
<td>6.00</td>
<td>General Inorganic Chemistry – Honors</td>
<td>MATH C055 with a grade of “B” or better or equivalent; secondary school chemistry or equivalent; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This course covers matter and measurement, atoms, molecules, ions, calculations with chemical formulas and equations, aqueous reactions and solution stoichiometry, thermochemistry, the electronic structure of atoms, periodic properties of the elements, concepts of chemical bonding, molecular geometry and bonding theories, the gaseous state, intermolecular forces in solids and liquids, modern materials, and properties of solutions. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 90 hours lecture/54 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM C113</td>
<td>5.00</td>
<td>General Inorganic Chemistry II</td>
<td>CHEM C111</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This course covers modern materials, properties of solutions, kinetics, chemical and aqueous equilibrium, acids and bases, environmental chemistry, thermodynamics, electro-chemistry, nuclear chemistry, metallurgy, chemical trends in the periodic chart, coordination compounds, and bioorganic chemistry. Total 72 hours lecture/54 hours laboratory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM C113H</td>
<td>6.00</td>
<td>General Inorganic Chemistry II – Honors</td>
<td>CHEM C111 or equivalent; acceptance for the Honors Program for this honors course as determined in consultation with the instructor</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This course covers modern materials, properties of solutions, kinetics, chemical and aqueous equilibrium, acids and bases, environmental chemistry, thermodynamics, electro-chemistry, nuclear chemistry, metallurgy, chemical trends in the periodic chart, coordination compounds, and bioorganic chemistry. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 90 hours lecture/54 hours laboratory.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### CHEM C211
**Analytical Chemistry**

4.00 Units  
A/N/CSU  

Prerequisites: CHEM C113 or equivalent  

This course covers modern quantitative chemical analysis. Major topics include laboratory operations, statistics, volumetric and gravimetric analysis, chemical and electrochemical equilibrium, acid-base chemistry, complex formation, electrochemical measurements, spectrophotometry, atomic spectroscopy, chromatography and sample preparation. Total 54 hours lecture/54 hours laboratory.

### CHEM C221
**Organic Chemistry I**

5.00 Units  
A/UC/CSU  

Prerequisites: CHEM C113 or equivalent  

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

### CHEM C223
**Organic Chemistry II**

5.00 Units  
A/UC/CSU  

Prerequisites: CHEM C221 or equivalent  

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 and biological systems. Pericyclic carbonyl condensation, alpha substitution and other reaction mechanisms are also covered. Total 72 hours lecture/54 hours laboratory.

### CHEM C223H
**Organic Chemistry II – Honors**

6.00 Units  
A/UC/CSU  

Prerequisites: CHEM C221 or equivalent; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor  

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 and biological systems. Pericyclic carbonyl condensation, alpha substitution and other reaction mechanisms are also covered. The honors course provide more content and requires greater intensity and depth of study than the non-honors Organic Chemistry class. Total 90 hours lecture/54 hours laboratory.

### CHDV C101
**Child Development**

3.00 Units  
A/UC/CSU  

Prerequisites: Level 1 reading  

The child from prenatal life through adolescence with emphasis on the years between two and five. Total 54 hours lecture.

### CHDV C105
**Introduction to Infant Development**

3.00 Units  
A/CSU  

Prerequisites: Level 2 reading  

Students will be introduced to the process of human development from conception to age two with an emphasis on embryonic, fetal, neonatal, infant and toddler stages. Total 54 hours lecture.

### CHDV C107
**School Age Development**

3.00 Units  
A/CSU  

Prerequisites: Level 2 reading; level 2 writing  

This course provides information on school age developmental needs and stages, techniques for interacting positively and effectively with children and ideas to assist in meeting the wide range of children's needs. The design of schedules, policies, the environment and activities are based upon the understanding of children's development, special needs and cultural background. Total 54 hours lecture.

### CHDV C111
**Principles of Child Guidance**

3.00 Units  
A/CSU  

Prerequisites: Level 1 reading; level 1 writing  

This course introduces positive and effective approaches for guiding children's behavior in the classroom and family settings. Total 54 hours lecture.

### CHDV C115
**Child, Family and Community**

3.00 Units  
A/CSU  

Prerequisites: Level 1 reading; level 1 writing  

Child development centers are a primary venue for educating young children. In order to do this effectively, child development centers must develop vibrant partnerships, uniting parents and community members with child development professionals. Respectful collaboration is the key to success in building effective bridges among the many agencies and persons working with our children. Total 54 hours lecture.

### CHDV C121
**Health, Safety, and Nutrition**

3.00 Units  
A/CSU  

Prerequisites: None  

This course will discuss health nutrition and safety issues in children with special reference to early childhood education and family day care settings. Topics include First Aid and CPR, preventative health practices, control of infectious disease, injury prevention, nutrition, sanitation, emergency preparedness, child abuse and children with special needs. Total 54 hours lecture.

### CHDV C125
**Diversity in Education**

3.00 Units  
A/CSU  

Prerequisites: None  

This course leads the student through a process of identifying biases and ways to implement an anti-bias curriculum in our classrooms in a world full of diversity. Total 54 hours lecture.

### CHDV C128
**Heads Up! Reading**

3.00 Units  
A/CSU  

Prerequisites: Level 2 reading; level 2 writing  

This course will prepare current or future child development teachers and caregivers to enhance the early literacy outcomes of young children by improving teachers’ knowledge of early literacy development, and their skills in teaching early literacy to young children from birth through age 5. The research-based principles and practices for children birth through age 5 provide a strong foundation in early reading and writing within a developmentally appropriate approach. This course may be taken four times. Total 54 hours lecture.

### CHDV C131
**Family Child Care Management**

1.00 Unit  
A/CSU  

Prerequisites: None  

An overview of family child care, common practices, resources and small business management skills for current and prospective family child care providers. Reviews principles of appropriate child guidance based on developmental needs. Total 18 hours lecture.
CHDV C141 3.00 Units
Creative Activities for Children A/CSU
Prerequisites: None
Students who are interested in working with infants, toddlers, preschoolers, or school-agers will develop skills and hands-on experience in developing creative activities. A variety of techniques and developmentally appropriate activities will be explored including arts, crafts, and other play material. Total 45 hours lecture/27 hours activity.

CHDV C142 3.00 Units
Music Activities for Children A/CSU
Prerequisites: None
Students who are interested in working with infants, toddlers, preschoolers, and school-agers will develop skills and hands-on experience in developing music teaching techniques and materials for the classroom. Total 45 hours lecture/27 hours activity.

CHDV C144 3.00 Units
Physical and Recreational Activities for Children A/CSU
Prerequisites: None
A variety of methods and materials on developmentally appropriate physical and recreational experiences for young children will be presented. The course material is intended for adults who work with preschool children, but may be adapted for use with infants, toddlers or school-age students. Total 45 hours lecture/27 hours activity.

CHDV C146 3.00 Units
Language Activities for Children A/CSU
Prerequisites: None
Students who are interested in working with infants, toddlers, preschoolers, and school-agers will develop skills and hands-on experience in promoting language development. A variety of techniques and developmentally appropriate activities will be explored to include books, storytelling, flannel boards, puppets, and dramatic play. Total 45 hours lecture/27 hours activity.

CHDV C148 3.00 Units
Science Activities for Children A/CSU
Prerequisites: None
Students who are interested in working with infants, toddlers, preschoolers, or school-agers will develop skills and hands-on experience in developing science activities. A variety of techniques and developmentally appropriate activities will be explored using math and science concepts. Total 45 hours lecture/27 hours activity.

CHDV C171 1.00-2.00-3.00 Units
Professional Development A/CSU
Prerequisites: None
Child development students and professionals will maintain currency in the field through professional development activities. Activities include attendance at selected area workshops, lectures, conferences, meetings, in-service training, etc., related to the community serving children and their families. Units will be earned based on the number of hours of documented participation. This course may be taken four times. Total 18-36-54 hours lecture.

CHDV C201 2.00 Units
Observation and Case Study in Child Development A/CSU
Prerequisites: Tuberculosis clearance
Understanding techniques, strategies, and record keeping methods of observation through case study reports. Total 18 hours lecture/54 hours laboratory.

CHDV C202 3.00 Units
Principles and Practices in Childhood Development I A/CSU
Prerequisites: CHDV C101; CHDV C201
Introduction to the philosophy, history, and techniques of early childhood programs. Supervised experiences working with children at the Cerro Coso Child Development Center Lab School or other approved site. Total 36 hours lecture/54 hours laboratory.

CHDV C203 3.00 Units
Principles and Practices Childhood Development II A/CSU
Prerequisites: CHDV C202
Introduction to teaching preschool children. Topics include teaching the child with special needs, dealing with parents, principles of classroom management, interpersonal communication skills, observation and assessment, values clarification, teacher advocacy, legal ramifications of teaching, and job seeking skills. This course includes supervised experience working under the direction of a mentor teacher at an approved early childhood site. Total 36 hours lecture/54 hours laboratory.

CHDV C205 3.00 Units
Foundations of Infant Development A/CSU
Prerequisites: Level 1 reading; CHDV C101
This course will include a study of growth and development from conception to age 2 through an understanding of biology and environment on development. Emphasis will be placed on the appreciation of the interrelatedness of theory, research, and applications. This course will include research and evidence from field experience with children in a wide variety of environments. Total 54 hours lecture.

CHDV C207 3.00 Units
School Age Curriculum A/CSU
Prerequisites: Level 2 reading; level 2 writing
This course provides information on how to implement quality programs for school age children. Students will learn to assess, plan, implement, and evaluate programs. Standards for quality school-age care will be used to assess quality indicators in the areas of human relationships, indoor and outdoor environments, activities, health, nutrition, safety and administration. Total 54 hours lecture.

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

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

CHDV C252 3.00 Units
Administration of Programs in Child Development II A/CSU
Prerequisites: CHDV C251
Presents principles, techniques and methods emphasizing leadership and advocacy roles in the management of Child Development programs. Topics include effective strategies for working with parents, staff development and team building. Advocacy roles with staff as a Center and in the community are explored. Total 54 hours lecture.
### COMPUTER SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C041</td>
<td>1.00</td>
<td>Computer Laboratory Practice I</td>
<td>P</td>
<td>Provides students with the opportunity to spend additional time in the computer laboratory outside of regular class hours to work on class or individual projects related to their particular subject area. Credit/No Credit Grading. This course may be taken four times. Total 54-108-162 hours laboratory.</td>
</tr>
<tr>
<td>CSCI C042</td>
<td>1.00</td>
<td>Computer Laboratory Practice II</td>
<td>P</td>
<td>Provides students with the opportunity to spend additional time in the computer laboratory outside of regular class hours to work on class or individual projects related to their particular subject area. Credit/No Credit Grading. This course may be taken four times. Total 54-108-162 hours laboratory.</td>
</tr>
<tr>
<td>CSCI C043</td>
<td>1.00</td>
<td>Computer Laboratory Practice III</td>
<td>P</td>
<td>Provides students with the opportunity to spend additional time in the computer laboratory outside of regular class hours to work on class or individual projects related to their particular subject area. Credit/No Credit Grading. This course may be taken four times. Total 54-108-162 hours laboratory.</td>
</tr>
<tr>
<td>CSCI C044</td>
<td>1.00</td>
<td>Computer Laboratory Practice IV</td>
<td>P</td>
<td>Provides students with the opportunity to spend additional time in the computer laboratory outside of regular class hours to work on class or individual projects related to their particular subject area. Credit/No Credit Grading. This course may be taken four times. Total 54-108-162 hours laboratory.</td>
</tr>
<tr>
<td>CSCI C070</td>
<td>1.00</td>
<td>Computer Literacy</td>
<td>A</td>
<td>Prerequisites: Level 2 reading Hands-on microcomputer course for those who have had little exposure to computers. Non-technical presentation of computer hardware and software. Word processing, spreadsheets, and Windows will be explored. Total 36 hours lecture/laboratory.</td>
</tr>
<tr>
<td>CSCI C071</td>
<td>0.50</td>
<td>Operating System Software</td>
<td>A</td>
<td>Prerequisites: Level 2 reading Hands-on microcomputer course designed to provide a basic understanding of the workings of an operating system with an emphasis on file and hardware management. This course may be taken four times. Total 18 hours lecture/laboratory.</td>
</tr>
<tr>
<td>CSCI C072</td>
<td>2.00</td>
<td>Networking Essentials</td>
<td>A</td>
<td>Prerequisites: None This course is intended for students who are interested in learning about networking technologies and can prepare the student for taking the Microsoft Certified Systems Engineer examination. Total 27 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>3.00</td>
<td>Introduction to Computers</td>
<td>A/UC/CSU</td>
<td>Prerequisites: Level 1 reading, level 2 writing Non-technical analysis of computer systems. Development and application of critical thinking through human and computer parallels. Computer literacy as a vehicle of communications through technology and methodology. Survey of computer history, terminology, application and social impact. Problem solving using an integrated computer software system; spreadsheet, word processing and database applications. Total 36 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>CSCI C111</td>
<td>2.00</td>
<td>Introduction to Computer Hardware</td>
<td>A/CSU</td>
<td>Prerequisites: None Comprehensive view of IBM and IBM compatible systems. Includes history and development as well as the evolution and operation of keyboards, drives, and processors. Students will learn basic techniques of simplifying upgrades and monitoring repairs. Not open to students with credit in ET C111. Total 18 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>CSCI C121</td>
<td>1.00</td>
<td>Beginning MS Word</td>
<td>A/CSU</td>
<td>Prerequisites: CSCI C101 or CSCI C070 or equivalent This is a hands-on microcomputer course designed to provide a basic understanding of Microsoft Word. Topics to be covered include document creation, editing, formatting, table creation, graphics insertion, printing and file management. This course prepares the student to take the core level Microsoft Office Users Specialist certificate exam. This course may be taken four times. Total 9 hours lecture/27 hours laboratory.</td>
</tr>
</tbody>
</table>
CSCI C122 1.00 Unit
Advanced MS Word A/CSU
Prerequisites: CSCI 121 or equivalent
This is a hands-on microcomputer course designed to provide an advanced understanding of Microsoft Word program. Topics to be covered include intermediate formatting, paragraph techniques, document and table design, graphic features, mail merge, form development, macros and collaborating with Workgroups. This course prepares student to take the expert level Microsoft Office Users Specialist certification exam. This course may be taken four times. Total 9 hours lecture/27 hours laboratory.

CSCI C123 1.00 Unit
Beginning MS Excel A/CSU
Prerequisites: CSCI C101 or CSCI C070 or equivalent
This is a hands-on microcomputer course designed to provide an advanced understanding of spreadsheets. Spreadsheet design, creation, revision, formatting, and printing are covered. This course prepares the student to take the core level Microsoft Office Users Specialist certification exam. This course may be taken four times. Total 9 hours lecture/27 hours laboratory.

CSCI C124 1.00 Unit
Advanced MS Excel A/CSU
Prerequisites: CSCI C123
This is a hands-on microcomputer course designed to provide an intermediate understanding of spreadsheets using Microsoft Excel. Topics to be covered include importing and exporting data using templates, using multiple work-books, formatting numbers, printing workbooks, working with named ranges, working with toolbars, macros and auditing a worksheet design. This course prepares students to take the expert level MS Excel Microsoft Office Specialist certification exam. This course may be taken four times. Total 9 hours lecture/27 hours laboratory.

CSCI C125 1.00 Unit
Beginning MS Access A/CSU
Prerequisites: CSCI C101 or CSCI C070 or equivalent
This is a hands-on microcomputer course designed to provide a basic understanding of database programs. Database design, creation and revision, and report formatting and printing are covered. This course prepares the student to take the core level MS Access Microsoft Office Users Specialist certification exam. This course may be taken four times. Total 9 hours lecture/27 hours laboratory.

CSCI C127 1.00 Unit
Beginning MS PowerPoint A/CSU
Prerequisites: CSCI C101 or CSCI C070 or equivalent
This is a hands-on microcomputer course designed to provide a 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. This course may be taken four times. Total 9 hours lecture/27 hours laboratory.

CSCI C129 0.50 Units
Beginning MS Outlook A/CSU
Prerequisites: CSCI C101 or CSCI C070 or equivalent
This is a hands-on microcomputer course designed to provide an introduction to personal management software including email, calendar, contacts, and tasking features using Microsoft Outlook. This course prepares the student to take the expert level Microsoft Office Users Specialist Certification exam. This course may be taken four times. Total 4.50 hours lecture/13 hours laboratory.

CSCI C131 2.00 Units
Computerized Accounting Practice A/CSU
Prerequisites: BSAD C102
Application of procedures used to maintain accounting records for business using a microcomputer. Hands-on integrated accounting skills approach, using popular commercial software. Focuses on five major accounting systems commonly found in computerized accounting environments: general ledger, depreciation accounts receivable, accounts payable and payroll. Not open to students who have completed BSAD C125. This course may be taken four times. Total 18 hours lecture/54 hours laboratory.

CSCI C133 1.00 Unit
Personal Finance A/CSU
Prerequisites: CSCI C070 or CSCI C101 or equivalent
Hands-on microcomputer course designed to provide a basic understanding of personal finance software. This course may be taken four times. Total 36 hours lecture/laboratory.

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

CSCI C171 1.00 Unit
Introduction to the Internet A/CSU
Prerequisites: CSCI C070 or CSCI C101 or equivalent
Hands-on introduction to the Internet including electronic mail, file transfer protocol (FTP), browser use and web page development. Total 36 hours lecture/laboratory.

CSCI C181 3.00 Units
Developing a Web Page HTML A/CSU
Prerequisites: None
Students will learn the basic skills necessary to author a Web Page through the use of HyperTextMarkup Language (HTML); and will learn to integrate text, graphics and hyperlinks. Students will complete lessons, which will result in the development of their own personal home page. The skills learned during these lessons are basic to Web development. All home pages completed during this class will be placed on the college server to be viewed over the World Wide Web. Not open to students who have completed ART C181. Credit/No Credit Grading. Total 36 hours lecture/ 54 hours laboratory.

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

CSCI C241 3.00 Units
Introduction to Telecommunications A/CSU
Prerequisites: Level 1 reading CSCI C101 or equivalent
An overview of telecommunications as it relates to modern uses, hardware devices, software, protocols, local area networks, security and management. Total 108 hours lecture/laboratory.
CSCI C243 3.00 Units
Introduction to Computer Communication and Land Area Networks  
Prerequisites: None  
Focuses on how computer networks contribute to the increased effectiveness of the work force and the factors, which must be considered in network selection. Designed for those currently working in the network field. Total 54 hours lecture.

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

CSCI C245 6.00 Units  
Cisco Certification Network Associate II  
Prerequisites: CSCI C143 or equivalent  
This is the second of two courses that provides students with the knowledge to plan, implement, and administer a Local Area Network. These two courses also prepare the student to take the Cisco Certified Networking Associate (CCNA) exam. Total 90 hours lecture/54 hours laboratory.

CSCI C251 3.00 Units  
Introduction to Structured Programming with Visual Basic  
Prerequisites: Level 1 reading; CSCI C101 or equivalent  
Introduction to the fundamentals of structured programming, problem definition, algorithm development, and program logic using Visual Basic. Total 36 hours lecture/54 hours laboratory.

CSCI C252 3.00 Units  
Introduction to Computer Science  
Prerequisites: Level 1 reading; CSCI C101 or equivalent  
Intended for computer science majors. Elementary PASCAL language course. Topics include algorithm development, control structures, functions, procedures, arrays, and records. Top-down design, structured programming, and modularity are emphasized. Several programs are written in PASCAL. Total 54 hours lecture.

CSCI C253 3.00 Units  
Advanced Pascal  
Prerequisites: CSCI C252  
Expanded use of PASCAL programming language, introduction to and manipulation of common data structures and introduction to modern engineering techniques. Laboratory projects are submitted. Total 54 hours lecture.

CSCI C256 3.00 Units  
ADA Programming Language  
Prerequisites: CSCI C253  
Intended for computer science majors. Advanced programming course using the ADA programming language. Topics include program design, syntax, data structure, and packages. Course will emphasize ADA 83, with a brief overview of ADA 95 features. Several programs are designed and written by the student. Total 54 hours lecture.

CSCI C258 3.00 Units  
BASIC Programming Language  
Prerequisites: CSCI C101 or CSCI C252; MATH C050 or equivalent  
Beginner's All-purpose Symbolic Instruction Code (BASIC) for solving problems with a microcomputer. Principles of problem analysis, coding, debugging. Problem solving in the field of business and applied social science. Laboratory projects are submitted. Total 54 hours lecture.

CSCI C260 3.00 Units  
FORTRAN Programming Language  
Prerequisites: Level 2 math; CSCI C252  
Techniques and principles of problem solving using computer systems with FORTRAN. Appropriate for liberal arts and business students as well as for technically-oriented students. Total 54 hours lecture.

CSCI C262 3.00 Units  
COBOL Programming Language  
Prerequisites: CSCI C101; CSCI C258 or CSCI C252  
Techniques and principles of problem solving using computer systems with Common Business Oriented Language (COBOL). Appropriate for students planning to pursue an A.S. in Business Administration. Laboratory projects are submitted. Total 54 hours lecture.

CSCI C264 3.00 Units  
Computer Organization and Assembly Language  
Prerequisites: MATH C055 or equivalent  
Introduces the student to computer architecture by examining the internal organization of digital computers. The role of the CPU, instructions, memory management, I/O and interrupts are explored. The student will develop skills in working with binary numbers and floating-point notation. Assembly language is used to illustrate how the various components work together as a system. Laboratory projects are submitted. Total 54 hours lecture.

CSCI C265 3.00 Units  
C++ Programming Language I  
Prerequisites: CSCI C252 or CSCI C251; MATH C055 or concurrent enrollment or equivalent  
Introduces techniques and principles of problem solving using computer systems with C++ language. Appropriate for liberal arts and business students as well as for technically-oriented students. Laboratory projects are submitted. Total 54 hours lecture.

CSCI C266 3.00 Units  
C++ Programming Language II  
Prerequisites: CSCI C265  
Advanced techniques and principles of problem solving using computer systems with C++ language. Appropriate for liberal arts and business students as well as for technically-oriented students. Laboratory projects are submitted. Total 54 hours lecture.

CSCI C267 3.00 Units  
Java Programming  
Prerequisites: CSCI C251 or CSCI C252; MATH C055 or equivalent  
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. Total 36 hours lecture/54 hours laboratory.
DANCE

DANC C104 1.00 Unit
Basic Country Western Dancing  A/CSU
Prerequisites: None
This beginning country western dance course is designed to give the student a foundation in western/rock social dance routines for both line and couples dancing. Students will learn dances such as the Electric Slide, Reggae Cowboy, Cowboy Cha Cha. This course meets physical education activity requirement. This course may be taken four times. Total 54 hours activity.

DRAFTING

DRFT C111 3.00 Units
Engineering Drawing I  A/CSU
Prerequisites: None
Fundamentals, techniques, procedures, and practices of industrial drafting and design based upon the American Standards Association “Drawing and Drafting Room Practices” and “American National Standards Institute (ANSI) Y14.5M, 1982”; review of lettering; use of Leroy lettering equipment; review of basic theory of orthographic projection; detailed drawings; use of drafting equipment; use of ink in drawings; sectioning; auxiliary view drawings; shop processes; dimensioning and detailed working drawings. Total 36 hours lecture/54 hours laboratory.

DRFT C112 3.00 Units
Engineering Drawing II  A/CSU
Prerequisites: DRFT C111 or two years of high school drafting with grades of “B” or better
Fundamentals, techniques, procedures, and practices of industrial drafting and design based upon the American Standards Association “Drawing and Drafting Room Practices” and “American National Standards Institute (ANSI) Y14.5M, 1982”; review of lettering; use of Leroy lettering equipment; review of basic theory of orthographic projection; detailed drawings; use of drafting equipment; use of ink in drawings; sectioning; auxiliary view drawings; shop processes; dimensioning and detailed working drawings. Total 36 hours lecture/54 hours laboratory.

DRFT C121 3.00 Units
Architectural Planning I  A/CSU
Prerequisites: DRFT C111 or one year of high school drafting
Design of residential and commercial buildings with emphasis on functional and aesthetic planning. Architectural design in masonry, concrete, steel and wood. Total 36 hours lecture/54 hours laboratory.

DRFT C122 3.00 Units
Architectural Planning II  A/CSU
Prerequisites: DRFT C121 or equivalent
Rendering techniques, shades and shadows, application of perspective and color to presentation drawings and model construction. Total 36 hours lecture/54 hours laboratory.

DRFT C151 3.00 Units
Introduction to Computer Aided Design & Drafting  A/CSU
Prerequisites: DRFT C121; MATH C050 or equivalent
Fundamentals of computer aided design and documentation process. Graphics fundamentals, geometrical construction using computer software. Advanced editing using computer aided design features and functions. Dimensioning, scaling, and enhanced image techniques. Total 36 hours lecture/54 hours laboratory.

DRFT C152 3.00 Units
Advanced Computer Aided Design and Drafting  A/CSU
Prerequisites: DRFT C151; DRFT C211
Exploration of the role of CADD in the design process with emphasis on electrical and mechanical systems. Building the critical attributes of a design. Menu modification, 3-D extensions, and design portability are explored. Total 36 hours lecture/54 hours laboratory.

DRFT C161 3.00 Units
Geometric Dimensioning and Tolerancing  A/CSU
Prerequisites: DRFT C111 or equivalent
Geometric Dimensioning and Tolerancing as a means of specifying engineering design and drawing requirements as defined in American National Standards Institute Y14.5M 1982. This class will provide the student with a working knowledge of this standard. Suggested for those who must interpret present specifications. Total 54 hours lecture.

