



2014 2015

ADDENDUM



CERRO COSO
COMMUNITY COLLEGE

RIDGECREST/IWV

EASTERN SIERRA-BISHOP/MAMMOTH LAKES

EAST KERN/EDWARDS AFB

LAKE ISABELLA/KRV

CC ONLINE

2014-2015 CATALOG

ADDENDUM

The addendum includes only those parts of the 2014-2015 catalog that have been changed.

CERRO COSO **COMMUNITY COLLEGE**

3000 College Heights Blvd.
Ridgecrest, CA 93555

www.cerrocoso.edu

760-384-6100

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

Disclaimer

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

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

Cerro Coso Community College Publication Staff :

Dr. Corey Marvin, *Editor*

Deborah Gregory, *Graphic Design and Layout*

Sylvia Sotomayor, *Copy Editor*

Accreditation

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

GRADUATION AND GENERAL EDUCATION	2
PROGRAMS OF STUDY	6
COURSE DESCRIPTIONS	28

GRADUATION AND GENERAL EDUCATION

Graduation with an Associate Degree

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

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

1. **Total Units:** Satisfactory completion of a minimum of 60 associate degree semester units. Units applied to meet graduation requirements cannot include pre-collegiate basic skills courses. These courses are not degree applicable. See Course Numbering System on page 90 for more information.
2. **Scholarship:** A cumulative grade point average (GPA) of 2.0 ("C" average) in all courses required for the degree.
3. **Residence:** At least 12 of the 60 semester units must be completed at Cerro Coso Community College.
4. **Major:** Satisfactory completion of at least 18 semester units in a major program of study. Course work used to satisfy general education requirements can also be used to satisfy major field requirements. All major courses must be completed with a "C" or better.
5. **Minimum Proficiencies for Graduation:** All associate degree students must meet required levels of proficiency standards in the areas of writing, reading, and mathematics for graduation from Cerro Coso Community College. Levels are determined by the multiple measures assessment process in which a student meets with a counselor and discusses the results of the assessment test as well as other

factors including other college coursework and high school grades. During the first semester of enrollment, students should take courses which will lead to the required level of proficiency and continue in such courses until Level 1 is attained. Required course work on each level must be successfully completed with a grade of "C" or better before moving to the next level (see charts on pages 38 and 39). The levels of proficiency in each area are outlined below.

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

Level 1 - Minimum Standards satisfied.

Level 2 - ENGL C101 (course credit may be applied to graduation requirement in Language and Rationality)

Level 3 - ENGL C070 (course credit applicable to Associate Degree as an elective)

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

Level 5 - ENGL C030 (course credit not applicable to Associate Degree; does not apply to graduation)

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

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

Level 2 - MATH C055

Level 3 - MATH C050

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

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

Experience in Advanced Mathematics: Students can also meet Minimum Proficiency through one of the following ways:

- Have an official record of a grade of "C" or better in a course with a prerequisite of MATH C050 or