DRFT C211 3.00 Units
Engineering Drawing III  A/CSU
Prerequisites: DRFT C112 or equivalent
Advanced word in fundamentals, techniques, and conventional practices including secondary auxiliaries, axonometric projections, developments, intersections, gears, and cams. Preparation of detailed working drawings, exploded views, and assembly drawings including isometric and oblique views. Use of ink and Leroy lettering equipment. Emphasis on team design work. Field trips to familiarize the student with the drafting environment of industrial facilities. Total 36 hours lecture/54 hours laboratory.

DRFT C212 3.00 Units
Engineering Drawing IV  A/CSU
Prerequisites: DRFT C211; DRFT C161 or concurrent enrollment
Fundamentals, techniques and conventional methods of drafting utilizing Geometric Dimensioning and Tolerancing (GD&T). Students will be expected to measure parts utilizing micrometers, draw then apply GD&T to the drawings. This class will provide the student with a working knowledge of how GD&T works and how it is applied to current industry drawings and standards. Suggested for those who are pursuing an A.S. degree in Engineering Technology. Total 36 hours lecture/54 hours laboratory.

DRAMA

DRMA C021 0.50 Units
Musical Theater Production  P
Prerequisites: None
Rehearsal and production of main stage, experimental and readers’ theater dramas. Theater activity for the beginner or expert in acting, set construction, costuming, make-up, publicity and theater management. This course may be taken four times. Total 27 hours laboratory.

DRMA C055 0.50 Units
Contemporary Theater: London  A
Prerequisites: None
This class is a study of contemporary theatre through travel experience to London, England. Students will attend five theater productions and a half-day sightseeing tour of London. There will be a three hour orientation class prior to the departure date, a three hour evaluation session upon return and each student will be required to complete a writing project to be arranged with the instructor. This course may be taken four times. Total 27 hours laboratory.
DRMA C111  2.00 Units
**Fundamentals of Acting**  
A/UC/CSU  
Prerequisites: Level 2 reading

Students will learn the fundamentals of stage terminology and technique. The class consists of instruction in elementary stage movement, voice projection, proper pronunciation, cold readings and strategies for overcoming stage fright. This course may be taken four times. Total 18 hours lecture/54 hours laboratory.

DRMA C112  2.00 Units
**Beginning Acting**  
A/N/CSU  
Prerequisites: DRMA C111

Students will develop skills begun in DRMA C111. This second-level class consists of physical exercises, improvisations, study in Southern and English dialects, and cold readings of monologues and scenes. Students will work with a partner to develop a scene for performance in front of an audience. Total 18 hours lecture/54 hours laboratory.

DRMA C113  2.00 Units
**Intermediate Acting**  
A/N/CSU  
Prerequisites: DRMA C112

This third-level class consists of more difficult physical and vocal exercises and improvisations as well as advanced study in the New York dialect, counts and beats of comic timing, the “inner dialogue”, and interpreting the script and character. Stage contact will become more complex as students work with multiple partners to develop scenes for performance in front of an audience. Total 18 hours lecture/54 hours laboratory.

DRMA C114  2.00 Units
**Advanced Acting**  
A/N/CSU  
Prerequisites: DRMA C113

This fourth-level class consists of advanced physical and vocal exercises and improvisations as well as advanced study in relationship communication and character-to-character performance. Advanced students may direct scenes containing other students. Total 18 hours lecture/54 hours laboratory.

DRMA C120  3.00 Units
**Introduction to Theater**  
A/N/CSU  
Prerequisites: Level 1 reading; level 2 writing

Designed for the liberal arts student, this course explores many aspects of the theater: the actor, the visual elements, the role of the director, theater history, and selected dramatic literature. The goal is to heighten the student’s appreciation and understanding of the art of theater. The history in the course will cover theater from Ancient Greece to present day theater in this country. Total 72 hours lecture.

DRMA C121  1.00-2.00-3.00 Units
**Theater Production**  
A/UC/CSU  
Prerequisites: None

Rehearsal and production of main stage, experimental and readers’ theater dramas. Theater activity for the beginner or expert in acting, set construction, costuming, make-up, publicity and theater management. This course may be taken four times. Total 54-108-162 hours laboratory.

DRMA C126  3.00 Units
**Shakespeare Theater Production**  
A/UC/CSU  
Prerequisites: None

This is a Theater Production class for Shakespeare plays. Students will learn how to rehearse for and produce a Shakespeare drama in the original Elizabethan English, getting practical experience in reading, parsing, and interpreting the text for dramatic production. The course will also focus on theater activity for the beginner or expert in acting, set construction, costuming, make-up, publicity and theater management. This course may be taken four times. Total 36 hours lecture/54 hours laboratory.

DRMA C131  2.00 Units
**Technical Theater**  
A/UC/CSU  
Prerequisites: None

The student will be introduced to all the elements of a stage production, which includes lighting, sound, set construction and set design. Students will learn how the elements integrate with the actors and will participate in the entire performance process. Total 108 hours laboratory.

---

**ECONOMICS**

ECON C101  3.00 Units
**Introduction to Economics**  
A/UC/CSU  
Prerequisites: Level 1 reading; level 2 writing

Macro and micro concepts as they apply to current economic problems. For the non-economics and non-business majors. Survey of economics for many majors, especially those requiring one semester of economics. Total 54 hours lecture.

ECON C111  3.00 Units
**Principles of Economics I**  
A/UC/CSU  
Prerequisites: MATH C050 or equivalent

Principles of economic analysis, institutions, and issues of economic policy. Microeconomics, including the price system allocation of resources and the distribution of income throughout the economic system. Total 54 hours lecture. CAN ECON 4

ECON C112  3.00 Units
**Principles of Economics II**  
A/UC/CSU  
Prerequisites: Level 1 reading; level 2 writing; MATH C050 or equivalent

Principles of economic analysis, institutions and issues of economic policy. Macroeconomics, including national income analysis, fiscal and monetary policies promoting stability, economic growth and comparative systems. Total 54 hours lecture. CAN ECON 2

---

**ELECTRONICS TECHNOLOGY**

ET C101  4.00 Units
**Introduction to Electronics Technology/Direct**  
A/CSU  
Prerequisites: None  
Advisory: Knowledge of mathematical concepts

As an introductory course to the Electronics Technology curriculum, this course is a prerequisite of all-working engineers, technicians, and assemblers. Fundamental approaches to identification, application, and documentation of electronic and electrical components and quantities are explored. Measurements of electronic and electrical quantities using basic test equipment are detailed with analysis of direct and alternating current applied. Total 54 hours lecture/54 hours laboratory.

ET C105  4.00 Units
**Alternating Current Circuits**  
A/CSU  
Prerequisites: None  
Advisory: MATH C142

A.C. voltage and current in passing circuits, reactive elements, serial and parallel circuit analysis, power, resonant and filter circuits, transformers, three-phase circuits, magnetism, and electric motors. Total 54 hours lecture/54 hours laboratory.
EMERGENCY MEDICAL TECHNOLOGY

EMTC C070 0.50 Units
CPR for the Professional Rescuer
Prerequisites: None
This course, designed for first responders, covers basic CPR techniques focusing on emergency medical care and transport of patients. It includes a range of scenarios, including CPR for adults, children, and infants, as well as recovery positioning and the use of barrier devices.

EMTC C105 5.00 Units
Emergency Medical Technician I
Prerequisites: None
The course provides a comprehensive overview of emergency medical care and transport, covering skills and procedures for emergency medical technicians. It includes patient assessment, treatment, and transport techniques suitable for EMTs working in prehospital settings.

EMTC C111 3.00 Units
Advanced First Aid/CPR
Prerequisites: Level 1 reading; level 2 writing
This course focuses on advanced first aid and CPR techniques, designed for rescue personnel. It includes case studies and practical exercises that enhance students' skills in emergency care and transportation.

Hazardous Materials; First Responder-Operational
Prerequisites: None
This course provides first responders with skills to respond to hazardous material events in a safe and effective manner. It covers identification, containment, and decontamination techniques.

ENGLISH

ENGL C020 1.00-2.00-3.00-4.00 Units
Basic Writing Skills
Prerequisites: None
This course develops students' skills in writing short essays and expanding ideas in a coherent manner. It includes practice in grammar, vocabulary, and sentence structure.

ENGL C021 1.00 Unit
Basic Spelling Skills
Prerequisites: None
This course focuses on improving students' spelling skills through sequential exercises and the use of spelling lists.

ENGL C026 1.00-2.00-3.00-4.00 Units
Developmental Reading
Prerequisites: None
This course is designed to improve students' reading skills through individualized instruction. It includes development of vocabulary, comprehension, and reading rate.

ENGL C030 4.00 Units
Improving Basic English Skills
Prerequisites: Level 2 reading; level 3 writing or ENGL C020
This course continues to develop students' writing skills, focusing on sentence structure, grammar, and usage. It includes exercises based on standard English.

ET C111
Introduction to Computer Hardware
Prerequisites: None
This course provides a comprehensive view of IBM and IBM-compatible systems, including the operation of keyboards, drives, and processors. It emphasizes techniques for simplifying upgrades and monitoring repairs.

ET C211
Active Circuits
Prerequisites: ET C105
This course covers the theory and practical aspects of active circuits and solid state devices, focusing on diodes, transistors, and amplifiers.

ET C222
Digital Circuits
Prerequisites: ET C105 or concurrent enrollment
This course introduces digital electronics, including logic gates, arithmetic circuits, and digital-to-analog interfaces.

ET C261
Communications Systems
Prerequisites: ET C105; ET C211
This course delves into communication theory, covering topics such as noise, impedance matching, and communication systems.

ET C281
Electronics Troubleshooting
Prerequisites: ET C211; ET C222 or concurrent enrollment
This course focuses on the application of electronic principles to troubleshooting electronic systems.

EMTC C205
Emergency Medical Technician I-A Refresher
Prerequisites: EMTC C105 or current EMT Certificate or certificate that has been expired for less than one year.
This course serves as a refresher for previously trained EMTs, covering emergency medical care and transportation techniques.

EMTC C215
Emergency Medical Technician II-A Refresher
Prerequisites: EMTC C105 or current EMT Certificate or certificate that has been expired for less than one year.
This course, similar to EMTC C205, provides refresher training for EMTs.

ET C281
Electronics Troubleshooting
Prerequisites: ET C211; ET C222 or concurrent enrollment
This course focuses on the application of electronic principles to troubleshooting electronic systems.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL C036</td>
<td>4.00</td>
<td>Reading Improvement: Building College Reading Skills</td>
<td>Level 3 reading; level 3 writing</td>
</tr>
<tr>
<td>ENGL C051</td>
<td>3.00</td>
<td>Research for Writing</td>
<td>Level 2 writing</td>
</tr>
<tr>
<td>ENGL C055</td>
<td>1.00</td>
<td>Special Topics in Shakespeare and Modern Drama: Plays on Stage</td>
<td>None</td>
</tr>
<tr>
<td>ENGL C070</td>
<td>4.00</td>
<td>Introductory Composition</td>
<td>Level 2 reading; level 2 writing ENGL C030</td>
</tr>
<tr>
<td>ENGL C071</td>
<td>1.00</td>
<td>Spelling Improvement</td>
<td>Level 2 writing</td>
</tr>
<tr>
<td>ENGL C075</td>
<td>1.00</td>
<td>Introduction to Library Research and Bibliography</td>
<td>Level 1 reading; level 2 writing</td>
</tr>
<tr>
<td>ENGL C076</td>
<td>3.00</td>
<td>Effective Reading Techniques</td>
<td>Level 2 reading; level 3 writing</td>
</tr>
<tr>
<td>ENGL C101</td>
<td>4.00</td>
<td>Expository Composition</td>
<td>Level 1 reading; level 1 writing ENGL C070</td>
</tr>
<tr>
<td>ENGL C101H</td>
<td>5.00</td>
<td>Expository Composition – Honors</td>
<td>Level 1 reading; level 1 writing ENGL C070</td>
</tr>
<tr>
<td>ENGL C102</td>
<td>3.00</td>
<td>Critical Thinking Through Literature</td>
<td>ENGL C101</td>
</tr>
<tr>
<td>ENGL C102H</td>
<td>4.00</td>
<td>Critical Thinking Through Literature – Honors</td>
<td>ENGL C101</td>
</tr>
<tr>
<td>Course Code</td>
<td>Title</td>
<td>Units</td>
<td>Prerequisites</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------</td>
<td>-------</td>
<td>---------------</td>
</tr>
<tr>
<td>ENGL C105</td>
<td>Critical Reasoning and Composition</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>ENGL C105H</td>
<td>Critical Reasoning and Composition - Honors</td>
<td>4.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>ENGL C111</td>
<td>Introduction to Types of Literature</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>ENGL C111H</td>
<td>Introduction to Types of Literature - Honors</td>
<td>4.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>ENGL C141</td>
<td>Introduction to Creative Writing</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>ENGL C142</td>
<td>Fiction Writing</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>ENGL C143</td>
<td>Writing for Publication</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
<tr>
<td>ENGL C144</td>
<td>Introduction to Poetry Writing</td>
<td>3.00</td>
<td>A/N/CSU</td>
</tr>
<tr>
<td>ENGL C145</td>
<td>Business Communication</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
<tr>
<td>ENGL C144</td>
<td>Technical Writing</td>
<td>3.00</td>
<td>A/CSU</td>
</tr>
<tr>
<td>ENGL C221</td>
<td>World Literature I</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>ENGL C221H</td>
<td>World Literature I – Honors</td>
<td>4.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>ENGL C222</td>
<td>World Literature II</td>
<td>3.00</td>
<td>A/UC/CSU</td>
</tr>
<tr>
<td>ENGL C222H</td>
<td>World Literature II – Honors</td>
<td>4.00</td>
<td>A/UC/CSU</td>
</tr>
</tbody>
</table>
ENGL C231 3.00 Units
Survey of British Literature I: Beginnings to 1785  A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing or ENGL C070
This course studies English literature from Anglo-Saxon times to the end of the Eighteenth Century. Total 54 hours lecture.

ENGL C231H 4.00 Units
Survey of British Literature I - Honors  A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing or ENGL C070; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor
This course studies English literature from Anglo-Saxon times to the end of the Eighteenth Century. The honors course provides more content and required greater intensity and depth of study than the non-honors class. Total 72 hours lecture.

ENGL C232 3.00 Units
Survey of British Literature II: 1785 to the Present  A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing or ENGL C070
This course studies British literature from the Romantic Period to the present. Total 54 hours lecture.

ENGL C232H 4.00 Units
Survey of British Literature II - Honors  A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing, or ENGL C070, acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor
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. Total 72 hours lecture.

ENGL C235 3.00 Units
Introduction to Shakespeare  A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing or ENGL C070
Introduction to Shakespeare's art. Discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and/or social influences of Renaissance England contributing to the development of Shakespeare's literary achievements. Total 54 hours lecture.

ENGL C235H 4.00 Units
Introduction to Shakespeare - Honors  A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing or ENGL C070; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor
Introduction to Shakespeare's art. Discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and/or social influences of Renaissance England contributing to the development of Shakespeare's literary achievements. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 72 hours lecture.

ENGL C241 3.00 Units
Survey of American Literature I: Beginnings to 1865  A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing or ENGL C070
This course studies American authors from the Colonial Period to the beginning of the twentieth century. Total 54 hours lecture.

ENGL C241H 4.00 Units
Survey of American Literature I - Honors  A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing or ENGL C070; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor
This course studies American authors from the Colonial Period to the beginning of the twentieth century. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. Total 72 hours lecture.

ENGL C242 3.00 Units
Survey of American Literature II: 1865 to the Present  A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing or ENGL C070
This course studies American authors from 1865 to the present. Total 54 hours lecture.

ENGL C242H 4.00 Units
Survey of American Literature II - Honors  A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing or ENGL C070; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor
This course studies American authors from 1865 to the present. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 72 hours lecture.

ENGL C245 3.00 Units
Women's Literature  A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing or ENGL C070
This course studies the literary achievements of women writers. Total 54 hours lecture.

ENGL C245H 4.00 Units
Women's Literature - Honors  A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing or ENGL C070; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor
This course studies the literary achievements of women writers. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 72 hours lecture.

ENGL C249 3.00 Units
Multi-Ethnic American Literature  A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing or ENGL C070
This course studies the contributions to American literature by African-Americans, Asian-Americans, Latinos and Native Americans. Total 54 hours lecture.

ENGL C249H 4.00 Units
Multi-Ethnic American Literature - Honors  A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing or ENGL C070; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor
This course studies the contributions to American literature by African-Americans, Asian-Americans, Latinos and Native Americans. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 72 hours lecture.
ENGLISH AS A SECOND LANGUAGE
ENSL C020 2.00 Units
Low Beginning English for Speakers of Other Languages I P
Prerequisites: None.
Advisory: Ability to speak, understand, read, and write English at a survival level
This course is beneficial to students that are at a low beginning skill level. Students will learn English vocabularies and improve their listening and speaking skills. Using both spoken and written drills and exercises, students will learn and practice the basic parts of an English sentence. Needs and skills assessments will be given to determine personal goals, ability to benefit from the class and skill level. This course can be taken four times. Total 18 hours lecture/54 hours laboratory.

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

ENSL C022 2.00 Units
Low Intermediate English for Speakers of Other Languages III P
Prerequisites: None.
Advisory: ENSL C021; literacy in native language; ability to speak, understand, read, and write English at a survival level
Students will learn English vocabularies and improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students will learn and practice basic English grammar. Needs and skills assessments will be given to determine personal goals, ability to benefit from the class and skill level. This course is beneficial to students that are at a low intermediate skill level. This course can be taken four times. Total 18 hours lecture/54 hours laboratory.

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

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

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

FIRE TECHNOLOGY
FIRE C101 3.00 Units
Fire Protection Organization A/CSU
Prerequisites: None
Provides an introduction to fire protection; career opportunities in fire protection and related fields, philosophy and history of fire protection, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local government, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, basic fire chemistry and physics, and an introduction to fire protection systems and fire strategy and tactics. Total 54 hours lecture.

FIRE C105 3.00 Units
Fire Prevention Technology A/CSU
Prerequisites: FIRE C101 or concurrent enrollment
Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention to fire safety education and detection and suppression systems. Total 54 hours lecture.

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

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

FIRE C121 3.00 Units
Fire Behavior and Combustion A/CSU
Prerequisites: FIRE C101 or concurrent enrollment
Provides the student with basic information on the fundamentals and scientific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic materials, forms of energy and fire prevention/suppression techniques. Total 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE C125</td>
<td>Fire Hydraulics</td>
<td>3.00</td>
<td>A review of applied mathematics, hydraulics laws as applied to Fire Technology, application of formulas and mental calculation to hydraulics and water supply problems. Total 54 hours lecture.</td>
</tr>
<tr>
<td>FIRE C131</td>
<td>Wildland Fire Control</td>
<td>3.00</td>
<td>Provides the employed firefighter or Fire Technology major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior and control techniques. Total 54 hours lecture.</td>
</tr>
<tr>
<td>FIRE C205</td>
<td>Firefighter I Academy</td>
<td>10.00</td>
<td>Provides the basic educational and practical training essential for the achievement of the objectives specified for Firefighter I. Content covers areas of organizational procedures, forcible entry tools, protective breathing apparatus, emergency medical care, inspection procedures, fire protection equipment and systems, wildland fire control, fire behavior and petroleum fire procedures. Meets requirements for the California State Board of Fire Services Fire Fighter I certification standards. Total 217 hours lecture/laboratory.</td>
</tr>
<tr>
<td>FIRE C211</td>
<td>Fire Management</td>
<td>3.00</td>
<td>Provides students with fundamental knowledge of planning, operating and controlling the personnel functions necessary to become a company officer. Areas of training include: counseling, managing the development of a fire fighter, participating in departmental grievance procedures, managing discipline, moral safety standards and minority group members. Total 54 hours lecture.</td>
</tr>
<tr>
<td>FIRE C252</td>
<td>Fire Command 1a</td>
<td>3.00</td>
<td>Provides the student with information and experience in command and control techniques used at the scene of an emergency. The course emphasizes decision making, the act of command, the authority or right to command, the personnel, organization structure or area under an individual commander and the pre-planning and training requirements for effective performance as a fire ground supervisor. Total 54 hours lecture.</td>
</tr>
<tr>
<td>FIRE C253</td>
<td>Fire Command 1b</td>
<td>3.00</td>
<td>Provides students with information and experience in command and control techniques, emphasizing acts of commanding, the authority or right to command and performance requirements for fire service officers. Total 54 hours lecture.</td>
</tr>
<tr>
<td>FIRE C254</td>
<td>Fire Prevention 1a</td>
<td>3.00</td>
<td>Designed to provide the student with the fundamental skills and knowledge necessary for the position of Fire Prevention Officer I. Content includes legal responsibilities and fire hazard characteristics of various materials. Total 54 hours lecture.</td>
</tr>
</tbody>
</table>
FRENCH

FREN C101 4.00 Units
Beginning French I
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
Beginning French I is the first of a two-semester sequence to develop the basic grammatical structures and vocabulary for understanding, speaking, reading, and writing French. Students will also explore French and francophone cultures and traditions. An interactive classroom approach emphasizes linguistic performance of students as they apply the language to concrete situations using essential vocabulary and structures. Total 72 hours lecture.

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

FREN C131 3.00 Units
Basic Conversational French
A/N/CSU
Prerequisites: Level 2 reading; level 2 writing
Basic Conversational French is designed for students who wish to learn to communicate in French on a very basic level. The course emphasizes speaking with minimal instruction in grammar. Students will learn and use phrases and vocabulary related to everyday situations and travel, while learning about French and francophone cultures and traditions. This course is neither a prerequisite nor equivalent to FREN C101 and can be taken concurrently with FREN C101 or FREN C102. Total 54 hours lecture.

FREN C201 4.00 Units
Intermediate French I
A/UC/CSU
Prerequisites: FREN C102 or appropriate placement on a college-level French placement exam or 2 years of high school French with a grade of “C” or better
FREN C201 offers an in-depth, in-French presentation of French grammar as well as cultural readings and literary works by well-known French authors. The emphasis of the course is on communication, both written and spoken. Total 72 hours lecture.

FREN C202 4.00 Units
Intermediate French II
A/UC/CSU
Prerequisites: FREN C201 or appropriate placement on a college-level French placement exam or 3 years of high school French with a grade of “C” or better
FREN C202 offers an in-depth, in-French presentation of French grammar as well as cultural readings and literary works by well-known French authors. The emphasis of the course is on communication, both written and spoken. Total 72 hours lecture.

GEOGRAPHY

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

GEOG C102 1.00 Unit
Physical Geography Laboratory
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing; GEOG C111 or concurrent enrollment
The geography laboratory course builds upon the material presented in GEOG C111 and provides practical experience in field methods as well as enhancement of selected topics. Total 54 hours laboratory.

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

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

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

GEOG C131H 4.00 Units
World Regional Geography – Honors
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing; acceptance into the Honors Program or eligibility for this honors course as determined in consultation with the instructor
Aspects of physical and cultural geography such as land-forms, climate, vegetation, soils, natural resources, demography, political and economic organization, and urbanization are applied to various world regions. An emphasis is placed on understanding human-land relationships, promoting cultural awareness, and examining current world problems from a geographical perspective. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 72 hours lecture.

GEOLOGY

GEOL C111 4.00 Units
Physical Geology
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
The origin and evolution of the earth, particularly its crust. Emphasis is on the nature of rocks and minerals, their origin, breakdown, and reconstitution; the evolution of continents, ocean basins, and mountain belts; processes of volcanism; and the work of water, wind, and ice in modifying the earth’s surface. Total 72 hours lecture. CAN GEOL 2
GEOL C115  3.00 Units
Minerals and Rocks
Prerequisites: None
An introduction to minerals and rocks for the non-science major, with the emphasis given to mineral recognition. Total 36 hours lecture/54 hours laboratory.

GEOL C121  3.00 Units
Historical Geology
Prerequisites: Level 1 reading; level 2 writing
The history of the earth and of life on earth. Principles and methods of historical geology. Total 54 hours lecture.

GEOL C131  3.00 Units
Environmental Geology
Prerequisites: Level 1 reading; level 2 writing
Study of the relationship between human beings and their environment. Emphasis is on those aspects of geology that can be applied toward improving the human endeavor. Volcanic eruptions, earthquakes, landslides, floods and other geo-hazards as well as the earth's resources, mineral and energy are given particular attention. Intended for students with little or no science background. Total 54 hours lecture.

GERMAN

GERM C101  4.00 Units
Elementary German I
Prerequisites: Level 1 reading; level 2 writing
This course will present the fundamentals of the German language necessary for accurate understanding, speaking, reading, and writing. Drills in pronunciation, structure, and communication in the language will be used. There will also be a component of the class dedicated to learning about German culture and civilization. Total 72 hours lecture.

GERM C102  4.00 Units
Elementary German II
Prerequisites: Level 1 reading; level 2 writing
This course will present a continuation of the basic grammar and vocabulary necessary for understanding, speaking, reading, and writing German. The emphasis of the course is on communication and on preparation for advanced reading and composition skills and will include a component dedicated to German culture and civilization. Total 72 hours lecture.

HEALTH CAREERS

HCRS C042  0.50 Units
Practice Lab for Student Vocational Nurses II
Prerequisites: Concurrent enrollment in HCRS C101, HCRS C102, HCRS C201, and HCRS C111, HCRS C112, HCRS C211
A supervised laboratory experience in which the student vocational nurse receives direct and/or indirect supervision of all theory topics, clinical skills and procedures, and related subjects such as math for medications, medication administration, or the nursing process. Clinical simulations in assorted medical-surgical, pediatric, and obstetrical areas enhance the student's comprehension of clinical situations and critical thinking skills. Credit/No Credit Grading. Total 27 hours laboratory.

HCRS C043  0.50 Units
Practice Lab for Student Vocational Nurses III
Prerequisites: Concurrent enrollment in HCRS C101, HCRS C102, HCRS C201, and HCRS C111, HCRS C112, HCRS C211
A supervised laboratory experience in which the student vocational nurse receives direct and/or indirect supervision all theory topics, clinical skills and procedures, and related subjects such as math for medications, medication administration, or the nursing process. Clinical simulations in assorted medical-surgical, pediatric, and obstetrical areas enhance the student's comprehension of clinical situations and critical thinking skills. Credit/No Credit Grading. Total 27 hours laboratory.

HCRS C044  0.50 Units
Practice Lab for Student Vocational Nurses IV
Prerequisites: Concurrent enrollment in HCRS C101, HCRS C102, HCRS C201, and HCRS C111, HCRS C112, HCRS C211
A supervised laboratory experience in which the student vocational nurse receives direct and/or indirect supervision of all theory topics, clinical skills and procedures, and related subjects such as math for medications, medication administration, or the nursing process. Clinical simulations in assorted medical-surgical, pediatric, and obstetrical areas enhance the student's comprehension of clinical situations and critical thinking skills. Credit/No Credit Grading. Total 27 hours laboratory.

HCRS C050  3.00 Units
Medical Terminology for the Health Professional
Prerequisites: None
Medical Terminology for the Health Professional is designed to familiarize the student with the language of medicine. Medical terminology is an integral part of every aspect of health careers and the course is encouraged for any individual with a health career objective. The course presents a review of the components of medical words including word roots, combining forms, suffixes, and prefixes. The student will be able to combine these components to build many medical terms and to separate existing medical terms to determine their meaning. Topics discussed include diminutives, plurals, adjective and noun suffixes. An overview of the systems of the body will be discussed using medical terminology. Total 54 hours lecture.

HCRS C055  5.00 Units
Certified Nurses Aide
Prerequisites: None
This course develops the skills necessary to pass the state mandated test to become a Certified Nurses Aide. Topics include legal and ethical responsibilities, bedside care, moving and positioning a resident, general observations of a resident's condition and responsibilities related to care of the elderly resident. Practical bedside skills are practiced by the student in the nursing skills lab. The student gains experience in a long-term care facility. The student must pass the course with a grade of “C” or better. Total 54 hours lecture/108 hours laboratory.

HCRS C057  1.00 Unit
Home Health Aide Training
Prerequisites: Must be a Certified Nurse's Aide
Designed to prepare the student to work with clients in a home setting providing hands-on patient care. Focuses on the skills required to provide for the basic care of residents who need assistance with activities of daily living. These include bathing and hygiene measures, transfers, bed making, and cleaning and homemaking tasks. The student must pass the course with a grade of “C” or better. Total 20 hours lecture/20 hours laboratory.
HCRS C061  Administrative Medical Assisting – Receptionist  5.00 Units
Prerequisites: Level 1 reading; level 2 writing; level 4 math
Advisory: CSCI C101, BVAD C141, HSCI C105 or concurrent enrollment
The Medical Receptionist course presents approaches for working and communicating in a medical office environment. Topics include law and ethics, professional conduct, appointments and scheduling, office environment, and office communication techniques. Office communication will overview verbal communication techniques, written communication such as letters and client records, and filing systems in a medical office. Upon completion of the Medical Receptionist course, the student will be able to seek employment as an employee in a medical front office as a receptionist. Total 90 hours lecture.

HCRS C062  Administrative Medical Assisting -Financial Management and Insurance  4.00 Units
Prerequisites: Level 1 reading; level 2 writing; level 4 math
Financial Management and Insurance in the Medical Office presents a thorough discussion of office finance management and insurance. Insurance coding and billing prepares the student to undertake the details necessary for implementing the specialized insurance forms utilized in the modern healthcare system. Lecture and clinical practice exercises using computerized systems of billing and coding combine to provide the student with experience using numerous health insurance claim forms. Included in the course insurance exercises are Blue Cross and Blue Shield, Medicaid-Medi-Cal, CHAMPUS, Unemployment and Workers’ Compensation, and Health Maintenance Organizations. Total 36 hours lecture/108 hours laboratory.

HCRS C065  Clinical Medical Assisting - Fundamentals of Client Care  3.00 Units
Prerequisites: Level 1 reading; level 2 writing; level 4 math
Advisory: BIOL C121, BIOL C122, HCRS C061, HCRS C062
This is the introductory course for the Clinical Medical Assisting student (Back Office.) The course introduces the student to medical and surgical aseptic techniques, instrumentation, care of office equipment, and the basic principles of nutrition. This course is designed to prepare the student for a more in-depth study of microorganisms and common office procedures. Total 54 hours lecture.

HCRS C066  Clinical Medical Assisting - Microbiology in the Medical Office  4.00 Units
Prerequisites: HCRS C065
This course is the second course in the Clinical Medical Assistant series. It introduces the student to the microscope and common microscope procedures performed in the medical office. The student combines lecture with hands-on skills laboratory experience with centrifuges, sterilization equipment, and microscopes. Total 54 hours lecture/54 hours laboratory.

HCRS C067  Clinical Medical Assisting - Clinical Procedures in the Medical Office  4.00 Units
Prerequisites: HCRS C066
The third course of the Clinical Medical Assisting series offers the student both lecture and hands-on Skills Lab experience doing common office procedures. Topics include routine exams, electrocardiograms, basic treatments using hot and cold, and overview of diagnostic radiology, spirometry, and therapeutic and physical exercises. Vital signs are taught with emphasis on the normal and abnormal ranges. An introduction to basic pharmacology is presented. On Skills Lab mannequins, the student practices the techniques necessary to administer enteral and parenteral medications. Emphasis is placed on client education and the role of the medical assistant. Total 54 hours lecture/54 hours laboratory.
The Vocational Nursing Program begins with an introduction to the various aspects of nursing. Legal and ethical considerations, cultural diversity, the nursing process, basic data collection, and geriatrics are included as theory topics. Fundamental nursing skills are discussed in detail with concurrent hands-on practice of manual skills in the Nursing Skills Lab. Topics in basic nutrition are presented including an overview of basic nutrients, basic therapeutic diets, and client education of nutrition. An introduction to pharmacology and aspects of medication administration, complete the semester. Total 162 hours lecture.

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. Total 162 hours lecture.

Clinical Practice III focuses on the clinical application of nursing theory in the medical-surgical areas of gastrointestinal, endocrine, musculoskeletal, integumentary, and neurosensory disorders. Professional skills utilizing concepts in leadership and supervision are included as part of the senior nursing student's semester. In addition to acute medical-surgical nursing experience, the student has experience in a home health agency and working as a supervised team leader in a long-term care facility. Total 324 hours clinical experience.

HEALTH SCIENCE

Community CPR
Prerequisites: Level 2 reading; level 2 writing
American Red Cross course in Community CPR. Rescue breathing skills, choking procedures, and CPR for adult, child, infant. This course may be taken four times. Credit/No Credit Grading. Total 10 hours lecture.

Principles of Health Education
Prerequisites: Level 1 reading; level 2 writing
To have a better understanding as to how the body functions, Health Science involves the study of factors affecting the physical and mental well-being of individuals. It is a state of body and mind viewed within the context of the individual, community, society and environment. Thus, such topics as heart disease, cancer, smoking, nutrition and physical fitness, human sexuality (reproduction, child birth, contraception), sexually transmitted diseases, communicable diseases, alcohol and drug abuse will be discussed. Total 54 hours lecture.

Community First Aid and Safety
Prerequisites: Level 2 reading; level 2 writing
Basic first aid with discussion, demonstrations and practical experiences. Includes emergency action principles, wounds, shock, poisoning, burns, splinting, diabetic emergencies, infection, heart attack, temperature extremes, transportation, and bandaging. Includes "Community CPR" - rescue breathing, CPR, choking skills for adult, child, infant. American Red Cross course. Total 10 hours lecture.

HISTORY

Western Civilization I
Prerequisites: Level 1 reading; level 2 writing
Growth of European civilization from its beginning to the present. Integrates social, political, and cultural developments and introduces ideas and institutions basic to the understanding of one's own heritage. Western civilization from the earliest times to the close of the Middle Ages. Total 54 hours lecture. CAN HIST 2
**HIST C103H**

**Western Civilization I - Honors**

4.00 Units  
A/UC/CSU

Prerequisites: Level 1 reading; level 2 writing; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor

Growth of ancient and European civilizations in the west from a global perspective. Political, social, cultural, and economic developments, ideas, and institutions from the development of civilization in the middle east to the end of the middle ages. Class will also focus on the development of key ideas that shaped western culture. Primary sources including selections from Plato to Dante will be included. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 72 hours lecture.

**HIST C104**

**Western Civilization II**

3.00 Units  
A/UC/CSU

Prerequisites: Level 1 reading; level 1 writing

Growth of European and American civilization from the Renaissance to the present. Course is presented in a global context and will focus on the European ideas and institutions that have had a world impact. Primary sources will be stressed. Total 54 hours lecture. CAN HIST 4

**HIST C104H**

**Western Civilization II - Honors**

4.00 Units  
A/UC/CSU

Prerequisites: Level 1 reading; level 1 writing; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor

Growth of European and American Civilization from the Renaissance to the present. Course is presented in a global context and will focus on the European ideas and institutions that have had a world impact. Primary sources will be stressed. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 72 hours lecture.

**HIST C131**

**History of United States I**

3.00 Units  
A/UC/CSU

Prerequisites: Level 1 reading; level 2 writing

Social, political, economic, and cultural history of the United States from colonial times through the Civil War. Selected topics, including American institutions and Constitutional development, will be stressed. Total 54 hours lecture. CAN HIST 8

**HIST C131H**

**History of the United States I – Honors**

4.00 Units  
A/UC/CSU

Prerequisites: Level 1 reading; level 2 writing; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor

This course presents the social, political, economic, and cultural history of the United States from colonial times to the present. Selected topics, including American institutions and Constitutional development, will be stressed. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 72 hours lecture.

**HIST C132**

**History of United States II**

3.00 Units  
A/UC/CSU

Prerequisites: Level 1 reading; level 2 writing

Social, political, economic, and cultural history of the United States from the Reconstruction to the present. Selected topics, including American institutions and Constitutional development, will be stressed. May be taken before HIST C131. Satisfies U.S. History requirements. Total 54 hours lecture. CAN HIST 10

**HIST C132H**

**History of the United States II – Honors**

4.00 Units  
A/UC/CSU

Prerequisites: Level 1 reading; level 2 writing; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor

This course presents the social, political, economic and cultural history of the United States from reconstruction to the present. Selected topics, including American institutions and Constitutional development, will be stressed. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 72 hours lecture.

**HIST C141**

**History of Americas I**

3.00 Units  
A/UC/CSU

Prerequisites: Level 1 reading; level 2 writing

The development of the Western Hemisphere and inter-American relations. Discovery and exploration of the American Continents and the establishment of the Spanish, Portuguese, French and British colonies; the revolutionary movement in the Spanish and British colonies. May be taken in place of HIST C131. Satisfies U.S. History requirements. Total 54 hours lecture.

**HIST C142**

**History of Americas II**

3.00 Units  
A/UC/CSU

Prerequisites: Level 1 reading; level 2 writing


**HIST C206**

**The City in Western Civilization**

3.00 Units  
A/UC/CSU

Prerequisites: Level 1 reading; level 2 writing

The changing role of the city in western life from the beginning of civilization to the present, with emphasis on the period since the Industrial Revolution. Examines social, political, economic and intellectual forces shaping urban life. Historical perspective on current problems afflicting the modern city. Total 54 hours lecture.

**HIST C209**

**History of Mexico**

3.00 Units  
A/UC/CSU

Prerequisites: Level 1 reading; level 2 writing

Mexico from the earliest times to the present. The social, cultural, political and economic aspects of the Mexican past. Total 54 hours lecture.

**HIST C216**

**History of the American West**

3.00 Units  
A/UC/CSU

Prerequisites: Level 1 reading; level 2 writing

The evolving frontier from the early explorations to the closing of the frontier. The West's peculiar contributions to America's social, political and economic development and to American folklore. Total 54 hours lecture.

**HIST C218**

**History of California**

3.00 Units  
A/UC/CSU

Prerequisites: Level 1 reading; level 2 writing

Political, economic, social and cultural development of California from the earliest times to the present. Total 54 hours lecture.
HIST C224 3.00 Units
War and Civilization A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
Characteristics and impact of war on social, political, cultural and psychological development. Different historical periods will be studied to identify and understand the relationship between war and civilization. Total 54 hours lecture.

HIST C226 3.00 Units
The History of Arab-Islamic Culture A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
Cultural religions, political, and economic history of the Arabic peoples. The pre-Islamic period, the rise of Islam, the Arabic world in conflict and the problems of modernization in the Middle East. Total 54 hours lecture.

HUMANITIES

HUM C111 3.00 Units
Hispanic Culture A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
Survey of art, music, literature, folklore, traditions, customs and philosophy of Hispanic people of the Southwestern United States and Mexico. Geographic, and economic frames of reference. Total 54 hours lecture.

HUM C121 3.00 Units
American Indian Culture A/UC/CSU
Prerequisites: None

HUM C291 2.00 Units
Special Topics in Classical Languages A/CSU
Prerequisites: LATN C202 or equivalent
This course is for students who wish to pursue special areas of study within the discipline. This course may be taken four times. Total 36 hours lecture.

INDUSTRIAL TECHNOLOGY

INDT C081 1.50 Units
New Surface Miner Safety Training A
Prerequisites: None
Introduction and understanding of surface mine safety and mandatory health training as required by the Mine, Safety and Health Administration (MSHA) for the inexperienced surface miner. Additional site and task training will be required to be provided by mine operator or contractor. Total 27 hours lecture.

INDT C082 0.50 Units
Newly Employed Experienced Surface Miner Safety Training A
Prerequisites: Prior new miner training within the previous 12 months, or work in the appropriate category of mining for at least 12 months of the previous 36 months as per MSHA guidelines
Introduction and understanding of surface mine safety and mandatory health training as required by the Mine, Safety and Health Administration (MSHA). Additional site and task training will be required to be provided by mine operator or contractor. Total 9 hours lecture.

INTERDISCIPLINARY STUDIES

INDT C083 0.50 Units
Annual Refresher Training for the Surface Miner A
Prerequisites: Prior MSHA approved surface miner training within the previous 12 months per MSHA guidelines
Annual refresher for the surface miner safety and mandatory health training as required by the Mine, Safety and Health Administration (MSHA). Additional site and task training will be required to be provided by mine operator or contractor. This course may be taken four times. Total 9 hours lecture.

INST C051 1.00 Unit
Becoming a Successful Online Student I A
Prerequisites: None
This course covers the basics of taking an interactive, asynchronous, distance education course via the Internet or other computer based system. Use of E-mail, online class interactions such as discussion groups, and WWW access, equipment needs and differences between on-line and onsite courses will be covered. The goal of this class is to better prepare students for taking online classes by familiarizing students with the online course environment. This course may be taken three times. Total 9 hours lecture/27 hours laboratory.

INST C052 1.00 Unit
Becoming a Successful Online Student II A
Prerequisites: INST C051 or equivalent
This course is designed to familiarize students with advanced skills required to become successful in an online course. Students will explore how to use different internet tools to effectively participate in an online environment. Topics covered in the course are the effective use of discussion groups, email, and synchronous chat sessions; the location and downloading of web-browser plug-ins; and effective internet research techniques. This course may be taken four times. Total 9 hours lecture/27 hours laboratory.

INST C055 1.00 Units
Issues of Contemporary Culture A
Prerequisites: None
Students will travel to major cultural events in the Los Angeles Metropolitan area which enhance the student's understanding and appreciation of plays, museums and theatrical events that deal with important multi-cultural ethnic and contemporary issues. This course may be taken four times. Total 108 hours laboratory.

INST C108 3.00 Units
Honors Seminar and Practicum I A/CSU
Prerequisites: None
The purpose of the honors seminar and practicum is to provide academic experiences to students, beyond the scope of normal class experiences. Students will be engaged in public service activities and cultural experiences, participating in a classroom community of students. Involvement in this course will provide opportunities for students to demonstrate a high level of community involvement. Total 18 hours lecture/108 hours laboratory.

INST C111 3.00 Units
Society and the Future: Into the 21st Century A/CSU
Prerequisites: Level 1 reading; level 2 writing
Exploring anticipated changes and developments in the realm of science and technology, the nature of institutions, life styles, psychological insights and the customs and traditions of our own and other cultures. Effort to achieve a global picture of the future through the use of facts, visions, dreams, imagination, fantasy and creativity. Total 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>INST C151</td>
<td>3.00</td>
<td>Dynamics of Community Development</td>
<td>A/CSU</td>
<td>Training and preparation of students for community mentoring program designed to assist school age children with acquiring tools and strategies to combat violence, ethnic and racial, and to deal effectively with other social problems. Over time students may assume greater responsibilities, becoming a group leader in the interactive sessions at the high, middle and elementary schools. They may also exercise a leadership role in organizing and implementing community forums and youth activities. This course may be taken four times. Total 27 hours lecture/81 hours laboratory.</td>
</tr>
<tr>
<td>INST C155</td>
<td>3.00</td>
<td>Service Learning in Elementary Schools</td>
<td>A/CSU</td>
<td>Advanced training and preparation for community elementary school mentoring and tutoring. Total 27 hours lecture/72 hours laboratory.</td>
</tr>
<tr>
<td>INST C158</td>
<td>4.00</td>
<td>Project Hope House</td>
<td>A/CSU</td>
<td>This community service learning class is designed to train college students in strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume roles in tutoring three hours weekly in local schools. Total 54 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>INST C159</td>
<td>4.00</td>
<td>Advanced Project Hope House</td>
<td>A/CSU</td>
<td>This community service learning class is designed to train college students in strategies to become tutors in local elementary, middle and high schools. Three hours of weekly college classes prepares students to assume leadership roles in tutoring three hours weekly in local schools. This course may be taken three times. Total 54 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>INST C205</td>
<td>3.00</td>
<td>Critical Reasoning – Science as a Way of Knowing</td>
<td>A/UC/CSU</td>
<td>This course provides a review and practice of principles of critical reasoning and instruction in the empirical method and the nature of scientific knowledge. Major scientific theories and their supporting empirical evidence are presented in several areas of science: physics, cosmology, evolutionary biology, social science, and neuroscience. Total 54 hours lecture.</td>
</tr>
<tr>
<td>INST C207</td>
<td>3.00</td>
<td>Fractured Human</td>
<td>A/UC/CSU</td>
<td>Thinking versus feeling in history and society. A study of conflict and contrast in selected historical and literary personalities. Total 54 hours lecture.</td>
</tr>
<tr>
<td>INST C208</td>
<td>3.00</td>
<td>Honors Seminar and Practicum II</td>
<td>A/CSU</td>
<td>The purpose of the honors seminar and practicum is to provide academic experiences to students, beyond the scope of normal class experiences. Students will be engaged in public service activities and cultural experiences, participating in a classroom community of students. Involvement in this course will provide opportunities for students to demonstrate a high level of community involvement. Total 18 hours lecture/108 hours laboratory.</td>
</tr>
<tr>
<td>INST C220</td>
<td>3.00</td>
<td>Perspectives on Race, Class and Gender</td>
<td>A/N/CSU, ENGL C101</td>
<td>Students will use critical reasoning skills to discover how the structures of race, class, gender and similar constructs have shaped and formed our society. The class will cover a range of topics from the philosophical origins of racist thought to an exploration of current buzzwords such as diversity and multiculturalism. Through multiple and varied readings and classroom discussion we will attempt to discover the interrelatedness of concepts such as race, class and gender and the roots and future of our “melting pot” society. Total 54 hours lecture.</td>
</tr>
<tr>
<td>INST C255</td>
<td>3.00</td>
<td>Service Learning in Middle Schools</td>
<td>A/CSU</td>
<td>Advanced training and preparation for community middle school mentoring and tutoring. Total 27 hours lecture/72 hours laboratory.</td>
</tr>
<tr>
<td>INST C256</td>
<td>3.00</td>
<td>Service Learning in High Schools</td>
<td>A/CSU</td>
<td>Advanced training and preparation for community high school mentoring and tutoring. Total 27 hours lecture/72 hours laboratory.</td>
</tr>
<tr>
<td>INST C259</td>
<td>3.00</td>
<td>Instructional Technology Readiness for Educators</td>
<td>A/CSU</td>
<td>This is a course designed for prospective and current K-12 educators. Through use of online tutorials, participants will acquire the basic skills to use instructional technology effectively. Participants are required to complete 8 tutorials covering the following applications: Microsoft Windows 98, Word 97/00, Excel 97/00, PowerPoint 97/00, FrontPage 98, Internet Explorer/NetMeeting 4.0, Project 98, and one tutorial of the participant's choosing. The primary emphasis of this course is the integration of these applications into an instructional setting. This course may be taken four times. Total 36 hours lecture/54 hours laboratory.</td>
</tr>
<tr>
<td>INST C261</td>
<td>1.00</td>
<td>Faculty Orientation to Online Learning</td>
<td>A/CSU</td>
<td>This course is designed to familiarize faculty with the requisite skills that students require in order to become successful in an online course. Participants are engaged in Cerro Coso's “Becoming A Successful Online Student” class with online students preparing to take an online class. The course acquaints faculty with the online class environment from a student perspective, and assists faculty who may have limited computer skills to improve their ability to work online. Participants demonstrate their skill levels by demonstrating competencies in areas such as interacting asynchronously and synchronously, cutting and pasting from word processing files, sending assignments as attached RTF files, and other related online course skills. Total 9 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>INST C262</td>
<td>1.50</td>
<td>Introduction to Online Teaching and Learning</td>
<td>A/CSU</td>
<td>The course examines best practices in the design, development, and teaching of an online class and surveys current learning theory as applicable to online education. The course explores various teaching and learning styles, and provides models to improve teaching, and maximize learning in a student centered online environment. Participants will work individually and collaboratively to explore various means of presenting content in their disciplines to accommodate diverse populations of online learning styles. Total 13.5 hours lecture/40.5 hours laboratory.</td>
</tr>
</tbody>
</table>
INTC C263  1.00 Unit
Practical Guide to Online Management Strategy  A/CSU
Prerequisites: INTC C261 or equivalent
This course surveys problems associated with online course management, with an emphasis on the need for careful planning and communication. Strategies are provided to help to streamline the management process, improve communication with students, and eliminate inefficient expenditures of faculty time. Total 9 hours lecture/27 hours laboratory.

INTC C264  1.00 Unit
Introduction to Web-Based Course Content  A/CSU
Prerequisites: INTC C261 or the equivalent
This course teaches faculty to develop course content for the web using Microsoft FrontPage. Skill and knowledge gained from this class will be applicable to other web development tools. Additionally, this course will demonstrate how FrontPage can be used to create a complete course environment. Using a course template, and working from online tutorials, participants will create components of an online course, adding content from their discipline. This course may be taken three times. Total 9 hours lecture/27 hours laboratory.

INTC C265  1.00 Unit
Developing and Managing an Online Course with Microsoft FrontPage  A/CSU
Prerequisites: INTC C264
This course is a continuation of the Introduction to Microsoft FrontPage for Web Development course. Participants will expand their course components to include the creation and management of interactive elements including quizzes, exams, and assignment submission forms. Various desktop and online tools will be used and integrated into the FrontPage environment. This course may be taken three times. Total 9 hours lecture/27 hours laboratory.

INTC C266  1.00 Unit
Survey of Course Management Software  A/CSU
Prerequisites: None
This course assists participants in understanding how to define their individual, as well as institutional, instructional needs in the delivery of online courses, and what solutions are available to best meet their instructional needs. Participants will compare online class environments and have the opportunity to work directly with popular courseware, as well as hybrid solutions. This course may be taken three times. Total 9 hours lecture/27 hours laboratory.

INTC C267  1.50 Units
Introduction to Multimedia and Online Teaching  A/CSU
Prerequisites: INTC C261 or equivalent
This course explores the creation and delivery of instructional multimedia on the web through hands-on projects. Topics include case studies of the technologies that are reshaping the web and education, design foundations, interactivity, and streaming digital video. Upon completion of this course, the student will have a framework to plan and execute a comprehensive web experience. Total 13.50 hours lecture/40.50 hours laboratory.

INTC C268  1.00 Unit
Access for Web Course Development  A/CSU
Prerequisites: INTC C264
This course reviews the tools and methods used to create universally accessible online course content. Students will learn the basic accessibility requirements of users with disabilities and how assistive technology can make online content more accessible to those users. Standards and guidelines will be presented to develop an understanding of access issues. Students will use these guidelines and state-of-the-art evaluation tools to check their online content for accessibility to the widest possible audience. Total 9 hours lecture/27 hours laboratory.
### MCTL C082
**Intermediate Knife Design**
- **Units:** 1.50
- **Prerequisites:** MCTL C081 or MCTL C111

Instruction in intermediate knife design. Material selection for various application and knife requirements. The use of basic power tools to assist in the construction of a quality knife. This course may be taken four times. Total 18 hours lecture/27 hours laboratory.

### MCTL C083
**Advanced Knife Design**
- **Units:** 1.50
- **Prerequisites:** MCTL C082

Advanced knife design and construction. To introduce the student to advanced design features and manufacturing techniques that are employed in the art of creating a collectable knife. This course may be taken four times. Total 18 hours lecture/27 hours laboratory.

### MCTL C111
**Beginning Machine Shop**
- **Units:** 3.00
- **Prerequisites:** None

A basic introduction to Machine Shop theory and practice including setup and operation of the lathe, drill press, horizontal and vertical milling machines, metal band saw and pedestal grinder. The use of hand tools and precision measuring tools, layout techniques, and tool sharpening will be studied in practical shop applications. Total 36 hours lecture/54 hours laboratory.