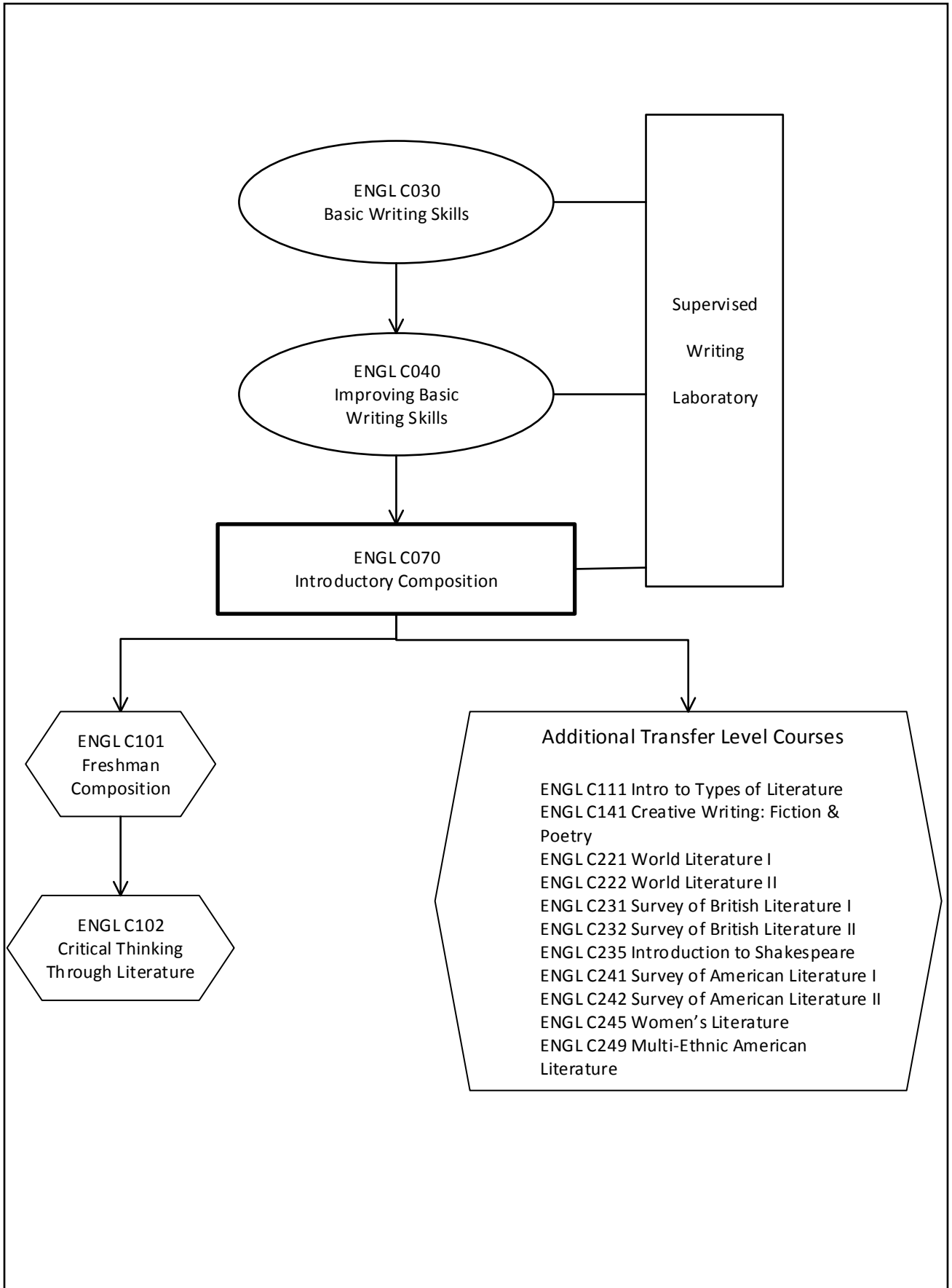
CERRO COSO COMMUNITY COLLEGE ▶ 2014-2015 CATALOG

higher, such as MATH C101, or equivalent from another college.