### MCTL C112
**Intermediate Machine Shop**
- **Units:** 3.00
- **Prerequisites:** MCTL C111

Continuation of MCTL C111 with emphasis on skill development in setups and operations of the standard machine tools. Parts of moderate complexity will be produced to close tolerances. Introduction of the use of surface grinder and tool and cutter grinder. Total 36 hours lecture/54 hours laboratory.

### MCTL C211
**Advanced Machine Shop**
- **Units:** 3.00
- **Prerequisites:** MCTL C112

Machine shop skills development is continued with emphasis on machining complex parts and multiple parts assemblies. Tooling and indexing will be studied relative to adjustments and maintenance of machine tools, along with machine manuals and machinist's handbooks, and planning of parts production and use of special machine attachments. Total 36 hours lecture/54 hours laboratory.

### MCTL C212
**Advanced Machine Shop and Machine Tool Problems**
- **Units:** 3.00
- **Prerequisites:** MCTL C211

Introduction to jigs and fixtures principles and practice. Continued practice in grinding of cutting tools. Basic introduction to computer numerical systems used in industry. Special applications in the shop such as heat treatment of tools and machine repair will also be studied. Total 36 hours lecture/54 hours laboratory.

### MCTL C215
**Introduction to Computer Numerical Control**
- **Units:** 3.00
- **Prerequisites:** MCTL C112

Includes setup and operation of CNC-mills and CNC-lathes, CNC-machining systems, manual and computer-aided programming and tape preparation. Bridgeport's "Boss" Mori-Seiki "Fanie 6TB" controls will be used. Total 36 hours lecture/54 hours laboratory.

---

### MATHEMATICS

#### MATH C020
**Basic Arithmetic Skills**
- **Units:** 1.00-2.00-3.00-4.00
- **Prerequisites:** None

Fundamental arithmetic operations of addition, subtraction, multiplication, and division of whole numbers and fractions. Develop understanding of decimals, proportions, and percents. This course may be taken four times. Total 09-18-36-54 hours lecture/27-54 hours laboratory.

#### MATH C021
**Basic Arithmetic Skills Lab I**
- **Units:** 0.50
- **Prerequisites:** None

Individualized modules designed to develop skills and understanding of arithmetic. Whole Numbers - Addition and Multiplication. This course may be taken four times. Total 27 hours laboratory.

#### MATH C022
**Basic Arithmetic Skills Lab II**
- **Units:** 0.50
- **Prerequisites:** None

Individualized modules designed to develop skills and understanding of arithmetic. Whole Numbers - Subtraction and Division. This course may be taken four times. Total 27 hours laboratory.

#### MATH C023
**Basic Arithmetic Skills Lab III**
- **Units:** 0.50
- **Prerequisites:** None

Individualized modules designed to develop skills and understanding of arithmetic. Fractions - Basic Skills. This course may be taken four times. Total 27 hours laboratory.

#### MATH C024
**Basic Arithmetic Skills Lab IV**
- **Units:** 0.50
- **Prerequisites:** None

Individualized modules designed to develop skills and understanding of arithmetic. Fractions - Multiplication and Division. This course may be taken four times. Total 27 hours laboratory.

#### MATH C025
**Basic Arithmetic Skills Lab V**
- **Units:** 0.50
- **Prerequisites:** None

Individualized modules designed to develop skills and understanding of arithmetic. Fractions - Addition and Subtraction. This course may be taken four times. Total 27 hours laboratory.

#### MATH C026
**Basic Arithmetic Skills Lab VI**
- **Units:** 0.50
- **Prerequisites:** None

Individualized modules designed to develop skills and understanding of arithmetic. Decimals. This course may be taken four times. Total 27 hours laboratory.

#### MATH C027
**Basic Arithmetic Skills Lab VII**
- **Units:** 0.50
- **Prerequisites:** None

Individualized modules designed to develop skills and understanding of arithmetic. Proportions. This course may be taken four times. Total 27 hours laboratory.
MATH C028  0.50 Units
Basic Arithmetic Skills Lab VIII
Prerequisites: None
Individualized modules designed to develop skills and understanding of arithmetic. Percents. This course may be taken four times. Total 27 hours laboratory.

MATH C040  4.00 Units
Pre-Algebra
Prerequisites: None
This course covers basic arithmetic, introductory concepts in algebra, and problem solving techniques. Specific topics include addition, subtraction, multiplication and division of signed numbers, and applications of these skills. The course also includes word problems and development of the concepts of percentages, geometry, measurements, and applications of these skills. The course also introduces algebraic concepts, including algebraic operations of polynomials, solving equations, formulas, and an introduction to solving algebraic word problems. This course may be taken two times. Total 72 hours lecture.

MATH C041  0.50 Units
Pre-Algebra Laboratory I
Prerequisites: None
Individualized modules designed to develop skills necessary for elementary algebra. Whole Numbers and Signed Numbers. This course may be taken four times. Total 27 hours laboratory.

MATH C042  0.50 Units
Pre-Algebra Laboratory II
Prerequisites: None
Individualized modules designed to develop skills necessary for elementary algebra. Signed Fractions. This course may be taken four times. Total 27 hours laboratory.

MATH C043  0.50 Units
Pre-Algebra Laboratory III
Prerequisites: None
Individualized modules designed to develop skills necessary for elementary algebra. Signed Decimals and Percents. This course may be taken four times. Total 27 hours laboratory.

MATH C044  0.50 Units
Pre-Algebra Laboratory IV
Prerequisites: None
Individualized modules designed to develop skills necessary for elementary algebra. Polynomials. This course may be taken four times. Total 27 hours laboratory.

MATH C045  0.50 Units
Pre-Algebra Laboratory V
Prerequisites: None
Individualized modules designed to develop skills necessary for elementary algebra. Linear Equations and Inequalities. This course may be taken four times. Total 27 hours laboratory.

MATH C046  0.50 Units
Pre-Algebra Laboratory VI
Prerequisites: None
Individualized modules designed to develop skills necessary for elementary algebra. Word Problems. This course may be taken four times. Total 27 hours laboratory.

MATH C050  4.00 Units
Elementary Algebra
Prerequisites: Level 3 math or MATH C040 or equivalent
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 linear graphs. Total 72 hours lecture.

MATH C051  3.00 Units
Elementary Algebra I
Prerequisites: Level 3 math or MATH C040 or equivalent
This course is intended for students who have demonstrated marginal skills in mastering algebraic concepts in their pre-algebra class. This course covers the equivalent to the first semester of a secondary school's first year algebra course. Not open to students with credit in MATH C050. Instructor or Counselor advisement recommended. Total 108 hours lecture/laboratory.

MATH C052  3.00 Units
Elementary Algebra II
Prerequisites: MATH C051
This course is intended for students who have demonstrated difficulty in mastering algebraic concepts. The course is equivalent to the 2nd semester of a standard secondary school's first year algebra course. Not open to students with credit in MATH C050. Instructor or Counselor advisement recommended. Total 108 hours lecture/laboratory.

MATH C055  4.00 Units
Intermediate Algebra
Prerequisites: MATH C050 or MATH C052 or one year of high school algebra with a grade of “C” or better or equivalent
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. Total 72 hours lecture.

MATH C057  4.00 Units
Geometry
Prerequisites: Level 2 math or MATH C050 or equivalent
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. Total 72 hours lecture.

MATH C075  0.50 Units
Graphing Calculators
Prerequisites: MATH C050 or equivalent
An overview of features and applications of hand-held scientific graphic calculators. Applications of calculators and graphs are demonstrated in algebra, trigonometry, statistics and business. The course is particularly useful for students intending to enroll in trigonometry, college algebra, calculus, statistics and/or business. Total 18 hours lecture/laboratory.
MATH C091 0.50 Units
Beginning Math Review Laboratory  A
Prerequisites: Concurrent enrollment in one of the following courses: MATH C040, MATH C041, MATH C042, MATH C043, MATH C044, MATH C045, MATH C046, MATH C050, MATH C055, or MATH C057
This mathematics laboratory provides an opportunity for students to receive assistance in completing their math assignments and to review and prepare for tests. Individual and small group assistance is available. This course may be taken four times. Credit/No Credit Grading. Total 27 hours laboratory.

MATH C092 0.50 Units
Intermediate Math Review Laboratory  A
Prerequisites: Concurrent enrollment in one of the following courses: MATH C101, MATH C121, MATH C131, MATH C141, or MATH C142
This mathematics laboratory provides an opportunity for students to receive assistance in completing their math assignments and to review and prepare for tests. Individual and small group assistance is available. This course may be taken four times. Credit/No Credit Grading. Total 27 hours laboratory.

MATH C093 0.50 Units
Advanced Math Review Laboratory  A
Prerequisites: Concurrent enrollment in one of the following courses: MATH C151, MATH C152, MATH C251, MATH C255, or MATH C257
This mathematics laboratory provides an opportunity for students to receive assistance in completing their math assignments and to review and prepare for tests. Individual and small group assistance is available. This course may be taken four times. Credit/No Credit Grading. Total 27 hours laboratory.

MATH C101 3.00 Units
Survey of Mathematical Concepts  A/CSU
Prerequisites: Level 2 math or MATH C050 or MATH C052 or equivalent
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. Total 54 hours lecture.

MATH C121 4.00 Units
Elementary Probability and Statistics  A/UC/CSU
Prerequisites: MATH C055 or two years of high school algebra with a grade of "C" or better or equivalent
Advisory: Level 1 math
This course covers data analysis using descriptive and inferential statistics. Graphs and computations include measures of central tendency and dispersion, correlation and regression, and presentation of data on a histogram, scatter plot, box plot, and the normal curve. Probability concepts include those for discrete and continuous random variables. Sampling and hypothesis testing are covered for means and variances. Total 72 hours lecture.

MATH C121H 5.00 Units
Elementary Probability and Statistics – Honors  A/UC/CSU
Prerequisites: MATH C055 or two years of high school algebra with a grade of "C" or better or equivalent, acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor
Advisory: Math level 1
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. The honors section provides more content and requires greater intensity and depth of study than the non-honors class. Total 90 hours lecture.

MATH C130 4.00 Units
Finite Mathematics  A/CSU
Prerequisites: MATH C055 or equivalent
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. Total 72 hours lecture.

MATH C131 4.00 Units
Basic Functions and Calculus for Business  A/UC/CSU
Prerequisites: MATH C055 or equivalent
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. Total 72 hours lecture.

MATH C141 4.00 Units
College Algebra  A/UC/CSU
Prerequisites: MATH C055 or equivalent
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. A computer algebra system or graphing calculator is strongly recommended. Total 72 hours lecture.

MATH C142 4.00 Units
Trigonometry  A/CSU
Prerequisites: MATH C055 or equivalent
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 computer algebra system or graphing calculator is strongly recommended. Total 72 hours lecture. CAN MATH 8

MATH C151 5.00 Units
Analytic Geometry and Calculus I  A/UC/CSU
Prerequisites: MATH C141; MATH C142 or equivalent
This course provides the student with a good foundation in differential and integral calculus with emphasis on both basic skills and applications. Topics covered include functions; limits; derivatives of polynomial, trigonometric, parametric, and implicit functions; applications of differentiation; the indefinite integral; the definite integral; applications of the definite integral. Total 90 hours lecture. CAN MATH 18
MATH C152  
Analytic Geometry and Calculus II  
A/UC/CSU  
5.00 Units  
Prerequisites: MATH C151 or equivalent  
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.  
Total 90 hours lecture. CAN MATH 20

MATH C251  
Analytic Geometry and Calculus III  
A/UC/CSU  
5.00 Units  
Prerequisites: MATH C152 or equivalent  
This course is a continuation of Analytic Geometry and Calculus II, extending  
the skills of differentiation and integration by learning new techniques and  
working with partial derivatives and double and triple integrals. Other  
major topics include cylindrical and spherical coordinates, quadric surfaces,  
vector functions, vector analysis, Green’s theorem and Stoke’s theorem.  
Total 90 hours lecture. CAN MATH 22

MATH C255  
Ordinary Differential Equations  
A/UC/CSU  
4.00 Units  
Prerequisites: MATH C251 or equivalent  
This course addresses the solution of ordinary differential equations using  
various topics including variation of parameters, power series, separability,  
eaxtance, homogeneity, reduction of order, annihilators, initial value  
problems, undetermined coefficients, and Laplace transforms. Throughout  
there is an emphasis on the graphical and real-world interpretation. A brief  
introduction to partial differential equations and to systems of ordinary  
differential equations included. Total 72 hours lecture. CAN MATH 24

MATH C257  
Linear Algebra  
A/UC/CSU  
4.00 Units  
Prerequisites: MATH C251 or equivalent  
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. Total 72 hours lecture.

MEDIA ARTS

MA C102  
Digital Imaging  
A/CSU  
3.00 Units  
Prerequisites: CSCI C101 or CSCI 171 or equivalent  
This course provides basic through advanced concepts in digital imaging.  
Concepts covered include photo retouching and enhancing, original creation  
of composite images from photographs and artwork, drawing and painting  
original digital artwork, and the creation of graphics optimized for web  
delivery. Students will also learn to use digital input devices such as scanners  
and digital cameras. Students will incorporate basic design principals in  
their digital photographs and compositions. Total 36 hours lecture/54  
hours laboratory.

MA C105  
Accessibility and Usability  
A/CSU  
3.00 Units  
Prerequisites: Level 1 reading; level 2 writing  
This course provides students with an understanding of website accessibility  
issues for disabled users and gives students the current technological solutions  
for accommodating such users. This course also examines web usability  
issues that affect all users and provides students with the skills to analyze  
content for usability and articulate in writing how best to plan for the  
design of such content. Total 35 hours lecture/54 hours laboratory.

MA C111  
Computer Illustration  
A/CSU  
3.00 Units  
Prerequisites: CSCI C101; CSCI C171 or equivalent  
An introduction to the primary features, functions and various applications  
of a vector, or object based, drawing program. Students will apply these  
skills to such projects as logo design, technical illustration, page layout  
design and web graphics. Total 36 hours lecture/54 hours laboratory.

MA C121  
Desktop Publishing  
A/CSU  
3.00 Units  
Prerequisites: MA C101 or concurrent enrollment  
An introduction to the primary features, functions and various applications  
of a desktop publishing program. Students develop graphics and text  
compositions for digital pre-press publishing. Total 108 hours lecture/  
studio.

MA C124  
Web Animation  
A/CSU  
3.00 Units  
Prerequisites: CSCI C101 or equivalent  
This course provides students with an understanding of website accessibility  
issues for disabled users and gives students the current technological solutions  
for accommodating such users. This course also examines web usability  
issues that affect all users and provides students with the skills to analyze  
content for usability and articulate in writing how best to plan for the  
design of such content. Total 35 hours lecture/54 hours laboratory.

MA C125  
Writing for Media Arts  
A/CSU  
3.00 Units  
Prerequisites: ENGL C101 or equivalent  
This is a laboratory course to enable students who are enrolled in the  
Academy of Digital Animation to spend additional time in the animation  
lab outside of regular class hours to work on individual projects related to  
their particular employment niche area. This course may be used for elective  
credit in Media Arts Certificate and/or Degree programs. This course may  
be taken twice for credit. Total 108 hours laboratory.

MA C126  
Advanced Web Animation with Flash  
A/CSU  
3.00 Units  
Prerequisites: MA C124 or equivalent  
This course is an advanced study in web animation production. This course  
explores the relationships between: arrays, ASP, collision detection, custom  
controls, databases, dynamic elements, forms, wireless applications, and  
externalizing content with XML. Through a balanced combination of  
exercises, individual and group projects. Total 36 hours lecture/54  
hours laboratory.
MA C127 3.00 Units
Digital Video Production  A/UC/CSU
Prerequisites: None
Advisory: MA C101 and MA C102 or concurrent enrollment
This course introduces digital video production techniques including: camera operation and procedures, basic principles and techniques of sound and scriptwriting; and digital video editing. Course topics include the operation of digital camcorders, lighting and sound equipment and post production digital editing suites; concepts and techniques of nonlinear digital editing, including organization of the editing process, working with timeline and audio editing, with emphasis on the principles and aesthetics of film and video editing. Total 36 hours lecture/54 hours laboratory.

MA C128 3.00 Units
Interactivity and Interface Design  A/CSU
Prerequisites: MA C101
Advisory: ENGL C101
This hands-on course is an in-depth study of Graphic User Interface design. The user interface is what enables a person to successfully interact with the website content and access the context in a non-linear fashion. Successful completion of this course will give students a tremendous advantage over the majority of web designers in competing for jobs and in producing quality work. It will also equip students to adapt to the changing landscape of the internet such as complex database systems and the use of online software applications and tutorials. Total 36 hours lecture/54 hours laboratory.

MA C130 3.00 Units
Fundamentals of Game Design  A/CSU
Prerequisites: CSCI C265
This course introduces the techniques for electronic game design production. Topics include the past, present and future of the game industry; basic game programming concepts, game art requirements, understanding palettes, file formats, creating graphics for 2D games, creating graphics for 3D games, porting of project meshes, maps, and animation data to game format files, low-polygon count modeling techniques, and motion capture. Artificial intelligence for opponent behaviors, networked systems, and the issues surrounding multi-user play will also be examined. Total 36 hours lecture/54 hours laboratory.

MA C131 3.00 Units
Game Interface Design  A/CSU
Prerequisites: MA C130
This course investigates user interface design for electronic game design and production. Topics include the use of DirectX and Direct3D in game engine and user interface I/O; user input devices; projections of game interface techniques; front-end visual game design tools, stock game engines; basic game programming concepts; and the balance of game performance and player immersion. Total 36 hours lecture/54 hours laboratory.

MA C133 3.00 Units
Game Engine Programming  A/CSU
Prerequisites: MA C131
This course explores the concepts and techniques of game engine programming for electronic game design and production. Topics include: the use of DirectX, Direct3D, and Win32 in game engine design; algorithms, data structures, and memory management issues relevant to game engine design; the history and future of game engine programming; the use of front-end visual game design tool to complement the game engine programming process; and the use and issues of stock game engines. Total 36 hours lecture/54 hours laboratory.

MA C135 3.00 Units
Multi-User Game Design  A/CSU
Prerequisites: MA C133
This course explores the concepts and techniques of distributed multi-user game programming and design for electronic game production. Topics include: the use of DirectX, Direct3D, and Win32 in multi-user game design; network performance bottlenecks issues in multi-user game design; cooperative client/server design to optimize available bandwidth; and the history and future projections of multi-user game design. Total 36 hours lecture/54 hours laboratory.

MA C137 3.00 Units
Artificial Intelligence in Game Design  A/CSU
Prerequisites: MA C135
This course explores the concepts and techniques of the use of artificial intelligence in electronic game design and production. Topics include: the use of neural nets and genetic algorithms; giving the appearance of intelligence by using “smart” search, pursuit and avoidance algorithms as well as by “cheating” or providing the opponent characters with more information than they could realistically be aware of; Turing Tests; and the techniques of modeling a variety of behavioral styles and levels of aggression. Total 36 hours lecture/54 hours laboratory.

MA C138 3.00 Units
Game Production and Workflow  A/CSU
Prerequisites: MA C137
This is a course in game design project planning and production through hands-on experience. Students will work in teams to design and complete a game project, providing each student with portfolio preparation. Total 36 hours lecture/54 hours laboratory.

MA C140 3.00 Units
Production Management  A/CSU
Prerequisites: MA C165 or MA C130 or equivalent
This course is intended for graduating media arts majors who are interviewing for employment or for transfer to four year institutions. This course may be taken three times. Total 36 hours lecture/54 hours laboratory.

MA C142 3.00 Units
Portfolio Development  A/CSU
Prerequisites: MA C165 or MA C130 or equivalent
This course prepares the student to create and present an industry quality portfolio of skills obtained in the media arts. Topics include creating printed portfolio, developing CDROM portfolio, portfolios for the web and creating demo reels on videotape. This course is intended for graduating media arts majors who are interviewing for employment or for transfer to four year institutions. This course may be taken three times. Total 36 hours lecture/54 hours laboratory.

MA C158 3.00 Units
Animation Production Art  A/CSU
Prerequisites: Portfolio audition
This course examines the principles of animation pre-production. The student will explore the processes of story development, storyboard, character development, defining artistic and lighting styles, planning emotional curves, production schedule planning, and budgeting for animation production. Total 36 hours lecture/54 hours laboratory.
This course investigates the fundamental principles of 3D animation. The student will survey the historical development of the animated film and develop basic skills in preproduction, 3D modeling, and the basics of 3D animation. Total 36 hours lecture/54 hours laboratory.

MA C161 3.00 Units
Animation II
A/CSU
Prerequisites: MA C160
This course uses a guided digital studio approach in a close analysis of the practical production skills and techniques in 3D modeling and animation. Students will complete a combination of exercises, individual and group projects. Total 36 hours lecture/54 hours laboratory.

MA C162 3.00 Units
Digital Character Animation
A/CSU
Prerequisites: MA C161
This course is an advanced study in digital character animation and feature-length digital media production. This course explores the relationships among anatomy, motion, weight, and timing through a balanced combination of exercises and individual and group projects. Total 36 hours lecture/54 hours laboratory.

MA C163 3.00 Units
Animation Programming
A/CSU
Prerequisites: MA C160
This course explores structured programming in animation production. Course topics include the history of animation technologies, environments, languages, asset control and pipeline management. Total 36 hours lecture/54 hours laboratory.

MA C164 3.00 Units
Animation Technology Application
A/CSU
Prerequisites: MA C163
This course explores the animation technology used to automate 3D animation production. Course topics include programmed modeling, deformation, posing and kinematics. Total 36 hours lecture/54 hours laboratory.

MA C165 3.00 Units
Render Management
A/CSU
Prerequisites: MA C164
This course is an advanced study in digital animation visual processing for production. This course explores shader development, render management, particle systems and post-production operations through a balanced combination of exercises, individual and group projects. Total 36 hours lecture/54 hours laboratory.

MA C168 3.00 Units
Digital Cinematography
A/CSU
Prerequisites: MA C127, MA C163, MA C130 or equivalent
This is a course in digital cinema planning and production through hands-on experience. Course topics include digital cinema as a distinct form of artistic expression; an investigation of the aesthetic, technological, economic, and social factors that contributed to the evolution of digital cinema; logistics, scriptwriting, sound recording, film and sound editing; and methods by which the visual and aural elements may be organized. The roles and responsibilities of the digital cinema producer will be examined, including skills and knowledge required in developing, budgeting, managing, producing, and distributing programs. Total 36 hours lecture/54 hours laboratory.

MUSC C031 0.50-1.00 Units
Chamber Orchestra I
P
Prerequisites: None
Preparation and performance of beginning level chamber orchestra works. Chamber Orchestra is an ensemble for stringed instrument players of the beginning level. A repertoire of composers from the 16th through the 20th century is performed. This course may be taken four times. Total 18-36 hours lecture/laboratory.

MUSC C032 0.50-1.00 Units
Chamber Orchestra II
P
Prerequisites: MUSC C031
Continuing preparation and performance of chamber orchestra works. Chamber Orchestra is an ensemble for stringed instrument players of the beginning level. A repertoire of composers from the 16th through the 20th century is performed. This course may be taken four times. Total 18-36 hours lecture/laboratory.

MUSC C033 0.50-1.00 Units
Chamber Orchestra III
P
Prerequisites: MUSC C032
Continuing preparation and performance of chamber orchestra works. Chamber Orchestra is an ensemble for stringed instrument players of the beginning level. A repertoire of composers from the 16th through the 20th century is performed. This course may be taken four times. Total 18-36 hours lecture/laboratory.

MUSC C034 0.50-1.00 Units
Chamber Orchestra IV
P
Prerequisites: MUSC C033
Preparation and performance of advanced level chamber orchestra works. Chamber Orchestra is an ensemble for stringed instrument players of the beginning level. A repertoire of composers from the 16th through the 20th century is performed. This course may be taken four times. Total 18-36 hours lecture/laboratory.

MUSIC C050 1.00 Unit
Opera Laboratory
A
Prerequisites: None
Advisory: Previous choral experience
The study and preparation for performances of selected operas and operettas. This course may be taken four times. Total 54 hours laboratory.

MUSC C071 0.50 Units
Music Cultural Events
A
Prerequisites: None
Students will travel to major cultural events in the Greater Metropolitan Los Angeles or Orange County area for musical performances. Critical evaluation of musical performances is required. Total 18 hours lecture/laboratory.

MUSC C101 3.00 Units
Music Appreciation
A/UC/CSU
Prerequisites: Level 1 reading, level 2 writing
A music survey course emphasizing the development of the listener's perception to the basic elements of music. The semester will be devoted to the study of the development of Western music from approximately 450 A.D. to the present. Musical examples used in class will be drawn from a variety of musical styles. Concert attendance required. Total 54 hours lecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC C101H</td>
<td>4.00</td>
<td>Music Appreciation – Honors</td>
<td>A music survey course emphasizing the development of the listener’s perception to the basic elements of music. The semester will be devoted to the study of the development of Western music from approximately 450 AD. to the present. Musical examples used in class will be drawn from a variety of musical styles. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. Total 72 hours lecture.</td>
</tr>
<tr>
<td>MUSC C105</td>
<td>3.00</td>
<td>Music Fundamentals I</td>
<td>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. Total 54 hours lecture.</td>
</tr>
<tr>
<td>MUSC C106</td>
<td>2.00</td>
<td>Music Fundamentals II</td>
<td>Continuation of MUSC C105 with emphasis on study of intervals, minor scales, compound rhythm, and major, minor, diminished, and augmented chords. Total 36 hours lecture.</td>
</tr>
<tr>
<td>MUSC C111</td>
<td>3.00</td>
<td>Beginning Harmony I</td>
<td>Traditional diatonic harmony as practiced in four part, homophonic textures. Analysis and writing of simple compositions. Total 54 hours lecture.</td>
</tr>
<tr>
<td>MUSC C112</td>
<td>3.00</td>
<td>Beginning Harmony II</td>
<td>Traditional diatonic harmony as practiced in four part, homophonic textures. Analysis and writing of simple compositions. Total 54 hours lecture.</td>
</tr>
<tr>
<td>MUSC C113</td>
<td>2.00</td>
<td>Ear Training I</td>
<td>Ear training and sight reading. Recognition of intervals, rhythms and basic harmonies. Melodic, harmonic and rhythmic dictation. Total 36 hours lecture.</td>
</tr>
<tr>
<td>MUSC C114</td>
<td>2.00</td>
<td>Ear Training II</td>
<td>Ear training and sight reading. Recognition of intervals, rhythms and basic harmonies. Melodic, harmonic and rhythmic dictation. Total 36 hours lecture.</td>
</tr>
<tr>
<td>MUSC C121</td>
<td>1.00-2.00</td>
<td>Piano I</td>
<td>Beginning piano class emphasizing development of technique, practice habits, and knowledge of basic music fundamentals. Practice time outside of class required. This course may be taken three times. Total 18-36 hours lecture.</td>
</tr>
<tr>
<td>MUSC C122</td>
<td>1.00-2.00</td>
<td>Piano II</td>
<td>Continuation of skill development. Includes progressive technical skills, melodies with chordal accompaniment and easy classics. Theory includes minor scales and chords. Practice time outside of class required. This course may be taken three times. Total 18-36 hours lecture.</td>
</tr>
<tr>
<td>MUSC C123</td>
<td>2.00</td>
<td>Voice I</td>
<td>A beginning voice class emphasizing technique, practice habits and knowledge of basic music facts. Total 27 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>MUSC C124</td>
<td>2.00</td>
<td>Voice II</td>
<td>A continuation of voice class emphasizing technique, practice habits and knowledge of basic music facts. Total 27 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>MUSC C125</td>
<td>1.00</td>
<td>Percussion Instrument Techniques</td>
<td>The beginning percussion class emphasizes the development of techniques, practice habits, and knowledge of basic music fundamentals. Practice time outside of class is required and students must supply their own instruments. A public concert performance is an essential component of the class. This course may be taken four times. Total 9 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>MUSC C126</td>
<td>2.00</td>
<td>Guitar I</td>
<td>Guitar I is an introduction to the basics of playing the guitar. Guitar techniques will include both classical and popular styles. Students will learn to read modern music notation as well astablature. Students will learn to play both open string chords and barre chords. These techniques will be combined with a variety of strums and finger picking patterns for the accompaniment of songs in various meters. Note: Possession of a playable acoustic guitar required. This course may be taken three times. Total 36 hours lecture.</td>
</tr>
<tr>
<td>MUSC C127</td>
<td>2.00</td>
<td>Guitar II</td>
<td>Guitar II will include further development of the skills introduced in Guitar I. The emphasis of the course will be on more advanced studies in reading, fingerboard harmony, chord strums, and technique. Guitar techniques will include a variety of popular playing styles. Note: Possession of a playable acoustic guitar required. This course may be taken four times. Total 27 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>MUSC C131</td>
<td>0.50-1.00-2.00</td>
<td>Orchestra I</td>
<td>Preparation and performance of standard orchestral works. Participation in public performance is required. This course may be taken four times. Total 18-36-72 hours lecture/laboratory.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Units</td>
<td>Title</td>
<td>Prerequisites</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------</td>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>MUSC C132</td>
<td>0.50-1.00-2.00</td>
<td>Orchestral II</td>
<td>MUSC C105 or equivalent; proficient on an orchestral instrument; placement determined by audition and subject to openings</td>
</tr>
<tr>
<td>MUSC C141</td>
<td>0.50-1.00-2.00</td>
<td>Community Band I</td>
<td>None</td>
</tr>
<tr>
<td>MUSC C142</td>
<td>0.50-1.00-2.00</td>
<td>Community Band II</td>
<td>MUSC C141</td>
</tr>
<tr>
<td>MUSC C151</td>
<td>0.50-1.00-2.00</td>
<td>Choir I</td>
<td>MUSC C105 or equivalent</td>
</tr>
<tr>
<td>MUSC C152</td>
<td>0.50-1.00-2.00</td>
<td>Choir II</td>
<td>MUSC C151</td>
</tr>
<tr>
<td>MUSC C161</td>
<td>1.00 Unit</td>
<td>Jazz Combo I</td>
<td>Ability to play a musical instrument</td>
</tr>
<tr>
<td>MUSC C162</td>
<td>1.00 Unit</td>
<td>Jazz Combo II</td>
<td>Ability to play a musical instrument</td>
</tr>
<tr>
<td>MUSC C173</td>
<td>3.00 Units</td>
<td>Appreciation of Jazz</td>
<td>Level 1 reading; level 2 writing</td>
</tr>
<tr>
<td>MUSC C181</td>
<td>3.00 Units</td>
<td>Music and Technology I</td>
<td>Level 1 reading, CSCI C070 or equivalent</td>
</tr>
<tr>
<td>MUSC C182</td>
<td>2.00 Units</td>
<td>Music, MIDI and Computers I</td>
<td>MUSC C181</td>
</tr>
<tr>
<td>MUSC C183</td>
<td>3.00 Units</td>
<td>Fundamentals of Sound Design for Media</td>
<td>Level 1 reading, CSCI C070 or equivalent</td>
</tr>
<tr>
<td>MUSC C205</td>
<td>3.00 Units</td>
<td>Survey of Musical Literature I</td>
<td>MUSC C105</td>
</tr>
<tr>
<td>MUSC C206</td>
<td>3.00 Units</td>
<td>Survey of Musical Literature II</td>
<td>MUSC C205</td>
</tr>
<tr>
<td>MUSC C211</td>
<td>4.00 Units</td>
<td>Intermediate Theory I</td>
<td>MUSC C112</td>
</tr>
<tr>
<td>MUSC C212</td>
<td>4.00 Units</td>
<td>Intermediate Theory II</td>
<td>MUSC C211</td>
</tr>
<tr>
<td>Course Code</td>
<td>Units</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>MUSC C221</td>
<td>1.00-2.00</td>
<td>Piano III A/UC/CSU&lt;br&gt;Prerequisites: MUSC C122 or equivalent&lt;br&gt;Study of easier classics and beginning study of interpretation by musical period. Development of ability to prepare pieces without assistance and on performance techniques. Practice time outside class required. This course may be taken four times. Total 18-36 hours lecture.</td>
<td></td>
</tr>
<tr>
<td>MUSC C222</td>
<td>1.00-2.00</td>
<td>Piano IV A/UC/CSU&lt;br&gt;Prerequisites: MUSC C221 or equivalent&lt;br&gt;Study of moderately easy classics with attention to form and interpretation. More advanced technical work, ability to select and prepare pieces with little assistance and on performance techniques. Practice time outside of class required. This course may be taken four times. Total 18-36 hours lecture.</td>
<td></td>
</tr>
<tr>
<td>MUSC C223</td>
<td>2.00</td>
<td>Voice III A/UC/CSU&lt;br&gt;Prerequisites: MUSC C124&lt;br&gt;A continuation of voice class emphasizing technique, practice habits and knowledge of basic music facts. Total 27 hours lecture/27 hours laboratory.</td>
<td></td>
</tr>
<tr>
<td>MUSC C224</td>
<td>2.00</td>
<td>Voice IV A/UC/CSU&lt;br&gt;Prerequisites: MUSC C223&lt;br&gt;An advanced voice class emphasizing technique, practice habits and knowledge of basic music facts. Total 27 hours lecture/27 hours laboratory.</td>
<td></td>
</tr>
<tr>
<td>MUSC C226</td>
<td>2.00</td>
<td>Guitar III A/UC/CSU&lt;br&gt;Prerequisites: MUSC C127 or equivalent&lt;br&gt;Guitar III will include further development of the skills introduced in Guitar I and II. Students will learn a variety of advanced scales, arpeggios, and chords. The course will include advanced concepts of left hand fingering such as aim directed movement, weight transfer, inverted fingerings, and guide/pivot fingers. These techniques will then be applied to various studies and songs which were composed for the purpose of increasing speed, accuracy, and musicality. Repertoire will include both classical and popular styles. Note: Possession of a playable acoustic guitar required. This course may be taken four times. Total 27 hours lecture/27 hours laboratory.</td>
<td></td>
</tr>
<tr>
<td>MUSC C231</td>
<td>0.50-1.00-2.00</td>
<td>Orchestra III A/UC/CSU&lt;br&gt;Prerequisites: MUSC C105 or equivalent; proficient on an orchestral instrument; placement determined by audition and subject to openings&lt;br&gt;Preparation and performance of standard orchestral works. Participation in public performance is required. This course may be taken four times. Total 18-36-72 hours lecture/laboratory.</td>
<td></td>
</tr>
<tr>
<td>MUSC C232</td>
<td>0.50-1.00-2.00</td>
<td>Orchestra IV A/UC/CSU&lt;br&gt;Prerequisites: MUSC C105 or equivalent; proficient on an orchestral instrument; placement determined by audition and subject to openings&lt;br&gt;Preparation and performance of standard orchestral works. Participation in public performance is required. This course may be taken four times. Total 18-36-72 hours lecture/laboratory.</td>
<td></td>
</tr>
<tr>
<td>MUSC C241</td>
<td>0.50-1.00-2.00</td>
<td>Community Band III A/UC/CSU&lt;br&gt;Prerequisites: MUSC C142&lt;br&gt;Preparation and performance of basic concert band and wind ensemble works from basic to advanced. This course may be taken four times. Total 18-36-72 hours lecture/laboratory.</td>
<td></td>
</tr>
<tr>
<td>MUSC C242</td>
<td>0.50-1.00-2.00</td>
<td>Community Band IV A/UC/CSU&lt;br&gt;Prerequisites: MUSC C244&lt;br&gt;Preparation and performance of basic concert band and wind ensemble works from basic to advanced. This course may be taken four times. Total 18-36-72 hours lecture/laboratory.</td>
<td></td>
</tr>
<tr>
<td>MUSC C251</td>
<td>0.50-1.00-2.00</td>
<td>Choir III A/UC/CSU&lt;br&gt;Prerequisites: MUSC C152&lt;br&gt;Preparation and performance of standard choral works, including one masterwork yearly. Participation in public performance required. Previous choral experience desirable. This course may be taken four times. Total 18-36-72 hours lecture/laboratory.</td>
<td></td>
</tr>
<tr>
<td>MUSC C252</td>
<td>0.50-1.00-2.00</td>
<td>Choir IV A/UC/CSU&lt;br&gt;Prerequisites: MUSC C251&lt;br&gt;Preparation and performance of standard choral works, including one masterwork yearly. Participation in public performance required. Previous choral experience desirable. This course may be taken four times. Total 18-36-72 hours lecture/laboratory.</td>
<td></td>
</tr>
<tr>
<td>MUSC C261</td>
<td>1.00</td>
<td>Jazz Combo III A/CSU&lt;br&gt;Prerequisites: Ability to play a musical instrument&lt;br&gt;Ensemble work of basic jazz pieces in a variety of styles. Learn about improvisational scales, techniques and rhythms while playing in an ensemble setting. An intermediate level of improvisation in a more musical manner. Rhythmic sense and placement in music should be rather strong. This course may be taken four times. Total 36 hours lecture/laboratory.</td>
<td></td>
</tr>
<tr>
<td>MUSC C262</td>
<td>1.00</td>
<td>Jazz Combo IV A/CSU&lt;br&gt;Prerequisites: Ability to play a musical instrument&lt;br&gt;Ensemble work of basic jazz pieces in a variety of styles. Learn about improvisational scales, techniques and rhythms while playing in an ensemble setting. Intermediate-Advanced level of improvisation and accompaniment. Student should be able to improvise on sight with adequate success. Contour and musical shape to improvisation should be established. This course may be taken four times. Total 36 hours lecture/laboratory.</td>
<td></td>
</tr>
<tr>
<td>MUSC C281</td>
<td>2.00</td>
<td>Music, MIDI and Computers II A/CSU&lt;br&gt;Prerequisites: MUSC C182&lt;br&gt;Understanding MIDI (Musical Instrument Digital Interface) application in music making. Integrating different components of computer, music hardware and software in producing music notation, sequences, arrangements and compositions. Basic understanding of computer usage in the organization of MIDI setup. Students should have intermediate level computer skills and will learn about trouble shooting basic computer problems and maintaining an optimum operating system. Fundamentals of music will be taught at intermediate level. Students will handle more advanced MIDI messages and incorporate them in projects. This course may be taken four times. Total 36 hours lecture.</td>
<td></td>
</tr>
</tbody>
</table>
PERSONAL DEVELOPMENT

PDEV C021 0.50 Units
Diagnostic and Prescriptive Educational Assessment P
Advisory: Counselor referral
This course is designed for students who have a suspected learning disability. One-to-one and small group assessment will help evaluate learning strengths, weaknesses and styles with a goal toward establishing appropriate educational objectives and improved academic performance. Total 18 hours lecture/laboratory.

PDEV C022 2.00 Units
Reading Improvement P
Prerequisites: None
This course is designed for students who experience severe reading or spelling difficulties. Students will learn auditory/phonemic awareness skills and gain the ability to think about and manipulate sounds important for success in reading and spelling. The course content is also appropriate for students who have difficulty completing the college’s reading and spelling classes and ESL students who need additional auditory practice. This course may be taken three times. Total 36 hours lecture.

PDEV C023 1.00 Unit
Learning Strategies and Disability Awareness P
Prerequisites: None
This course is designed for all students who have the potential to benefit from college courses but they lack specific skills and learning strategies to succeed in classes. Students enrolled in this class may have a functional limitation or be in the Special Services Program. Students acquire specialized study skills, learning strategies, and accommodations designed to meet their unique needs. This course may be taken two times. Total 9 hours lecture/27 hours laboratory.

PDEV C025 1.00 Unit
Study Strategies P
Prerequisites: None
This course is designed for all students who have the potential to benefit from college courses but lack specific skills and learning strategies to succeed in college. Students in this class may have functional limitations or be in the Special Services Program. This course focuses on developing planning strategies for long-term projects based on the students’ learning style. This course may be taken two times. Total 9 hours lecture/27 hours laboratory.

PDEV C031 1.00 Unit
Functional Word Processing P
Prerequisites: None
This course provides a more slowly paced version of word processing. This class is designed specifically for the student who has little or no knowledge of computers or word processing, for students with functional limitations, or for students who are in the Special Services Program. This course is open to any student who has the potential to benefit from college courses and who would benefit from being able to type class work. This course may be taken three times. Total 36 hours lecture/laboratory.

PDEV C035 1.00 Unit
Basic Thinking Strategies P
Prerequisites: None
Designed for students who want to improve their skills in attention/concentration, memory, spatial processing, and problem solving through the use of computer software and class activities. Total 36 hours lecture/laboratory.

PDEV C051 1.00 Unit
Training in Assertiveness A
Prerequisites: None
Students will learn and practice ways to effectively communicate their needs, desires, and limitations to other people at home, at work, and in other social situations. This course may be taken two times. Total 18 hours lecture.

PDEV C061 0.50 Units
Yoga for Personal Development A
Prerequisites: None
This course is intended to introduce the student to the practice of awareness of the integrated operations of thought, breath, posture, and balance and to provide the student with opportunities to develop greater awareness, concentration, and perseverance. Additionally, students generally find that they develop greater equanimity, more positive interpretations, greater strength and flexibility through regular yoga practice. This course may be taken four times. Total 27 hours activity.

PDEV C071 0.50 Units
Living with Math A
Prerequisites: None
Identifying and coping with math anxiety; gaining confidence about mathematics in a supportive environment. Credit/No Credit Grading. Total 9 hours lecture.

PDEV C075 0.50-1.00 Units
Career Alternatives A
Prerequisites: None
Students will evaluate their individual life-style preferences through use of in class assessment tools. Students will explore the world of work and educational programs, and develop career decisions and action plans necessary to achieve individual career goals. Total 9-18 hours lecture.

PDEV C076 0.50 Units
Stress: Sources, Management, Prevention A
Prerequisites: None
Identifying and coping with stress as a positive force for personal adjustment. Credit/No Credit Grading. Total 9 hours lecture.
PDEV C077 1.00-2.00-3.00 Units
Workforce Readiness Workshop
Prerequisites: None
Intensive workshop will use an experimental emphasis to meet the goal of developing personal qualities important to securing and sustaining a job. The expectation of high performance standards will be supported with instructor/student evaluation of readiness for the workplace. Total 18-36-54 hours lecture.

PDEV C078 1.00 Unit
Building Career Search Skills
Prerequisites: None
Preparation for choosing a career through self-assessment and understanding the process of career choice. Discussion on college majors, trends in today's work force and local resources for employment. Preparing to enter the work force through career development and planning, resume and interview practicum. Total 18 hours lecture.

PDEV C081 1.00 Unit
Topics in College Adjustment
Prerequisites: None
This course is a group approach dealing with problems faced by students attempting to succeed in college. There is an emphasis on study techniques, goal setting and establishing priorities. It is open to all students; however, it is designed for students who have been placed on probation or academic disqualification. This course may be taken three times. Total 18 hours lecture.

PDEV C082 1.00 Unit
Career Expansions for Support Personnel
Prerequisites: None
Increasing motivation and planning to achieve career goals and assist individuals in exploring career options. Credit/No Credit grading. Total 18 hours lecture.

PDEV C085 1.00 Unit
Creative Skills Through Visual Perception
Prerequisites: None
This course is designed to teach non-artists how to access perceptual and relative skills they already possess through drawing. Students will learn the relationship of drawing to visual and perceptual brain processes and to develop methods of accessing and controlling these processes. This course may be taken four times. Total 9 hours lecture/27 hours laboratory.

PDEV C101 2.00 Units
Becoming a Master Student
Prerequisites: Level 1 reading
Discussion and application of effective studying and listening techniques, including time management, note taking and memory aids, textbook reading and preparing for and taking examinations. Students will also be introduced to the library and other college resources. Goal setting and career choice will be explored. Total 36 hours lecture.

PDEV C102 3.00 Units
Becoming a Lifelong Learner
Prerequisites: PDEV C101
This class will discuss and practice interpersonal skills necessary to develop teamwork, communication, problem-solving, and leadership. Time and money management will be covered. Personal qualities necessary in life — self-esteem, respect, integrity, diversity, and responsibility — will be presented. Life skills such as boundary setting, coaching, and multi-project management will be presented. Total 54 hours lecture.

PDEV C111 1.00 Unit
Master Worker Program Orientation
Prerequisites: PDEV C101 or concurrent enrollment
This course is designed to inform potential Master Worker students about the Master Worker Program by modeling what they can expect if chosen to participate. Presented mostly in an interactive format, students will be expected to role play, work in dyads and small groups, demonstrate their ability to function in teams and be open to opportunities for personal growth. Each student will begin the development of a personal portfolio to be presented during the selection interview. Total 18 hours lecture.

PDEV C112 3.00 Units
Master Worker Phase II – Apprentice
Prerequisites: PDEV C111
This course focuses on the development of effective communication skills, thinking skills, and personal qualities necessary for success in the workplace. Personal qualities, important in all work environments, such as self-esteem, respect for others, integrity, and responsibility, will be discussed, practiced, observed and evaluated in small and large groups, both inside and outside of the classroom. Learning activities will include practical experiences dealing with issues and problems normally encountered in the world of work. Students will regularly meet with a mentor employer from the local business community to observe, document and report results to the class. Total 54 hours lecture.

PDEV C113 3.00 Units
Master Worker Phase III – Journeyman
Prerequisites: PDEV C112
Building on the skills learned in the Master Worker Apprentice Phase, this course serves to further enhance the development of communication, thinking and inter-personal skills, and introduces students to the concepts of self-master, the learning process, and teamwork critical to success in the modern workplace. Project teams will be created and projects will be defined and accomplished. In this forum, the students will have the opportunity to develop and practice leadership skills, teamwork, and the planning and accomplishment of goals. Student teams will regularly visit mentor employers from the local business community to make assessments, then document and report results to the class. Total 54 hours lecture.

PDEV C114 3.00 Units
Master Worker Phase IV - Master Worker
Prerequisites: PDEV C113
This course will build on the skills learned in the Master Worker Journeyman Phase while focusing on workplace preparation. Students will be instructed in workplace standards and basic business principles employees are expected to know to function effectively and intelligently in the workplace. The personal skills of stress management and conflict resolution critical success in the modern workplace will be discussed and practiced. Teamwork and community involvement will be enhanced by accomplishing a project in cooperation with a mentor employer that supports and adds value to the local community. Total 54 hours lecture.
PHIL C101 3.00 Units  
**Introduction to Philosophical Problems**  
A/UC/CSU  
Prerequisites: Level 1 reading; level 2 writing  
This course offers a survey of human intellectual interactions within the self, with other persons, with human society, and with the natural world in relation to ultimate concerns. Total 54 hours lecture.  

PHIL C101H 4.00 Units  
**Introduction to Philosophical Problems – Honors**  
A/UC/CSU  
Prerequisites: Level 1 reading; level 2 writing; acceptance for the Honors Program or eligibility for the honors course as determined in consultation with the instructor  
This course offers a survey of human intellectual interactions within the self, with other persons, with human society, and with the natural world in relation to ultimate concerns. The Honors course includes additional readings and a seminar in which contemporary philosophical works are presented by students. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 72 hours lecture.  

PHIL C111 3.00 Units  
**Introduction to Logic**  
A/UC/CSU  
Prerequisites: Level 1 reading; level 2 writing; level 3 math  
Traditional and modern logic with emphasis on language, thought and argument. Uses of language and definition and problems with informal fallacies. Deductive logic and the deductive method. Inductive logic involving probable inference, causal connections, hypothesis and probability. Fulfills basic logic requirement for state colleges and universities. Total 54 hours lecture.  

PHIL C141 3.00 Units  
**Ethics**  
A/UC/CSU  
Prerequisites: Level 1 reading; level 2 writing  
The philosophical approach to moral reasoning. The meaning of ethics and the methods used in ethical theorizing through the reading of explanatory text and a number of classical ethical theorists. Total 54 hours lecture.  

PHIL C161 3.00 Units  
**Introduction to the Philosophy of Religion**  
A/UC/CSU  
Prerequisites: Level 1 reading; level 2 writing  
Approaches and problems of religious thought, primarily through Western religious philosophers. Some treatment of Eastern thought is included. Total 54 hours lecture.  

PHIL C162 3.00 Units  
**World Religions of the East**  
A/UC/CSU  
Prerequisites: Level 1 reading; level 2 writing  
The distinctive nature of the major religions of the East: Hinduism, Buddhism, Confucianism and Taoism. Total 54 hours lecture.  

PHIL C163 3.00 Units  
**World Religions of the West**  
A/UC/CSU  
Prerequisites: Level 1 reading; level 2 writing  
The distinctive nature of the major religions of the West: Zoroastrianism, Judaism, Christianity, Islam. Total 54 hours lecture.  

PHIL C201 3.00 Units  
**Introduction to Systematic Theories**  
A/UC/CSU  
Prerequisites: PHIL C101 or equivalent  
Students are introduced to the historical development of systematic philosophy and to trends towards a new synthesis of science, the arts and personal meaning. Concepts covered include systems theory, chaos theory, morphogenetic field theory and holographic models of the mind and the universe. Total 54 hours lecture.  

PHIL C205 3.00 Units  
**Critical Reasoning - Science as a Way of Knowing**  
A/UC/CSU  
Prerequisites: ENGL C101  
This course provides a review and practice of principles of critical reasoning and instruction in the empirical method and the nature of scientific knowledge. Major scientific theories and their supporting empirical evidence are presented in several areas of science: physics, cosmology, evolutionary biology, social science, and neuroscience. Total 54 hours lecture.  

PHIL C211 4.00 Units  
**Symbolic Logic**  
A/UC/CSU  
Prerequisites: None  
The study of logical relationships (consistency, equivalency and entailment) by way of models and procedures in a symbolic system. The concept of proof and the demands of formal proof. Illustrations and applications through the solutions of problems, puzzles and paradoxes. Methods of demonstrating logical properties, including truth tables, derivations in sentence and predicate logic, and semantic interpretations. The relation between conventional languages and symbolic encodings. A selection of related theoretical topics, including proofs of soundness and consistency for the derivation systems, and elementary set theory. Total 72 hours lecture.  

PHIL C215 3.00 Units  
**History of Western Philosophy**  
A/UC/CSU  
Prerequisites: Level 1 reading; level 1 writing  
The writings of philosophers from Socrates to contemporary thinkers will be examined as presented in an historical sequence. Total 54 hours lecture.  

**PHYSICAL EDUCATION**  

PHED C020 0.50 Units  
**Baseball Camp I**  
P  
Prerequisites: None  
Participants receive instruction in the fundamental skills of baseball at the beginning level including hitting, pitching, fielding, catching, and throwing. Analysis of strengths and suggested improvements will be made. Skill drills, and games will be used to meet these goals. This course may be taken four times. Credit/No credit grading. Total 27 hours activity.
PHED C021
Baseball Camp II
Prerequisites: None
Participants receive instruction in the fundamental skills of baseball at the intermediate level including hitting, pitching, fielding, catching, and throwing. Analysis of strengths and suggested improvements will be made. Skill, drills, and games will be used to meet these goals. This course may be taken four times. Credit/No credit grading. Total 27 hours activity.

PHED C022
Baseball Camp III
Prerequisites: None
Participants receive instruction in the fundamental skills of baseball at the advanced level including hitting, pitching, fielding, catching, and throwing. Analysis of strengths and suggested improvements will be made. Skill, drills, and games will be used to meet these goals. This course may be taken four times. Credit/No credit grading. Total 27 hours activity.