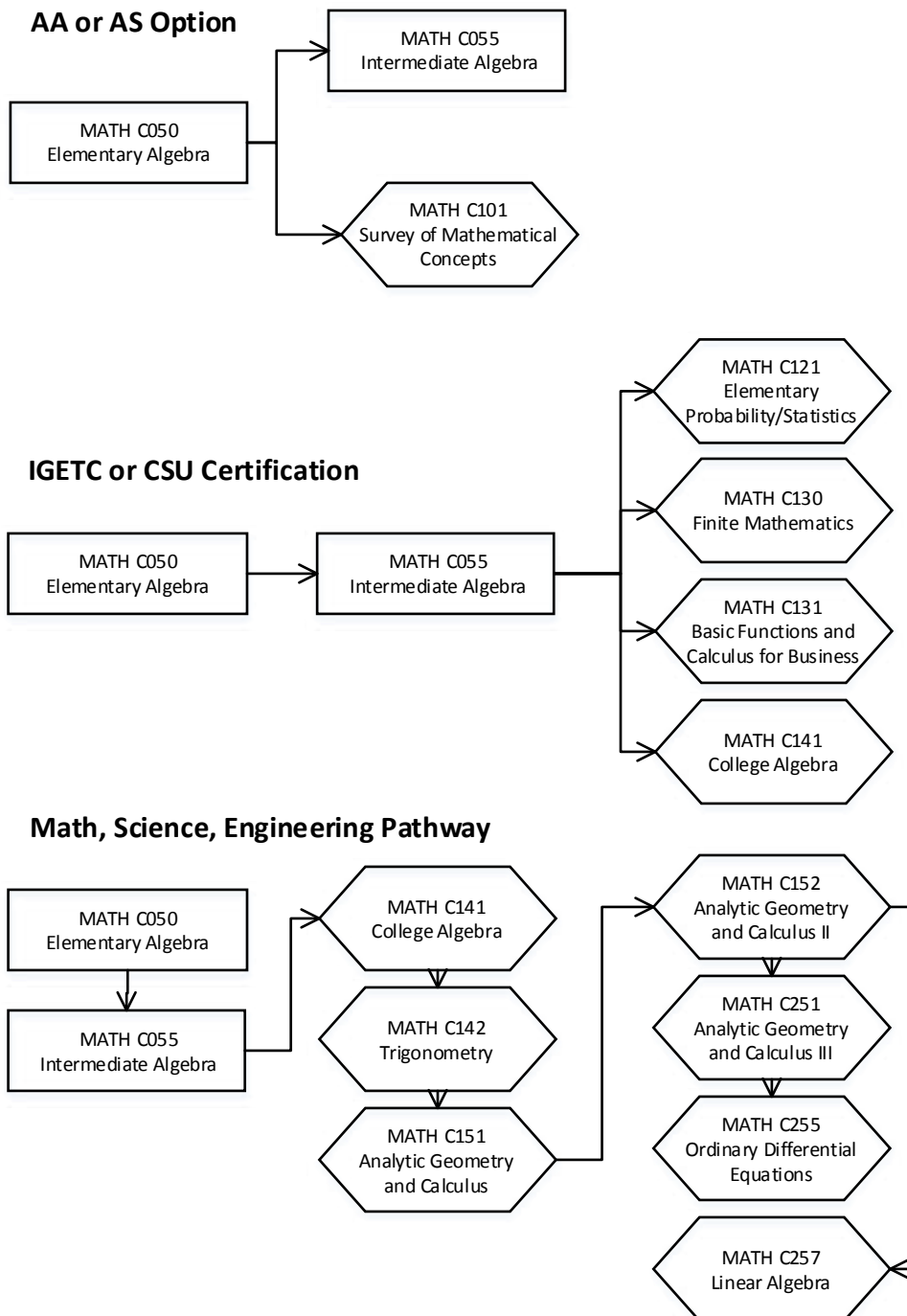
- Have a grade of “B” or better in both semesters of second-year high school algebra taken within the last two (2) years.
 - Receive an appropriate score on the Algebra placement test.
6. General Education: Complete the General Education pattern (see TABLE A - GENERAL EDUCATION REQUIREMENTS-AA/AS DEGREE on page 3).



ENGLISH COURSE SEQUENCES



MATHEMATICS COURSE SEQUENCES



PROGRAMS OF STUDY

New Programs

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

The Associate in Science in Business Administration for Transfer degree (AS-T) prepares students for transfer at the junior level to California State University programs and colleges offering Bachelor's degrees in Business, Business Administration, Management Information Systems, or other related degrees. Upon completion of this degree the student will be able to demonstrate a general understanding of business, business operations, business organization, and business procedures and apply critical thinking skills to technical and economic issues in a global business environment.

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

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0.
3. Completion in all courses for the major or area of emphasis must be a "C" or better. A "P" (Pass) grade is not an acceptable grade for courses in the major.

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

This program prepares students for careers in Business Administration.

This program is designed to prepare students for transfer to a baccalaureate degree granting institution where students can major in Business Administration, Computer Information Systems, Management Information Systems, Marketing, Management, and other related majors. Students that graduate with a Bachelor's degree in Business Administration or a related area are prepared to work in any business environment.