PHED C101
Foundations of Physical Education
Prerequisites: None
This class is an introduction to the professional field of physical education and its significance in the total educational program. Major emphasis on the historical backgrounds and philosophies relating to the fields of physical education, recreation, and health. Total 54 hours lecture.

PHED C102
Personal Lifelong Fitness
Prerequisites: Participants must be symptom-free of any cardiovascular disease or have a physician's statement to participate
This is a course designed to assist in the process of creating a personal wellness and fitness program. This class will include a lifestyle survey, physical fitness assessments, a computerized wellness profile, exercise prescription and goal setting techniques. Participants will primarily utilize exercise equipment in the cardiovascular lab to fulfill their individual prescription. This course may be taken four times. Total 18 hours lecture/54 hours laboratory.

PHED C103
Aerobic Dance I
Prerequisites: None
This is a beginning course in fitness dance that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises. This course may be taken four times. Total 54 hours activity.

PHED C104
Aerobic Dance II
Prerequisites: PHED C103
This is an intermediate class that produces knowledge in fitness dance and that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercise. This course may be taken four times. Total 54 hours activity.

PHED C105
Weight Training I
Prerequisites: None
This is a beginning course in co-educational weight training. This course includes knowledge of strength and muscle development. Also teaches how to contour and firm-up the body in a most efficient manner. Emphasizes individualized programs. This course may be taken four times. Total 54 hours activity.

PHED C106
Weight Training II
Prerequisites: PHED C105
This is an intermediate class giving knowledge of muscle and strength development and how to utilize weight training for specific athletic and weight training needs. Strong emphasis on individual work programs. This course may be taken four times. Total 54 hours activity.

PHED C107
General Conditioning I
Prerequisites: None
This is a beginning course in co-educational physical fitness designed to help improve general fitness through exercise. Includes current scientific trends and methods, general psychological and kinesiological and the practical application of physical fitness methods. Emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. This course may be taken four times. Total 54 hours activity.

PHED C108
General Conditioning II
Prerequisites: PHED C107
This is an intermediate course designed to further one's knowledge in the various types of conditioning and fitness programs and to develop an individualized program with emphasis on personal fitness improvement. This course may be taken four times. Total 54 hours activity.

PHED C109
Golf I
Prerequisites: None
This is a beginning course in the fundamentals of golf. This course may be taken four times. Total 54 hours activity.

PHED C110
Golf II
Prerequisites: PHED C109
This is an intermediate course in which a continuation and refinement of the basic fundamentals of golf apply. With a greater emphasis on course play. This course may be taken four times. Total 54 hours activity.

PHED C111
Swimming I
Prerequisites: None
This is a beginning course dedicated to equip the individual with basic water safety skills and knowledge. This course may be taken four times. Total 54 hours activity.

PHED C112
Swimming II
Prerequisites: PHED C111
This is an intermediate course dedicated to increase the endurance of the individual, improve that individual's ability to care for him or herself in the water, and introduce additional coordinated movements. This course may be taken four times. Total 54 hours activity.

PHED C113
Tennis I
Prerequisites: None
This is a beginning course in the fundamentals of tennis. This class will emphasize the serve, forehand and backhand ground-strokes, volley, rules of the game and court etiquette. This course may be taken four times. Total 54 hours activity.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED C114</td>
<td>Tennis II</td>
<td>1.00</td>
<td>A/UC/CSU Prerequisites: PHED C113</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This is an intermediate course in tennis.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course refines the basic strokes with</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>special emphasis on the lob, smash (overhead),</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and intermediate singles and doubles play.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course may be taken four times.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C115</td>
<td>Volleyball I</td>
<td>1.00</td>
<td>A/UC/CSU Prerequisites: None</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This is a beginning course designed to</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>introduce the fundamental skills of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>beginning volleyball which consist of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>serving, passing, offensive and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>defensive strategies.  This course may be</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>taken four times.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C116</td>
<td>Basketball I</td>
<td>1.00</td>
<td>A/UC/CSU Prerequisites: PHED C117</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This is a beginning course designed to</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>introduce the fundamentals of basketball</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>skills. This class will emphasize the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>fundamentals of shooting, dribbling,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>passing, offensive/defensive strategy, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>the rules of basketball.  This course</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>may be taken four times.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C117</td>
<td>Archery I</td>
<td>1.00</td>
<td>A/UC/CSU Prerequisites: None</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A physical education course designed to</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>introduce the fundamentals of archery,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>with emphasis on the mental, as well as</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>the physical aspects of the sport. Safe</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>use and proper care of tackle and range</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>safety are included.  This course may be</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>taken four times.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C118</td>
<td>Racquetball I</td>
<td>1.00</td>
<td>A/UC/CSU Prerequisites: PHED C119</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This is a physical education course</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>designed to refine the skills of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>beginning archery. Greater emphasis will be</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>placed on individual correction of errors</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and improvement of archery techniques.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course may be taken four times.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C120</td>
<td>Badminton I</td>
<td>1.00</td>
<td>A/UC/CSU Prerequisites: None</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This is a beginning course that introduces</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>fundamental badminton skills with</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>emphasis on equipment, serves,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>forehand/backhand strokes, drive/lob shots,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>strategy, and general rules.  This course</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>may be taken four times.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total 54 hours activity.</td>
</tr>
</tbody>
</table>
PHED C130  1.00 Unit
Cardiovascular Fitness II
A/UC/CSU
Prerequisites: PHED C129; participants must be symptom-free of any cardiovascular disease or have a physician’s statement to participate
An intermediate course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, and stair steppers). This class is designed for the moderately fit person who wants to improve his/her cardiovascular fitness level. This course may be taken four times. Total 54 hours activity.

PHED C131  1.00 Unit
Wellness Walking I
A/UC/CSU
Prerequisites: None
This is a physical activity course designed to improve fitness through walking. This course may be taken four times. Total 54 hours activity.

PHED C132  1.00 Unit
Wellness Walking II
A/UC/CSU
Prerequisites: PHED C131
A physical activity course designed to improve fitness through power walking. This course may be taken four times. Total 54 hours activity.

PHED C133  1.00 Unit
Beginning Modern Dance
A/UC/CSU
Prerequisites: None
This is a course designed to cover beginning techniques of modern dance. Participants practice exercises to develop strength, flexibility, and grace. Emphasis is on dance for fitness and personal expression. This course may be taken four times. Total 54 hours activity.

PHED C135  1.00 Unit
Jazz Dance I
A/UC/CSU
Prerequisites: None
This is a course designed to cover beginning techniques of jazz dance. Participants practice beginning level exercises to develop strength and flexibility of the limbs and torso and learn beginning jazz dance combinations. This course may be taken four times. Total 54 hours activity.

PHED C136  1.00 Unit
Jazz Dance II
A/UC/CSU
Prerequisites: PHED C135
This is a course designed to cover intermediate techniques of jazz dance. Participants practice intermediate level exercises to develop strength and flexibility of the limbs and torso and learn intermediate level jazz dance combinations. This course may be taken four times. Total 54 hours activity.

PHED C147  1.00 Unit
Adaptive Physical Education I
A/UC/CSU
Prerequisites: Verified physical disability
This is a course designed to allow physically disabled students to participate in an adapted physical education program for its physical benefits. Each student will have an individualized program prescribed, which will help remediate specific physical limitations. Credit/No Credit grading. This course may be taken four times. Total 54 hours activity.

PHED C148  1.00 Unit
Adaptive Physical Education II
A/UC/CSU
Prerequisites: PHED C147
This an advanced course designed to allow physically disabled students to continue to expand their physical strength and skills through utilizing their individualized educational program. Credit/No Credit grading. This course may be taken four times. Total 54 hours activity.

PHED C151  1.00 Unit
Introduction to General Conditioning for Competitive Athletes I
A/UC/CSU
Prerequisites: Participation in intercollegiate athletics
This is an introductory course in co-educational physical fitness designed to help improve general fitness through exercise for competitive athletes. It includes current scientific trends and methods, general psychological and kinesiological and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. This course may be taken four times. Total 27 hours lecture/54 hours activity.

PHED C152  1.00 Unit
Beginning General Conditioning for Competitive Athletes II
A/UC/CSU
Prerequisites: PHED C151
This is a beginning course in co-educational physical fitness designed to help improve general fitness through exercise for competitive athletes. It includes current scientific trends and methods, general psychological and kinesiological and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness through an individually designed fitness program. This course may be taken four times. Total 27 hours lecture/54 hours activity.

PHED C155  3.00 Units
Theory of the Care and Prevention of Athletic Injuries
A/CSU
Prerequisites: None
This course is designed to introduce the student to the athletic training educational competencies set by the National Athletic Trainers’ Association Board of Certification (NATABOC). These educational competencies will involve the skills of prevention of athletic injuries and illnesses; recognition and evaluation; management, treatment, and disposition of athletic injuries, and rehabilitation of athletic injuries. This course may be taken four times. Total 54 hours lecture.

PHED C161  1.00 Unit
Intercollegiate Basketball I
A/UC/CSU
Prerequisites: Must meet CCCAC Eligibility Guidelines; must be enrolled in a minimum of 12 units during the season of competition
Participation in high-level activity and skill development. Emphasizes introductory skill, theory, tactics, strategy and application thereof for the intercollegiate competitor. For first semester of eligibility (Fall only). Total 175 hours activity.

PHED C162  1.00 Unit
Intercollegiate Basketball II
A/UC/CSU
Prerequisites: PHED C161; must meet CCCAC Eligibility Guidelines; must be enrolled in a minimum of 12 units during the season of competition; must have completed 24 units with at least a 2.00 GPA
This class is designed for second semester participation and eligibility. Shall emphasize a high level of training and skill development. Emphasizes primary skill, theory, tactics, strategy and application thereof for the intercollegiate competitor. Total 175 hours activity.

PHED C163  1.00 Unit
Competitive Basketball Techniques I
A/UC/CSU
Prerequisites: Participation in Intercollegiate Athletics
This is a basic course designed for individuals with prior years of basketball playing experience. The class prepares individuals for competitive experience through cardiovascular, kinesiological endurance as well as through advanced basketball skills, strategy and competition. This course may be taken four times. Total 54 hours activity.
PHED C164 1.00 Unit
Competitive Basketball Techniques II A/UC/CSU
Prerequisites: PHED C163
This is an intermediate course designed for individuals with prior years of basketball playing experience. Course prepares individuals for competitive experience through cardiovascular, kinesiological endurance as well as through advanced basketball skills, strategy and competition. This course may be taken four times. Total 54 hours activity.

PHED C165 1.00 Unit
Intercollegiate Golf I A/UC/CSU
Prerequisites: Must meet CCCAC Eligibility Guidelines; must be enrolled in 12 units during season of competition
This is a course designed for your first semester of eligibility. Participate in high level competition and skill development. Emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Total 175 hours activity.

PHED C166 1.00 Unit
Intercollegiate Golf II A/UC/CSU
Prerequisites: PHED C165; must meet CCCAC Eligibility Guidelines; must be enrolled in 12 units during season of competition; must have completed 24 units with at least a 2.00 GPA
This is a course designed for your second semester of eligibility. A continuation of high level competition and skill development to help students decide goals for life. Emphasizes advanced skill, theory, tactics, strategy, intercollegiate competition and further goals. Total 175 hours activity.

PHED C167 1.00 Unit
Intercollegiate Cross-Country I A/UC/CSU
Prerequisites: Must meet CCCAC Eligibility Guidelines; must be enrolled in 12 units during season of competition
This course is designed for first semester participation in high level competition and skill development. Emphasizes advanced skill development, theory, tactics, strategy and intercollegiate competition. Total 175 hours activity.

PHED C168 1.00 Unit
Intercollegiate Cross-Country II A/UC/CSU
Prerequisites: PHED C167; must meet CCCAC Eligibility Guidelines; must be enrolled in 12 units during season of competition; must be enrolled in a minimum of 24 units with a 2.00 GPA
This is a course designed for second semester participation in high level competition and skill development. Emphasizes advanced skill development, theory, tactics, strategy and intercollegiate competition. Total 175 hours activity.

PHED C169 1.00 Unit
Intercollegiate Tennis I A/UC/CSU
Prerequisites: Must meet CCCAC Eligibility Guidelines; must be enrolled in 12 units during season of competition
This course is designed for the first semester participation in high level competition and skill development. Emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Total 175 hours activity.

PHED C170 1.00 Unit
Intercollegiate Tennis II A/UC/CSU
Prerequisites: PHED C169; must meet CCCAC Eligibility Guidelines; must be enrolled in 12 units during season of competition; must have completed 24 units with at least a 2.00 GPA
This course is designed for the second semester participation in high level competition and skill development. Emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Total 175 hours activity.

PHED C171 1.00 Unit
Intercollegiate Volleyball I A/UC/CSU
Prerequisites: Must meet CCCAC Eligibility Guidelines; must be enrolled in 12 units during season of competition
This is a course designed for the first semester of participation in high level competition and skill development. Emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Total 175 hours activity.

PHED C172 1.00 Unit
Intercollegiate Volleyball II A/UC/CSU
Prerequisites: PHED C171; must meet CCCAC Eligibility Guidelines; must be enrolled in 12 units during season of competition; must have completed 24 units with a 2.00 GPA
This is a course designed for the second semester of participation in high level competition and skill development. Emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Total 175 hours activity.

PHED C173 1.00 Unit
Intercollegiate Baseball I A/UC/CSU
Prerequisites: Must meet CCCAC Eligibility Guidelines; must be enrolled in a minimum of 12 units during the season of competition
This course involves participation in a high level of competition and skill development in baseball. There is an emphasis on advanced skill, theory, tactics and strategy in intercollegiate baseball. This course is taken during the first semester of athletic eligibility (Spring only). Total 175 hours activity.

PHED C174 1.00 Unit
Intercollegiate Baseball II A/UC/CSU
Prerequisites: PHED C173; must meet CCCAC Eligibility Guidelines; must be enrolled in a minimum of 12 units during the season of competition; must have completed 24 units with a 2.00 GPA
This course involves participation in a high level of competition and skill development at the intercollegiate level in the sport of baseball. Emphasis will be placed on advanced skill, theory, tactics, strategy and intercollegiate competition. This course is to be taken the second semester of intercollegiate athletic eligibility (Spring only). Total 175 hours activity.

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

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

PHED C177 1.00 Unit
Women's Intercollegiate Basketball I A/UC/CSU
Prerequisites: Must meet CCCAC Eligibility Guidelines; must be enrolled in a minimum of 12 units during the season of competition
This is a course designed for the first semester of intercollegiate competition and eligibility. Participation in high level activity and skill development. Emphasizes introductory skill, theory, tactics, strategy and application thereof for the intercollegiate competitor. Total 175 hours activity.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED C178</td>
<td>Women's Intercollegiate Basketball II</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: PHED C177; must meet CCCAC Eligibility Guidelines; must be enrolled in a minimum of 12 units during the season of competition</td>
<td>This course is designed for the second semester of intercollegiate competition and eligibility. Students will participate in high level activity and skill development. Emphasizes primary skill, theory, strategy and application thereof for the intercollegiate competitor. Total 175 hours activity.</td>
</tr>
<tr>
<td>PHED C181</td>
<td>Intercollegiate Softball I</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: PHED C183</td>
<td>This course involves participation in a high level of competition and skill development in softball. There is an emphasis on advanced skill, theory, tactics and strategy in intercollegiate softball competition. This course is taken during the first semester of athletic eligibility. (Spring only). Total 175 hours activity.</td>
</tr>
<tr>
<td>PHED C183</td>
<td>Competitive Softball I</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: None</td>
<td>This is a basic level course designed to introduce students to competitive softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. This course may be taken four times. Total 175 hours activity.</td>
</tr>
<tr>
<td>PHED C184</td>
<td>Competitive Softball II</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: PHED C183</td>
<td>This is an intermediate level course designed to expose students to competitive softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. This course may be taken four times. Total 175 hours activity.</td>
</tr>
<tr>
<td>PHED C185</td>
<td>Water Safety Instruction I</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: PHED C183</td>
<td>This is a beginning level course designed to certify instructor candidates to teach a number of water safety and swimming courses. This course may be taken four times. Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C186</td>
<td>Water Safety Instruction II</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: PHED C185</td>
<td>This is an intermediate level course designed to certify instructor candidates to teach a number of water safety and swimming courses. This course may be taken four times. Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C203</td>
<td>Aerobic Dance III</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: PHED C104</td>
<td>This is an advanced course in fitness dance that emphasizes rhythmic movements and calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises at a higher fitness level. This course may be taken four times. Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C205</td>
<td>Weight Training III</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: PHED C106</td>
<td>This is an advanced course in co-educational weight training. Includes refinement of intermediate skills previously acquired with a heavy emphasis on weight training theory with further development of sophisticated individual program. This course may be taken four times. Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C207</td>
<td>General Conditioning III</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: PHED C108</td>
<td>This is an advanced course in a co-educational, general conditioning class designed to help improve general fitness through exercise. Includes refinement of intermediate skills previously gained and emphasizes the maintenance of an individually designed fitness program. This course may be taken four times. Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C209</td>
<td>Golf III</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: PHED C110</td>
<td>This is an advanced course with a continuation and refinement of all golf skills. A greater emphasis on course play and tournament play. This course may be taken four times. Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C211</td>
<td>Swimming III</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: PHED C112</td>
<td>This is a course dedicated to giving students opportunities for continued practice of strokes with the emphasis on stroke production. This course may be taken four times. Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C213</td>
<td>Tennis III</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: PHED C114</td>
<td>This is an advanced course in tennis. There will be special emphasis on serve placement, spin serves, ground-strokes, volleys, drop shots, and strategies as they apply in a competitive game situation. This course may be taken four times. Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C215</td>
<td>Volleyball III</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: PHED C116</td>
<td>This is an advanced course designed to refine the fundamental skills of intermediate volleyball. A greater emphasis on competitive tournament play. This course may be taken four times. Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C217</td>
<td>Basketball III</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: PHED C118</td>
<td>This is an advanced course designed for the advanced basketball player. Emphasis will be on advanced offensive and defensive theories in specialized situations. This course may be taken four times. Total 54 hours activity.</td>
</tr>
<tr>
<td>PHED C219</td>
<td>Archery III</td>
<td>1.00</td>
<td>A/UC/CSU; prerequisite: PHED C120</td>
<td>This is a physical education course designed to refine the skills of intermediate archery. Greater emphasis will be placed on individual correction of errors, improvement of archery techniques, mental preparation and visualization. This course may be taken four times. Total 54 hours activity.</td>
</tr>
</tbody>
</table>
PHED C221  
**Badminton III**  
1.00 Unit  
A/UC/CSU  
Prerequisites: PHED C122  
This is an advanced course that refines previous learned techniques and skills, court rotational patterns and special emphasis on applied theories, strategies and tactics. This course may be taken four times. Total 54 hours activity.

PHED C223  
**Softball III**  
1.00 Unit  
A/UC/CSU  
Prerequisites: PHED C124  
This is an advanced course designed to refine basic softball skills with special emphasis on team offensive and defensive strategies and advanced skills in batting, bunting, pitching, and fielding. This course may be taken four times. Total 54 hours activity.

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

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

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

PHED C231  
**Wellness Walking III**  
1.00 Unit  
A/UC/CSU  
Prerequisites: PHED C132  
A physical activity course designed to improve fitness through vigorous walking. This course may be taken four times. Total 54 hours activity.

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

PHED C251  
**Intermediate General Conditioning for Competitive Athletes III**  
1.00 Unit  
A/UC/CSU  
Prerequisites: Participation in intercollegiate athletics  
This is an intermediate course in co-educational physical fitness designed to help improve general fitness through exercise for competitive athletes. Includes current scientific trends and methods 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. This course may be taken four times. Total 54 hours activity.

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

PHED C261  
**Intercollegiate Basketball III**  
1.00 Unit  
A/UC/CSU  
Prerequisites: PHED C162; must meet CCCAC Eligibility Guidelines; must be enrolled in a minimum of 12 units during season of competition; must have completed 24 units with a 2.00 GPA  
This course is designed to teach with emphasis on advanced skill, theory, tactics, strategy and intercollegiate competition. This class is only for the third semester of eligibility (Fall only). Total 175 hours activity.

PHED C262  
**Intercollegiate Basketball IV**  
1.00 Unit  
A/UC/CSU  
Prerequisites: PHED C261; must meet CCCAC Eligibility Guidelines; must be enrolled in a minimum of 12 units during season of competition; must have completed 24 units with a 2.00 GPA  
This course is designed with emphasis on advanced skill, theory, tactics, strategy and intercollegiate competition. This is for the fourth semester of eligibility (Spring only). Total 175 hours activity.

PHED C263  
**Competitive Basketball Techniques III**  
1.00 Unit  
A/UC/CSU  
Prerequisites: PHED C164  
This is an advanced course designed for individuals with prior years of basketball playing experience. Course prepares individuals for competitive experience through cardiovascular, kinesiological endurance as well as through advanced basketball skills, strategy and competition. This course may be taken four times. Total 175 hours activity.

PHED C275  
**Competitive Baseball III**  
1.00 Unit  
A/UC/CSU  
Prerequisites: Baseball experience  
This is an advanced course designed to prepare the athlete in the sport of baseball at the competitive level. Skills will be developed through high intensity practice sessions on a daily basis. This course may be taken two times. Total 175 hours activity.
PHED C276 2.00 Units
Advanced Baseball Skills A/UC/CSU
Prerequisites: Previous experience as a competitive baseball athlete
A course for individuals with prior years of baseball playing experience. Improvement and refinement of advanced baseball skills in a competitive laboratory environment. In addition, students will increase knowledge and application of advanced baseball strategies. Field trips are designed to provide opportunities for student participants to apply advanced baseball skills. This course may be taken four times. Total 108 hours activity.

PHED C277 1.00 Unit
Women's Intercollegiate Basketball III A/UC/CSU
Prerequisites: PHED C178; must meet CCCAC Eligibility Guidelines; must be enrolled in a minimum of 12 units during the season of competition; must have completed 24 units with a 2.00 GPA
This course is designed for the third semester of intercollegiate competition and eligibility. Students will participate in high level activity and skill development. Emphasizes intermediate skills, theory, tactics and application thereof for the intercollegiate competitor. Total 175 hours activity.

PHED C278 1.00 Unit
Women's Intercollegiate Basketball IV A/UC/CSU
Prerequisites: PHED C277; must meet CCCAC Eligibility Guidelines; must be enrolled in a minimum of 12 units during the season of competition; must have completed 24 units with a 2.00 GPA
This course is designed for the fourth semester of intercollegiate competition and eligibility. Students must participate in high level activity and skill development. Emphasizes advanced skills, theory, tactics, strategy and application thereof for the intercollegiate competitor. Total 175 hours activity.

PHED C281 1.00 Unit
Intercollegiate Softball II A/UC/CSU
Prerequisites: PHED C181; must meet CCCAC Eligibility Guidelines; must be enrolled in a minimum of 12 units during the season of competition; must have completed 24 units with a 2.00 GPA
This course involves participation in high level competition and skill development at the intercollegiate level in the sport of softball. Emphasis will be placed on advanced skill, theory, tactics, strategy and intercollegiate competition. This course is to be taken during the second semester of intercollegiate athletic eligibility (Spring only). Total 175 hours activity.

PHED C283 1.00 Unit
Competitive Softball III A/UC/CSU
Prerequisites: PHED C184
This is an advanced level course designed to expose students to competitive softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. This course may be taken four times. Total 175 hours activity.

PHED C285 1.00 Unit
Water Safety Instruction III A/UC/CSU
Prerequisites: PHED C186
An advanced level course designed to certify instructor candidates to teach a number of water safety and swimming courses. This course may be taken four times. Total 54 hours activity.

PHSC C101 3.00 Units
General Earth Sciences A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
A general survey of the four fields in the physical sciences - geology, oceanography, meteorology, and astronomy - that focus on our physical environment. This course is designed to provide an overview of the physical world for students concentrating in studies outside of the natural sciences. Total 54 hours lecture.

PHSC C102 1.00 Unit
Earth Sciences Laboratory A/UC/CSU
Prerequisites: PHSC C101 or concurrent enrollment
Practical experience in the correlated area of geology, oceanography, meteorology and astronomy; the methods of science. Total 54 hours laboratory.

PHSC C103 0.50-1.00 Units
Field Studies in the Earth Sciences A/UC/CSU
Prerequisites: None
Field trips to selected sites of oceanographic, geologic, or meteorological interest. Credit/No Credit Grading. This course may be taken four times. Total 9 -18 hours lecture.

PHSC C111 3.00 Units
Concepts of Physical Science A/UC/CSU
Prerequisites: Level 1 reading; level 3 math
A survey of concepts in physics and chemistry, with applications to the earth sciences and astronomy, for the non-science major. Topics are developed with a minimum of mathematical presentation. Total 54 hours lecture.

PHSC C112 1.00 Unit
Concepts of Physical Science Laboratory A/UC/CSU
Prerequisites: PHSC C111 or concurrent enrollment
Laboratory experiments in the physical sciences for the non-science major. Total 54 hours laboratory.

PHSC C121 3.00 Units
Elementary Astronomy A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
A nonmathematical description of the physical universe with an emphasis on the nature and evolution of the planets, stars, galaxies and the universe and on the methods and tools by which the current understanding has been achieved. Recent discoveries will be stressed, such as quasars, pulsars, black holes, neutron stars, and the new findings about the planets and moons of the solar system obtained from space exploration. Total 54 hours lecture.

PHSC C122 1.00 Unit
Elementary Astronomy Laboratory A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
The astronomy laboratory course will consist of: understanding optics; understanding the optical principles and actual hands-on construction of several types of telescopes, including reflectors and refractors; understanding the use of star charts to observe the night sky; and, guided hands-on observations of the night sky using the naked eye, binoculars, and telescopes. The course will include the performance of laboratory optical and observational research projects and the writing of associated research reports or papers. Students will participate in project teams of 2-3 students. Total 54 hours laboratory.
PHSC C125 4.00 Units
Astronomy
Prerequisites: Level 1 reading; level 2 writing; level 2 math
Astronomy is a general survey of the physical universe; the nature and evolution of the universe, galaxies, stars, and planets; and the methods and tools by which the current understanding has been achieved will be emphasized. The laboratory portion will consist of understanding the optical principles and actual construction of several types of telescopes; the use of star charts; guided hands-on observations of the night sky using the naked eye, binoculars, and telescopes; and, the performance of research projects and reports. Total 54 hours lecture/54 hours laboratory.

PHSC C131 3.00 Units
Introduction to Meteorology
Prerequisites: Level 1 reading; level 2 writing
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. Total 54 hours lecture.

PHSC C132 1.00 Unit
Introduction to Meteorology Laboratory
Prerequisites: Level 1 reading; level 2 writing
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. Total 54 hours laboratory.

PHSC C141 3.00 Units
Introduction to Oceanography
Prerequisites: Level 1 reading
An introduction to the basic concepts of ocean science, covering all aspects: physical, chemical, geological, and biological, and emphasizing the coastal environment. Total 54 hours lecture.

PHSC C142 1.00 Unit
Introductory Oceanography Laboratory
Prerequisites: PHSC C141 or concurrent enrollment
This course emphasizes laboratory and field experience. The laboratory experiences include exercises on ocean currents, tides, and sea floor; bathymetry and sediments, seawater characteristics, and marine organisms. There will be a half-day cruise on an oceanographic research vessel to collect and study marine organisms and to measure seawater properties at selected depths. The field studies will also include a weekend field trip along the California coast to study the geology and biology of both the sandy beach and rocky intertidal environments. Total 36 hours lecture/laboratory.

PHSC C143 1.00 Unit
Field Studies in Oceanography
Prerequisites: None
An introduction to the marine environment through field study of selected sites along the California coast. Total 36 hours lecture/laboratory.

PHSC C145 4.00 Units
Oceanography
Prerequisites: Level 1 reading; level 2 writing
Oceanography is an introduction to the basic concepts of ocean science, covering all aspects: physical, chemical, geological, and biological, and emphasizing the coastal environment. The course includes both laboratory and field experiences. The laboratory experiences include exercises on ocean currents, tides, sea floor bathymetry and sediments, seawater characteristics and marine organisms. Field studies may include trips to lakes and selected sites along the California coast to study sandy beaches and rocky intertidal environments. Total 54 hours lecture/54 hours laboratory.

PHYSICS

PHYS C101 4.00 Units
General Physics I
Prerequisites: Level 1 reading; level 2 writing; MATH C142
Properties of matter, mechanics, heat, sound, light, electricity, magnetism and modern physics. For pre-professional, non-engineering students. Total 54 hours lecture/54 hours laboratory.

PHYS C102 4.00 Units
General Physics II
Prerequisites: PHYS C101
Properties of matter, mechanics, heat, sound, light, electricity, magnetism and modern physics. For pre-professional, non-engineering students. Total 54 hours lecture/54 hours laboratory.

PHYS C111 5.00 Units
Mechanics
Prerequisites: Level 1 reading; level 2 writing; MATH C151
Advisory: Concurrent enrollment in PHYS C112.
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. Total 72 hours lecture/54 hours laboratory. CAN PHYS 8

PHYS C112 1.00 Unit
Physics Recitation
Prerequisites: PHYS C111 or concurrent enrollment
Recitation and review of subject covered in corresponding Physics course. Total 36 hours lecture/laboratory.

PHYS C113 4.00 Units
Electricity and Magnetism
Prerequisites: PHYS C111; MATH C152
Advisory: PHYS C114 or concurrent enrollment
Concepts and phenomena of electricity and magnetism including electric charge, electric field, electric potential capacitance, direct current circuits, magnetic properties of matter, electromagnetic oscillations, and electromagnetic waves. Total 54 hours lecture/54 hours laboratory. CAN PHYS 12
PHYS C114  1.00 Unit
Physics Recitation
A/CSU
Prerequisites: PHYS C113 or concurrent enrollment
Recitation and review of topics covered in associated Physics course. Total 36 hours lecture/laboratory.

PHYS C211  4.00 Units
Wave Motion, Heat, and Optics
A/UC/CSU
Prerequisites: PHYS C113; MATH C251 or concurrent enrollment
Advisory: PHYS C212 or concurrent enrollment
Traveling and stationary waves, sound waves, temperature, thermodynamics, the nature and propagation of light, reflection, refraction, polarization, diffraction and optical instruments. Total 54 hours lecture/54 hours laboratory. CAN PHYS 14

PHYS C212  1.00 Unit
Physics Recitation
A/CSU
Prerequisites: PHYS C211 or concurrent enrollment
Recitation and review of subject covered in corresponding Physics course. Total 36 hours lecture/laboratory.

POLITICAL SCIENCE

POLS C101  3.00 Units
American Government
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
American government with emphasis on the national, state and local government. A comprehensive analysis of governmental structure, functions, principles and problems. Total 54 hours lecture. CAN GOVT 2

POLS C101H  4.00 Units
American Government – Honors
A/UC/CSU
Prerequisites: Level 1 reading; level 2; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor
American government with emphasis on the national, state, and local government. An in depth study of the philosophies and ideologies behind political institutions, in addition to a comprehensive analysis of governmental structures, functions, principles, and problems. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 72 hours lecture.

POLS C102  3.00 Units
Comparative Government
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
Comparative government, the analysis of constitutional principles, governmental institutions and political systems of selected governments abroad. The relationship between political institutions and social change. Total 54 hours lecture.

POLS C204  3.00 Units
United States Foreign Policy
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
The ideological, structural and historical underpinnings of United States foreign policy. In-depth analysis of post-war foreign policy direction and content and its ramifications for United States domestic politics. Total 54 hours lecture.

PSYCHOLOGY

PSYC C071  3.00 Units
Psychology for Life
A
Prerequisites: None
A non-theoretical approach to human behavior; adaptation to problems of college, vocation, family, and society. Growth and development of children from the prenatal periods to adolescence. Emphasizes the stages of development. Total 54 hours lecture.

PSYC C101  3.00 Units
General Psychology
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
An introduction to the scientific study of behavior; perceptions, thinking, motivation, emotion and learning; general psychological principles. Total 54 hours lecture. CAN PSY 2

PSYC C101H  4.00 Units
General Psychology – Honors
A/UC/CSU
Prerequisites: Level 1 reading; level 2; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor
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. Total 72 hours lecture.

PSYC C102  3.00 Units
Physiological Psychology
A/UC/CSU
Prerequisites: PSYC C101
The physiological principles which facilitate effective behavior; the study of the structure and function of the nervous system, specialized sense organs and responding structures, and how they influence human behavior. Total 54 hours lecture.

PSYC C111  3.00 Units
Introduction to Human Services Professions
A/CSU
Prerequisites: Level 1 reading
The purpose of this course is to introduce the student to the human service professions and their role in helping people cope with the problem of living. The course will provide an historical overview and contemporary theories, as well as description of service delivery models of human services, and will help the student to understand the client as a whole person in a specific context. The course will also address issues of competence, professionalism, and ethics in human services. Total 54 hours lecture.

PSYC C112  3.00 Units
Introduction to Substance Abuse Issues
A/CSU
Prerequisites: Level 1 reading
This course is intended to provide an overview of history and theories related to substance abuse, including alcoholism, drug abuse, and chemical dependency. The course will address cultural, religious, and political influences, as well as public policy issues, prevention, and treatment, including recovery and self-help models. Total 54 hours lecture.

PSYC C113  3.00 Units
Intervention Skills in Human Services
A/CSU
Prerequisites: Level 1 reading
The purpose of this course is to introduce the student to assessment and treatment skills used in the helping professions. Topics will include: the helping interview, assessment, goal setting, cognitive interventions, and behavior management techniques. Total 54 hours lecture.
PSYC C114 3.00 Units
Interpersonal and Group Skills A/CSU
Prerequisites: Level 1 reading; level 2 writing; PSYC C101
In this course, students acquire information and skill practice to increase effectiveness in communication functions in both interpersonal and group settings. Topics include communication theory, cultural diversity, verbal and non-verbal communication, group interaction theory and practice, conflict management, and helping interviews. Total 54 hours lecture.

PSYC C115 3.00 Units
Introduction to Human Services Field Work A/CSU
Prerequisites: Level 1 reading; PSYC C117 or concurrent enrollment
This class will introduce the student to the integration of theory and practice in human services occupations. Total 54 hours lecture.

PSYC C116 3.00 Units
Case Management A/CSU
Prerequisites: None
The purpose of this class is to introduce students to different models of case management, the core skills which make up case management, the decision making processes of the case manager, and the role of case manager as networker and collaborator with other persons and institutions. Total 54 hours lecture.

PSYC C117 3.00-4.00-5.00 Units
Internship in Human Services A/CSU
Prerequisites: PSYC C115 or concurrent enrollment
The Internship course is intended to provide the student with the complete experience of working in a human services setting. The student will have the opportunity to apply information, develop and practice skills, participate in a supervisory relationship, receive performance evaluation, and provide feedback to other human services trainees. Topics related to special populations will be addressed. This course may be taken four times. Total 36 hours lecture/54-108-162 hours laboratory.

PSYC C21 3.00 Units
Lifespan Development A/UC/CSU
Prerequisites: PSYC C101
This course is a survey of developmental research and theory from the prenatal period through old age. Findings in physiological, perceptual, cognitive, social, vocational, and personality development will be reviewed. Issues in research methodology and applications will be addressed. Total 54 hours lecture.

PSYC C211 3.00 Units
Elementary Statistics for the Behavioral Sciences A/UC/CSU
Prerequisites: PSYC C101; MATH C050 or equivalent
Statistics as applied to the behavioral sciences; the organization of data, measures of central tendency and variability, the normal curve and probability, sampling theory, correlation and regression, hypothesis testing, simple analysis of variance, use of statistics in tests and measurements and use of statistics in planning experiments. Total 54 hours lecture.

PSYC C231 3.00 Units
Health Psychology A/CSU
Prerequisites: PSYC C101 or equivalent
Students are introduced to the theory and research which describes the mind-body connection in health. Concepts covered include stress and coping, personality and disease, perceptual styles and health, psychoneuroimmunology, the influence of social support and personal meaning of health and introduction to behavioral medicine. Total 54 hours lecture.

PSYC C241 3.00 Units
Introduction to Abnormal Psychology A/UC/CSU
Prerequisites: PSYC C101
Exploration of behavioral disorders with primary considerations given to neurotic and psychotic behavior. Total 54 hours lecture.

PSYC C251 3.00 Units
Human Sexuality A/UC/CSU
Prerequisites: Level 1 reading; PSYC C101
Biological, psychological and cultural aspects of human sexuality. Total 54 hours lecture.

PSYC C261 3.00 Units
Psychology of Effective Behavior A/UC/CSU
Prerequisites: PSYC C101
The psychosocial principles which facilitate effective behavior: includes learning process, personality and self-understanding, personal and social awareness and communication skills. Total 54 hours lecture.

PSYC C271 3.00 Units
Research Methods for the Social & Behavioral A/UC/CSU
Sciences
Prerequisites: Level 1 reading; level 2 writing; PSYC C101
This course will guide the student through the kinds of questions asked and the research methods used to answer questions in the social and behavioral sciences. The course will include an overview of kinds of research, how to choose a research design, making systematic observations, choosing and using subjects, research ethics in relation to subjects and scientific integrity, non-experimental designs, survey research, between-subjects and within-subjects experimental designs, single subject designs, the process of describing and interpreting data using graphs and inferential statistics. Total 54 hours lecture.

RESORT & COMMERCIAL RECREATION MANAGEMENT

RCRM C051 1.00 Unit
Team Building Activities and Initiatives A
Prerequisites: None
Presents students with the principles and applications of group cohesion development and team building by use of interactive games, low rope challenges, trust challenges confidence activities. Total 36 hours lecture/laboratory.

RCRM C061 1.00 Unit
Camping and Backpacking Techniques A
Prerequisites: None
A course for the beginning camper who wishes to learn backpacking techniques. Includes discussion of equipment, cooking skills, campsite selection, fire and shelter construction, safety and first aid, navigation skills, etc. for safe camping. Total 9 hours lecture/27 hours laboratory.

RCRM C062 1.00 Unit
Survival Techniques and Winter Camping A
Prerequisites: RCRM C061; HSCI C105 or equivalent
Application of basic camping techniques to conditions with no equipment (survival skills); and to winter camping. Discussion of equipment and methods of camping in snow, navigation, winter hazards; survival skills relating to shelter and water gathering. Total 9 hours lecture/27 hours laboratory.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCRM C063</td>
<td>Orienteering</td>
<td>1.00</td>
<td>None</td>
<td>Students learn to utilize topographical maps and a magnetic compass to traverse a preset course, usually in a forested area, as efficiently as possible. Students learn basic map and compass skills and develop good techniques in the art of efficient navigation on foot. Students obtain practice developing and utilizing their own orienteering skill instruction techniques to improve the outdoor experience of their future recreation clients. Total 36 hours lecture/laboratory.</td>
</tr>
<tr>
<td>RCRM C065</td>
<td>Mountaineering</td>
<td>1.00</td>
<td>None</td>
<td>The student will learn to belay, climb, rappel and to handle a climbing rope. Two roped climbs are expected. Total 9 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>RCRM C067</td>
<td>Mountain Biking</td>
<td>1.00</td>
<td>None</td>
<td>A beginning course focusing on the development of mountain biking skills; and including topics on biking etiquette, biking skills, appropriate nutrition and exercise principles. Total 9 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>RCRM C071</td>
<td>Beginning Alpine Ski Instructor Training</td>
<td>1.00</td>
<td>None</td>
<td>Covers the fundamental principles and practices of teaching skiing to novice-level skiers, including skiing demonstrations and teaching methodology. Discussions/lectures emphasize equipment information, child skier issues, theoretical concepts of skiing, and application of quality skiing instruction. Successful completion of course can lead to PSIA Alpine Level I Certification. Total 9 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>RCRM C072</td>
<td>Intermediate Alpine Ski Instructor Training</td>
<td>1.00</td>
<td>None</td>
<td>Designed to augment the principles and practices of teaching skiing to Level 4, Level 5, and Level 6 skiers obtained in PSIA Certified Level II preparation clinics. The course is a continuation of the curriculum presented in PSIA Level I content courses with information geared toward techniques for instructing intermediate level skiers. This instructional improvement course is typically offered just prior to a PSIA Certified Level II examination. Total 9 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>RCRM C073</td>
<td>Advanced Alpine Ski Instructor Training</td>
<td>1.00</td>
<td>None</td>
<td>Designed to augment the principles and practices of teaching skiing to Level 7, Level 8, and Level 9 skiers obtained in PSIA Certified Level III preparation clinics. The course is a continuation of the curriculum presented in PSIA Level II content courses with information geared toward techniques for instructing advanced level skiers. This instructional improvement course is typically offered just prior to a PSIA Certified Level III examination. Total 9 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>RCRM C075</td>
<td>Beginning Snowboard Instructor Training</td>
<td>1.00</td>
<td>None</td>
<td>Covers the fundamental principles and practices of teaching snowboard skiing to novice-level snowboard skiers, including snowboard demonstrations and teaching methodology. Discussions/lectures emphasize equipment information, child skier issues, theoretical concepts of snowboard skiing and application of quality snowboard instruction. Total 9 hours lecture/27 hours laboratory.</td>
</tr>
<tr>
<td>RCRM C101</td>
<td>Introduction to the Hospitality Industry</td>
<td>2.00</td>
<td>Level 1 reading</td>
<td>Provides a basic understanding of the lodging and food service industry by tracing the industry's growth and development, reviewing the organization of hotel and food and beverage operation, and by focusing on industry opportunities and future trends. Local history, growth, and trends are also included. Total 36 hours lecture.</td>
</tr>
<tr>
<td>RCRM C111</td>
<td>Resort Management</td>
<td>2.00</td>
<td>Level 1 reading</td>
<td>Offers a complete approach to the operation of resort properties. Beginning with historical development, details presented in planning, development, financial investment management and marketing and deal with the unique nature of resort business. The course also examines the future and the impact of the condominium concept, time-sharing, technological change and the increased cost of energy and transportation. Total 36 hours lecture.</td>
</tr>
<tr>
<td>RCRM C112</td>
<td>Front Office Procedures</td>
<td>2.00</td>
<td>RCRM C111</td>
<td>Presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management. Front office procedures and management are placed within the context of the overall operations of a hotel. Total 36 hours lecture.</td>
</tr>
<tr>
<td>RCRM C113</td>
<td>Food and Beverage Management</td>
<td>2.00</td>
<td>RCRM C111</td>
<td>Provides a basic understanding of principles of food production and service management, reviewing sanitation, planning, purchasing, storage and beverage management. Total 36 hours lecture.</td>
</tr>
<tr>
<td>RCRM C151</td>
<td>Foundations of Leisure and Recreation</td>
<td>3.00</td>
<td>None</td>
<td>The stature and role of recreation and leisure in society is reviewed. The course is designed to systematically study the historical, social, and philosophical foundations of the professional movement. Definitions, theories, values, issues, problems, and relationships of the field to other American institutions, benefits to the individual, and future trends and issues are discussed. Total 54 hours lecture.</td>
</tr>
</tbody>
</table>
RCRM C155  3.00 Units
Introduction to Outdoor Recreation  A/CSU
Prerequisites:  None
An introduction to the field of outdoor recreation specific to the United States. It includes a survey of historical and philosophical bases, involvement of governmental agencies, private and commercial recreation, and management practices and considerations. The course is in a lecture and discussion format, with some out-of-class observation of a governmental or private sector recreation program required. Total 54 hours lecture.

RCRM C211  2.00 Units
Hotel and Motel Security Management  A/CSU
Prerequisites:  RCRM C111
Explains the issues surrounding the need for individualized security programs; examines a wide variety of security and safety equipment and procedures; discusses guest protection and internal security for asset protection and outlines Occupational Safety and Health Act (OSHA) regulations that apply to lodging properties. Total 36 hours lecture.

RCRM C212  2.00 Units
Hotel/Motel Law  A/CSU
Prerequisites:  RCRM C111
Provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotelkeeper and illustrates the possible consequences of failure to satisfy legal obligations. Total 36 hours lecture.

RCRM C213  2.00 Units
Marketing of Hospitality Services  A/CSU
Prerequisites:  RCRM C111
Designed to provide students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for hotel/motel properties. Total 36 hours lecture.

RCRM C221  2.00 Units
Supervisory Housekeeping  A/CSU
Prerequisites:  RCRM C111
Provides an overview of the fundamentals of housekeeping management. This course describes the management functions, tools and practices required in today's lodging and institutional housekeeping departments. Total 36 hours lecture.

RCRM C251  3.00 Units
Recreation Programming and Event Management  A/CSU
Prerequisites:  None
Covers the planning, scheduling, and implementation of recreational activities and events. Students learn through lecture, simulation, and practical experience the procedures involved in developing, marketing, and preparing events of varying magnitudes for diverse audiences. Total 54 hours lecture.

RCRM C255  3.00 Units
Leadership and Supervision in Recreation  A/CSU
Prerequisites:  None
Examines the nature, scope, status, and historical development of professional leadership in recreation administration and leisure services. The professional body of supervision knowledge, group dynamics, and theories of leadership are covered. Competence, skills, and techniques of the supervisor and other recreation personnel are emphasized. Total 54 hours lecture.

RCRM C261  3.00 Units
Environmental Interpretation  A/CSU
Prerequisites:  None
Examines the nature, scope, status, and historical development of environmental interpretation of outdoor recreation resources. Total 54 hours lecture.

SOSC C073  3.00 Units
Individual in Crisis  A
Prerequisites:  None
Social problems related to the individual: the impact of culture and social change on individual values, marriage and family, social deviation, alienation, personal adjustment and education. Deals with American History and American Government and satisfies California high school graduation requirements in these areas. Total 54 hours lecture.

SOSC C074  3.00 Units
Society in Crisis  A
Prerequisites:  None
Social issues such as urban problems, race and poverty, crime and delinquency, technological change, social stratification, mass media and war. Deals with American History and American Government and satisfies California high school graduation requirements in these areas. Total 54 hours lecture.

RUSS C101  4.00 Units
Elementary Russian  A/UC/CSU
Prerequisites:  Level 1 reading; level 2 writing
Basic structure and vocabulary for understanding, reading, writing and speaking Russian. Drill in pronunciation, comprehension and structure of the language. Total 72 hours lecture.

RUSS C102  4.00 Units
Elementary Russian II  A/UC/CSU
Prerequisites:  RUSS C101 or equivalent
This course is a continuation of basic structure and vocabulary for understanding, reading, writing and speaking Russian. Drill in pronunciation, comprehension and structure of the language. Introduction to Russian culture is included. Total 72 hours lecture.

RUSS C291  2.00 Units
Special Topics in Russian  A/CSU
Prerequisites:  RUSS C102 or equivalent
This course is for students who wish to pursue advanced areas of study within the Russian language. This course may be taken four times. Total 36 hours lecture.

SOSC C074  3.00 Units
Society in Crisis  A
Prerequisites:  None
Social issues such as urban problems, race and poverty, crime and delinquency, technological change, social stratification, mass media and war. Deals with American History and American Government and satisfies California high school graduation requirements in these areas. Total 54 hours lecture.
SOCIOLOGY

SOCI C101 3.00 Units
Introduction to Sociology
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
Concepts and research findings of contemporary sociology; understanding human groups, such as the family, the play group, the work group, social class, institutions, mass behavior and culture. Discussion is centered around the effects of social change in an industrial society. Total 54 hours lecture.

SOCI C121 3.00 Units
Chicanos of the Southwest
A/UC/CSU
Prerequisites: None
A survey of the Mexican-American, Chicano, ethnic group in the United States with emphasis on the development of California and the Southwest from 1848 to the present. Total 54 hours lecture.

SOCI C131 3.00 Units
Woman's Role in Contemporary Society
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
Woman's role in the modern world; includes historical, psychological, sociological and political aspects. Total 54 hours lecture.

SOCI C220 3.00 Units
Perspective on Race, Class and Gender
A/N/CSU
Prerequisites: ENGL C101
Students will use critical reasoning skills to discover how the structures of race, class, gender and similar constructs have shaped and formed our society. The class will cover a range of topics from the philosophical origins of racist thought to an exploration of current buzzwords such as diversity and multiculturalism. Through multiple and varied readings and classroom discussion we will attempt to discover the interconnectedness of concepts such as race, class and gender and the roots and future of our "melting pot" society. Total 54 hours lecture.

SPANISH

SPAN C071 1.50 Units
Elementary Conversational Spanish I
A
Prerequisites: None
A basic understanding of conversational Spanish. Emphasizes pronunciation, correct usage and common idiomatic speech. Total 54 hours lecture/laboratory.

SPAN C072 1.50 Units
Elementary Conversational Spanish II
A
Prerequisites: SPAN C071
A basic understanding of conversational Spanish. Emphasizes pronunciation, correct usage and common idiomatic speech. Total 54 hours lecture/laboratory.

SPAN C101 5.00 Units
Elementary Spanish I
A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing or ENGL C070
This course is an introduction to the Spanish language where students will learn basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level as well as learning about the culture and civilization of the Spanish-speaking world. The emphasis of the course is on communication and preparation for advanced reading and composition skills. Total 90 hours lecture.

SPAN C101H 6.00 Units
Elementary Spanish I – Honors
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing or ENGL C070; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor
An introduction to the Spanish language. Basic grammar and vocabulary for speaking, reading, understanding and communication and preparation for advanced reading and composition skills. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. Total 108 hours lecture.

SPAN C102 5.00 Units
Elementary Spanish II
A/UC/CSU
Prerequisites: SPAN C101 or two years of high school Spanish or equivalent
This course is a continuation of the introduction to the Spanish language presented in Spanish C101. Students will continue to focus on the grammar and vocabulary necessary for speaking, reading, understanding and writing at the high-beginner level as well as learning about the culture and civilization of the Spanish-speaking world. The emphasis of the course is on communication and preparation for advanced reading and composition skills. All of the major grammatical concepts of Spanish will have been covered by the end of this course including most of the verb tenses. Total 90 hours lecture.

SPAN C102H 6.00 Units
Elementary Spanish II – Honors
A/UC/CSU
Prerequisites: SPAN C101 or two years of high school Spanish or equivalent; acceptance for the Honors Program or eligibility for this honors course as determined in consultation with the instructor
A continuation of the basic grammar and vocabulary necessary for speaking, reading, understanding, and writing Spanish. A continued emphasis on communicative skills and on Latin American and Spanish culture is included. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Total 108 hours lecture.

SPAN C105 4.00 Units
Spanish for the Professions I
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
An introduction to the Spanish language for those who have had little or no Spanish in the past with an emphasis on communication. Vocabulary and situations that the student may find in the workplace are presented as well as the basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level. The emphasis of the course is both on communication and on developing an understanding of the culture and civilization of the Hispanic world. All of the main grammatical concepts in Spanish will be covered in SPAN C105 and SPAN C106. Vocabulary and expressions relating to the different professions will be adapted for different groups of students, (e.g., law enforcement, business, teaching, etc.) Total 72 hours lecture.

SPAN C106 4.00 Units
Spanish for the Professions II
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing; SPAN C105 or SPAN C102 or appropriate placement on a college-level Spanish placement exam or equivalent
A continuation of the basic grammar and vocabulary necessary for speaking, reading, understanding, and writing Spanish in the workplace. A continued emphasis on using grammar for communicative skills and developing a vocabulary designed for each student's needs based on their profession. An understanding of Latin American and Spanish culture is reinforced through readings, music and videos. All of the main grammatical concepts in Spanish will be covered by the end of this course. Total 72 hours lecture.
SPAN C171 3.00 Units
Intermediate Conversation I
A/UC/CSU
Prerequisites: SPAN C102 or three years of high school Spanish or equivalent
This class will improve the student's ability to communicate in Spanish through vocabulary building, reading, and classroom conversation. The purpose is to improve and expand the student's oral proficiency in the language. Emphasis is placed upon conversation at a mid to high intermediate level. There is some grammar review. May be taken concurrently with SPAN C201. This course may be taken four times. Total 54 hours lecture.

SPAN C172 3.00 Units
Intermediate Conversation II
A/UC/CSU
Prerequisites: SPAN C201 or SPAN C171 or three years of high school Spanish or equivalent
There will be a continued emphasis on improving the students' ability to communicate in Spanish through vocabulary building, reading, and classroom conversation. Purpose is to improve and expand the student's oral proficiency in the language. Emphasis is placed upon conversation at a high-intermediate to advanced level. There is some grammar review of the most difficult concepts for non-native speakers. May be taken concurrently with SPAN C202. This course may be taken four times. Total 54 hours lecture.

SPAN C201 5.00 Units
Intermediate Spanish I
A/UC/CSU
Prerequisites: SPAN C102 or four years of high school Spanish or equivalent
This course offers an in-depth review of Spanish grammar while at the same time developing a more advanced knowledge of the culture and civilization of the Spanish-speaking world through readings and literary works by well-known Spanish and Latin American authors. The emphasis of the course is on communication, both written and spoken with a continued focus on reading and composition skills. Total 90 hours lecture. CAN SPAN 8

SPAN C202 5.00 Units
Intermediate Spanish II
A/UC/CSU
Prerequisites: SPAN C201 or equivalent
This course offers a continuation of an in-depth review of Spanish grammar and develops more advanced knowledge of the culture and civilization of the Spanish-speaking world through various readings including literary works by well-known Spanish and Latin American authors. The emphasis of the course is on communication, both written and spoken with a continued focus on reading and composition skills. Total 90 hours lecture. CAN SPAN 10

SPAN C211 3.00 Units
Hispanic Culture Through Film
A/UC/CSU
Prerequisites: Level 1 reading; level 2 writing
This class will study Hispanic civilization and culture through films, videos and documentaries. There will be analysis, discussion, and written critique of selected films from Spain and Latin America. The emphasis is on the cultural information illustrated by the films. Films are subtitled, no knowledge of Spanish is required. Total 54 hours lecture.

SPAN C281 3.00 Units
Survey of Latin American Literature
A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing; SPAN C202 or equivalent
This is an introduction to the analysis and interpretation of Latin American Literature. Students read a variety of works from the colonial era to the popular authors of the recent “boom” period and beyond. Readings may vary from semester to semester but could include novels, short stories, plays and/or poetry. Course is taught primarily in Spanish and all readings are in Spanish. Total 54 hours lecture.

SPAN C282 3.00 Units
Survey of Latin American Literature in Translation
A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing
This is an introduction to the analysis and interpretation of Latin American Literature. Students read a variety of works from the colonial era to the popular authors of the recent “boom” period and beyond. Readings may vary from semester to semester but could include novels, short stories, plays and/or poetry. Course is taught entirely in English and all readings are in English translation. Total 54 hours lecture.

SPCH C101 3.00 Units
Elements of Speech
A/UC/CSU
Prerequisites: Level 1 reading; level 1 writing
Students will learn effective organizational tools, analysis of the speaking occasion and environment, and application of logical principles to perform oral presentations. Total 54 hours lecture. CAN SPCH 4

WELD C101 3.00 Units
Oxygen and Acetylene Welding
A/CSU
Prerequisites: None
Practical welding experience in oxygen and acetylene gas. Lectures on metals and their physical properties for welding. Welding, brazing, silver soldering and gas cutting of steel. Total 36 hours lecture/54 hours laboratory.

WELD C102 3.00 Units
Shielded Metal Arc Welding
A/CSU
Prerequisites: None
Practical welding experience in arc welding. Lectures on metals and their physical properties for welding. Total 36 hours lecture/54 hours laboratory.

WELD C201 3.00 Units
Welding Fabrication
A/CSU
Prerequisites: WELD C102
Principles and construction by gas and arc fabrication from blueprints, and the production of useful articles for school, shop and student use. Pipe joint from pattern to welded pipe. Additional experience to pursue welding as a trade or to utilize welding in a chosen field. Total 36 hours lecture/54 hours laboratory.

WELD C202 3.00 Units
Advanced Welding
A/CSU
Prerequisites: WELD C102
Advanced welding techniques involving the use of blueprint reading and symbols to create a project usable in school shops or for personal use. Both theory and practice of TIG and MIG welding are emphasized. Total 36 hours lecture/54 hours laboratory.
WOOD

WOOD C101 3.00 Units
Machine Woodworking A/CSU
Prerequisites: None
Use and care of woodworking machines, knowledge of materials, their selection and purchase, the design and construction of furniture and cabinet projects. Total 36 hours lecture/54 hours laboratory.

WOOD C151 3.00 Units
Furniture and Cabinet Making I A/CSU
Prerequisites: WOOD C101 or equivalent
Designed to develop skill in the design and construction of basic furniture and cabinetry. Includes finishing and refinishing, woodturning, carving and joinery techniques, planning and fabrication of advanced cabinetry. Total 36 hours lecture/54 hours laboratory.

WORK EXPERIENCE

WEXP C101 1.00 Unit
Introduction to Work Experience A/CSU
Prerequisites: None
Seminar devoted to career orientation, job search skills, initiative, goal setting, motivation, job attitudes, practical psychology, applied human and industrial relations, and current issues related to individual experiences and problems of students enrolled in the work experience program. Total 18 hours lecture.

WEXP C102 1.00-2.00-3.00 Units
Occupational/Career Work Experience I A/CSU
Prerequisites: Concurrent enrollment in WEXP C101 and acceptance into Work Experience program
Occupational/Career Work Experience is an extension of occupational learning opportunities and career awareness for students through employment in occupational fields to which their college programs or majors are related. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain up to four units per semester or a maximum of 16 units total toward their Associate Degree. Total 5-10-15 hours per week minimum.

WEXP C111 1.00 Unit
Human Relations in Work Experience I A/CSU
Prerequisites: None
Seminar continues study of appropriate behavior in the job environment, self-improvement through self-understanding, and the principles of leadership. Total 18 hours lecture.

WEXP C113 1.00 Unit
Human Relations in Work Experience II A/CSU
Prerequisites: None
Seminar continuing study of appropriate behavior in the job environment, self-improvement through self-understanding, and the principles of leadership. Total 18 hours lecture.

WEXP C114 1.00-2.00-3.00 Units
Occupational/Career Work Experience III A/CSU
Prerequisites: Concurrent enrollment in WEXP C113 and acceptance into Work Experience program
Occupational/Career Work Experience is an extension of occupational learning opportunities and career awareness for students through employment in occupational fields to which their college programs or majors are related. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain up to four units per semester or a maximum of 16 units total toward their Associate Degree. Total 5-10-15 hours per week minimum.

WEXP C121 1.00 Unit
Supervision in Work Experience A/CSU
Prerequisites: None
Seminar devoted to the responsibilities of a supervisor. Includes organization, duties, communication, planning, human relations, training, evaluation and motivation. Total 18 hours lecture.

WEXP C122 1.00-2.00-3.00 Units
Occupational/Career Work Experience IV A/CSU
Prerequisites: Concurrent enrollment in WEXP C121 and acceptance into Work Experience program
Occupational/Career Work Experience is an extension of occupational learning opportunities and career awareness for students through employment in occupational fields to which their college programs or majors are related. Credit is granted at the rate of: (a) Each 75 hour of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain up to four units per semester or a maximum of 16 units total toward their Associate Degree. Total 5-10-15 hours per week minimum.

WEXP C151 1.00 Unit
General Work Experience Seminar I A/CSU
Prerequisites: None
One hour seminar per week devoted to job search skills, initiative, goal setting, motivation, job attitudes, practical psychology, applied human and industrial relations and current issues related to individual experiences and problems of students enrolled in work experience program. Total 18 hours lecture.

WEXP C152 1.00-2.00 Units
General Work Experience I A/CSU
Prerequisites: Concurrent enrollment in WEXP C151 or WEXP C153 and acceptance into Work Experience program
General Work Experience is supervised employment of students with the intent of assisting them to acquire desirable work habits, attitudes and career awareness in jobs. Jobs held by students in General Work Experience need not be related to their occupational goals or college programs. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain three units per semester for two semesters or a maximum of six units total. Note: These units are counted as elective units toward the associate degree. Total 5-10 hours per week minimum.
WEXP C153
General Work Experience Seminar II
1.00 Unit
A/CSU
Prerequisites: None
One hour seminar per week devoted to job search skills, initiative, goal setting, motivation, job attitudes, practical psychology, applied human and industrial relations current issues related to individual experiences and problems of students enrolled in work experience program. Total 18 hours lecture.

WEXP C154
General Work Experience II
1.00-2.00 Units
A/CSU
Prerequisites: Concurrent enrollment in WEXP C151 or WEXP C153 and acceptance into Work Experience program
General Work Experience is supervised employment of students with the intent of assisting them to acquire desirable work habits, attitudes and career awareness in jobs. Jobs held by students in General Work Experience need not be related to their occupational goals or college programs. Credit is granted at the rate of: (a) Each 75 hours of paid work equals one (1) semester unit of credit, OR (b) Each 60 hours of non-paid work equals one (1) semester unit of credit. Students may obtain three units per semester for two semesters or a maximum of six units total. Note: These units are counted as elective units toward the associate degree. Total 5-10 hours per week minimum.
# Kern Community College District

## Board of Trustees

- **Mrs. Pauline F. Larwood** President
- **Mr. Dennis L. Beebe** Vice President
- **Dr. Herbert D. Bonds** Clerk
- **Mrs. Rose Marie Bans**
- **Mrs. Mary C. Lattig**
- **Mr. Kevin O. McCarthy**

*Member serving from the Cerro Coso service area

## District Administration

- **Dr. Walter Packard** Chancellor
- **Mrs. Lauraine Cook** Assistant Chancellor, Educational Services
- **Mr. Thomas Burke** Assistant Chancellor, Business Services

## College Administration

- **Dr. Sharon KDyer** President
- **Patricia Knapik** Vice President of Student Learning
- **Kenneth R. Bergevin** Director, Learning Support Services
- **Dr. Joseph DeFlyer** Dean, Eastern Sierra
- **A. Jill Board** Dean, Student Learning
- **Jonathan R. Tittle** Dean, South Kern Center
- **Clayton A. Witherow** Dean, Kern River Valley Center
- **B. Joann Handeland** Director, Facilities
- **Robert H. Weisenthal** Director, Admission and Records/Student Aid

## Cerro Coso Community College

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Christine L. Abbott</strong></td>
<td>English Professor</td>
</tr>
<tr>
<td></td>
<td>B.A. California State University, Fresno</td>
</tr>
<tr>
<td></td>
<td>M.A. California State University, Fresno</td>
</tr>
<tr>
<td><strong>Richard E. Adams</strong></td>
<td>Physical Education/</td>
</tr>
<tr>
<td></td>
<td>Men's Baseball Coach</td>
</tr>
<tr>
<td></td>
<td>A.A. Moorpark College</td>
</tr>
<tr>
<td></td>
<td>B.A. California State University, Northridge</td>
</tr>
<tr>
<td></td>
<td>M.A. University of San Francisco</td>
</tr>
<tr>
<td><strong>Ulrica M. Bell-Perkins</strong></td>
<td>English Professor</td>
</tr>
<tr>
<td></td>
<td>B.A. Bryn Mawr College</td>
</tr>
<tr>
<td></td>
<td>M.A.T. Harvard University</td>
</tr>
<tr>
<td></td>
<td>Ph.D. University of California, Davis</td>
</tr>
<tr>
<td><strong>Richard L. Benson</strong></td>
<td>Art Professor</td>
</tr>
<tr>
<td></td>
<td>B.A. Humboldt State University</td>
</tr>
<tr>
<td></td>
<td>M.F.A. University of California, Irvine</td>
</tr>
<tr>
<td><strong>Anne C. Benvenuti</strong></td>
<td>Philosophy/Psychology Professor</td>
</tr>
<tr>
<td></td>
<td>B.A. University of San Francisco</td>
</tr>
<tr>
<td></td>
<td>M.A. University of California, Los Angeles</td>
</tr>
<tr>
<td></td>
<td>Ph.D. University of California, Los Angeles</td>
</tr>
<tr>
<td><strong>Lawrence W. Bird</strong></td>
<td>Counseling/</td>
</tr>
<tr>
<td></td>
<td>Men's Basketball Coach</td>
</tr>
<tr>
<td></td>
<td>B.A. Pasadena (Point Loma) College</td>
</tr>
<tr>
<td></td>
<td>M.S. University of LaVerne</td>
</tr>
<tr>
<td><strong>Shannon Bliss</strong></td>
<td>Biology Assistant Professor</td>
</tr>
<tr>
<td></td>
<td>B.A. University of California, Santa Barbara</td>
</tr>
<tr>
<td></td>
<td>M.S. San Diego State University</td>
</tr>
<tr>
<td><strong>A. Jill Board</strong></td>
<td>Dean of Student Learning</td>
</tr>
<tr>
<td></td>
<td>B.A. Pacific Lutheran University</td>
</tr>
<tr>
<td></td>
<td>M.A. California State University, San Bernardino</td>
</tr>
<tr>
<td><strong>Larry A. Board</strong></td>
<td>Automotive Technology Assistant Professor</td>
</tr>
<tr>
<td></td>
<td>B.A. Pacific Lutheran University</td>
</tr>
<tr>
<td></td>
<td>M.A. California State University, San Bernardino</td>
</tr>
<tr>
<td>Name</td>
<td>Department/Professor</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Jeannette A. Bournival</td>
<td>Office Careers/Computer Science</td>
</tr>
<tr>
<td>Suzanne Braithwaite</td>
<td>Media Arts</td>
</tr>
<tr>
<td>Steven Busby</td>
<td>Administration of Justice</td>
</tr>
<tr>
<td>Rebecca Chavez</td>
<td>Business Administration</td>
</tr>
<tr>
<td>Cliff Davis</td>
<td>English</td>
</tr>
<tr>
<td>Gary Enns</td>
<td>English</td>
</tr>
<tr>
<td>Joseph Deflyer</td>
<td>Music</td>
</tr>
<tr>
<td>Thomas J. Fuller</td>
<td>Child Development</td>
</tr>
<tr>
<td>Leo A. Girardot</td>
<td>History/Psychology</td>
</tr>
<tr>
<td>Gene G. Graham</td>
<td>Machine Tool</td>
</tr>
<tr>
<td>Janell Hampton</td>
<td>English</td>
</tr>
<tr>
<td>Jon Heaton</td>
<td>Spanish</td>
</tr>
<tr>
<td>Tom M. Heck</td>
<td>Physical Education/Women's Basketball Coach</td>
</tr>
<tr>
<td>Matthew Hightower</td>
<td>Computer Science</td>
</tr>
<tr>
<td>James R. Kiggens</td>
<td>Media Arts</td>
</tr>
<tr>
<td>Patricia A. Knapiik</td>
<td>Interim President</td>
</tr>
<tr>
<td>Mary T. Kowalski</td>
<td>Health Careers</td>
</tr>
<tr>
<td>Bernard E. La Chance</td>
<td>English</td>
</tr>
<tr>
<td>Li Kang Liu</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Name</td>
<td>Department</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>WILLIAM N. LOCKE</td>
<td>Physical Education</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>DANIEL MACARI</td>
<td>Counseling/Social Sciences</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>JAMES R. S. MANION</td>
<td>Mathematics</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>COREY J. MARVIN</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>PAUL F. MEYERS</td>
<td>Art</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>JEANNINE M. MOLINE</td>
<td>Counseling</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>MARY O’NEAL</td>
<td>Child Development</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>HEATHER B. OSTASH</td>
<td>Counseling</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>MARY PEOPLES</td>
<td>Counseling</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>BONITA ROBISON</td>
<td>Learning Disabilities</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>MARTHA M. RODGERS</td>
<td>Mathematics</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>DONALD ROSENBERG</td>
<td>History/Social Science</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>LOREN SANDVIK</td>
<td>Art</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CLAUDIA SELLERS</td>
<td>Biology</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>JOSEPH SLOVACEK</td>
<td>Mathematics</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>JOHN STENGER-SMITH</td>
<td>Chemistry/Physical Science</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>NORMAN STEPHENS</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>PAULA SUOREZ</td>
<td>Counseling</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CHRISTINE SMRIOFF</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>PENNY TALLEY</td>
<td>Counseling</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------</td>
</tr>
</tbody>
</table>
| JONATHAN R. TITTLE | Social Science                  | Social Science           | B.A. Lawrence University  
M.A. Chapman University  
M.A. California State University, Northridge |
| DENNIS VANDERWERFF | Director, Learning Resources Center | Learning Resources Center | A.A. Santa Rosa Junior College  
B.A. Sonoma State University  
M.L.S. University of California, Berkeley  
Ph.D. University of Southern California |
| JUNE L. WASSERMAN  | Counseling                      | Counseling               | B.A. Boston University  
M.A. Chapman College |
| NANCY D. WEBSTER   | Physical Education              | Physical Education       | B.S. University of Arizona  
M.Ed. University of Arizona |
| ROBERT H. WEISENTHAL| Director, Admissions and Records/Student Aid | Admissions and Records/Student Aid | A.A. Pierce College  
B.A. California State University, Northridge  
M.S. California State University, Bakersfield |
| RACHEL WINSTON     | Mathematics                     | Mathematics              | B.S. Syracuse University  
M.S. Pepperdine University  
M.A. California State University, Fullerton |
| CLAYTON A. WITHEROW| Dean, Kern River Valley Campus  | Dean, Kern River Valley Campus | B.S. Pennsylvania State University  
M.S. California State University, Bakersfield |
A
Academic Disqualification ................................................................. 17
Academic Honors ........................................................................... 16
Academic Policies ........................................................................... 14
Academic Probation ....................................................................... 17
Academic Progress ........................................................................ 16
Academic Renewal Policy ............................................................... 17
Accreditation .................................................................................. 5
Adding Classes ............................................................................... 12
Additional Associate Degrees .......................................................... 30
Administration of Justice ................................................................. 46, 64
Administration, Cerro Coso College .................................................. 126
Administration, District .................................................................. 126
Admission and Registration .............................................................. 10
Admission Eligibility ....................................................................... 10
Admission Procedures, General ......................................................... 10
Admission, Foreign Students ............................................................... 11
Admission, Health Careers Program .................................................... 11
Admission, Vocational Nursing ......................................................... 11
Advanced Placement Program (AP) ..................................................... 20
Aeronautical Science ....................................................................... 65
Agriculture ...................................................................................... 65
American Sign Language ................................................................. 66
Anthropology .................................................................................. 66
Art .................................................................................................. 36, 67
Associate Degree ........................................................................... 26
Associate in Arts Degree Programs ..................................................... 35
Associate in Science Degree Programs .............................................. 45
Associated Students Membership ..................................................... 12
Athletics .......................................................................................... 25
Attendance Requirements ................................................................. 14
Auditing Courses ............................................................................ 13
Automotive Technology .................................................................... 47, 69

B
Biology .............................................................................................. 69
Board of Governors Grant ................................................................. 22
Board of Trustees, KCCD ................................................................. 126
Bookstore ....................................................................................... 25
Bureau of Indian Affairs Grants .......................................................... 22
Business .......................................................................................... 36, 48
Business Administration .................................................................... 73
Business General ............................................................................ 74
Business Management ...................................................................... 49
Business Office Technology ............................................................... 49, 75
Business Real Estate ........................................................................ 75
Business Supervision ....................................................................... 75

C
Cal Grant Program ............................................................................ 22
Cal State University Certification Requirement .................................. 33
California Articulation Number (CAN) .............................................. 31
California Residence ....................................................................... 11
CARE Grants .................................................................................... 22
Career Planning/ Placement Services ................................................ 21
Carpentry ......................................................................................... 75
CConline ......................................................................................... 5

Chemistry .......................................................................................... 76
Child Development ........................................................................... 50, 77
Child Development Center ................................................................. 24
Code of Student Rights and Responsibilities .................................... 14
College Transcripts .......................................................................... 16
College Work Study ......................................................................... 22
College-Level Examination Program (CLEP) ................................... 20
Computer Information Systems ......................................................... 53
Computer Science ............................................................................ 79
Computer Technology ..................................................................... 54
Cooperative Agencies Resources for Education ................................ 24
Counseling ....................................................................................... 21
Course Code Index ............................................................................ 63
Credit by Examination ..................................................................... 19
Credit/ No Credit Grading ................................................................. 15

D
Dance ................................................................................................. 82
Digital Animation ............................................................................ 55
Disabled Student Programs and Services ......................................... 23
Disqualification ............................................................................... 17
Drafting ........................................................................................... 82
Drama ............................................................................................... 82
Dropping Classes ............................................................................ 12

E
Eastern Sierra College Center ........................................................... 5
Economics ........................................................................................ 83
Educational Expenses ..................................................................... 12
Electronics Technology ................................................................... 83
Emergency Medical Technology ....................................................... 84
Engineering Technology .................................................................. 56
English .............................................................................................. 84
English as a Second Language .......................................................... 88
English Course Sequence ................................................................. 28
Enrollment Fees .............................................................................. 12
Extended Opportunity Programs and Services ................................... 23

F
Faculty, Cerro Coso College ............................................................... 126
Family and Consumer Education ...................................................... 88
Family Education Rights and Privacy ............................................... 16
Fee Refunds ..................................................................................... 12
Financial Aid ................................................................................... 21
Fine Art ............................................................................................ 37
Fire Technology ............................................................................... 57, 88
Food Services .................................................................................. 25
French ............................................................................................... 90

G
General Admission Procedures ......................................................... 10
General Education Philosophy ......................................................... 4
General Sciences ............................................................................. 38
Geography ....................................................................................... 90
Geology ............................................................................................ 90

Cerro Coso Community College 2002-2004
<table>
<thead>
<tr>
<th>Category</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Unit</td>
<td>7</td>
</tr>
<tr>
<td>Service Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>Servicemembers' Opportunity College</td>
<td>6</td>
</tr>
<tr>
<td>Short-Term Emergency Loans</td>
<td>23</td>
</tr>
<tr>
<td>Social Science</td>
<td>43, 121</td>
</tr>
<tr>
<td>Sociology</td>
<td>122</td>
</tr>
<tr>
<td>South Kern Center (SK)</td>
<td>5</td>
</tr>
<tr>
<td>Spanish</td>
<td>122</td>
</tr>
<tr>
<td>Special Services Program</td>
<td>23</td>
</tr>
<tr>
<td>Speech</td>
<td>123</td>
</tr>
<tr>
<td>Stafford Loans</td>
<td>23</td>
</tr>
<tr>
<td>State Work Study</td>
<td>22</td>
</tr>
<tr>
<td>Status While on Probation, Academic</td>
<td>17</td>
</tr>
<tr>
<td>Strategic Long Range Goals</td>
<td>5</td>
</tr>
<tr>
<td>Student Activities Program</td>
<td>24</td>
</tr>
<tr>
<td>Student Clubs and Organizations</td>
<td>25</td>
</tr>
<tr>
<td>Student Employment</td>
<td>22</td>
</tr>
<tr>
<td>Student Grievance</td>
<td>14</td>
</tr>
<tr>
<td>Student Housing</td>
<td>25</td>
</tr>
<tr>
<td>Student Insurance</td>
<td>25</td>
</tr>
<tr>
<td>Student Rights and Responsibilities</td>
<td>8</td>
</tr>
<tr>
<td>Student-Right-To-Know (SRTK) Disclosure</td>
<td>10</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>21</td>
</tr>
<tr>
<td>Study Load</td>
<td>14</td>
</tr>
<tr>
<td>Supplemental Educational Opportunity Grant</td>
<td>22</td>
</tr>
<tr>
<td>Testing/Assessment Services</td>
<td>21</td>
</tr>
<tr>
<td>Textbooks</td>
<td>12</td>
</tr>
<tr>
<td>Time Limitations</td>
<td>30</td>
</tr>
<tr>
<td>Trades Practices</td>
<td>44</td>
</tr>
<tr>
<td>Transfer Center</td>
<td>21</td>
</tr>
<tr>
<td>Transfer Information</td>
<td>21</td>
</tr>
<tr>
<td>Transfer Probation</td>
<td>17</td>
</tr>
<tr>
<td>Transfer Requirements</td>
<td>31</td>
</tr>
<tr>
<td>Tuition and Fee Refunds</td>
<td>12</td>
</tr>
<tr>
<td>University of California</td>
<td>31</td>
</tr>
<tr>
<td>Values</td>
<td>4</td>
</tr>
<tr>
<td>Veterans Services</td>
<td>23</td>
</tr>
<tr>
<td>Vocational Nursing/Health Careers</td>
<td>11</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>62</td>
</tr>
<tr>
<td>Welding</td>
<td>123</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>62</td>
</tr>
<tr>
<td>Withdrawing from the College</td>
<td>13</td>
</tr>
<tr>
<td>Wood</td>
<td>124</td>
</tr>
<tr>
<td>Work Experience</td>
<td>124</td>
</tr>
</tbody>
</table>