Program Learning Outcomes

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

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

Courses

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

Required Core:

BSAD C101	Financial Accounting.....	4 Units
BSAD C102	Managerial Accounting.....	4
ECON C102	Macroeconomics	3
ECON C103	Microeconomics	3
BSAD C131	Busiesss Law.....	3

List A - Select one of the following courses:

MATH C121	Elementary Probability and Statistics.....	4 Units
or MATH C121H	Elementary Probability and Statistics – Honors	5
MATH C131	Basic Functions and Calculus for Business	4

List B - Complete both of the following courses or any course not already used from List A and one of the following courses:

CSCI C101	Introduction to Computer Information Systems.....3 Units
BSAD C100	Introduction to Business.....3

Complete one of the following general education patterns:

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

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

The Associate in Science in Early Childhood Education for Transfer degree (AS-T) is designed for students interested in infant, toddler, preschool or school-age education and prepares students for transfer to the CSU System.

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

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
 - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
2. Obtainment of a minimum grade point average of 2.0.
3. Completion in all courses for the major or area of emphasis must be a "C" or better. A "P" (Pass) grade is not an acceptable grade for courses in the major.

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

Students may earn an Associate in Science in Early Childhood Education for Transfer degree. Students may earn an Associate Teacher Certificate, Teacher

Certificate, Master Teacher Certificate or Site Supervisor Certificate for completing a defined course of study that requires fewer units than the Associate in Science in Child Development for Transfer degree. The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required for teaching in programs governed by Title V and funded by contracts with the State of California. Permits are issued by the State Department of Education, California Commission on Teacher Credentialing (not Cerro Coso) and include: Assistant Teacher, Associate Teacher, Teacher, Master Teacher, and Site Supervisor.

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

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

Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for the corresponding major at a four-year school. Consult a counselor and visit <http://www.assist.org> to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals. You must complete a minimum of 60 transferrable units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of "A," "B," or "C," in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College. Your transfer institution may require some of the major courses to be taken for a grade. Please consult a counselor and <http://www.assist.org> to determine any limitations on Pass/No pass grading in major preparation courses.

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

Growth Advisors. For all Permits, all course work must be completed with a grade of “C” or better.

This program prepares students for careers in Child Development, Early Childhood Education. Transfer preparation for such fields as child development, elementary education, education.

Program Learning Outcomes

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

- Understand, observe, analyze development from a theoretical perspective: including the realms of physical, socio-emotional, and cognitive development; from conception through adolescence.
- Develop curriculum appropriate to the individual developmental needs of children from infancy through school-age and across a variety of categories; aesthetic, affective, cognitive, language, physical, and social.
- Demonstrate classroom management skills; working with both small and large groups of children.
- Demonstrate an understanding of the health, safety, and nutrition requirements of programs and children from infancy through school-age.
- Analyze assessment techniques commonly used in the field of Child Development.
- Assess and practice a variety of program models.
- Address diversity issues, including special needs, with children, families, and programs in a constructive way.
- Take a leadership role in both the profession of Child Development and the in the community through an understanding of advocacy.

Courses

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

Complete all the following courses.

CHDV C100 Principles and Practices of Teaching...3 Units

CHDV C102	Introduction to Materials and Curriculum3
CHDV C104	Child, Family, and Community3
CHDV C106	Child Growth and Development3
CHDV C121	Health, Safety and Nutrition3
CHDV C125	Diversity in Education3
CHDV C200	Observation and Assessment3
CHDV C203	Practicum - Field Experience3

Complete one of the following general education patterns:

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

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

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

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

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

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California

State University General Education-Breadth Requirements.

- b. A minimum of 19 semester units in a major or area of emphasis, as determined by the Kern Community College District Board of Trustees.
- 2. Obtainment of a minimum grade point average of 2.0
- 3. Completion in all courses for the major or area of emphasis must be a "C" or better. A "P" (Pass) grade is not an acceptable grade for courses in the major.

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

This program prepares students for careers in teaching, journalism, publishing and editing, technical writing, public relations, and advertising.

The degree also prepares more generally for various other careers, including law, communications, government, and a number of business environments.

Program Learning Outcomes

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

- Read critically a variety of literary works in English, including diverse voices and cultures.
- Identify key elements of literary genres in order to analyze and interpret texts.
- Relate literary works to their historical, cultural, and aesthetic contexts.
- Define, identify, and analyze literary and dramatic techniques in a variety of works.
- Compose formal written analyses of texts that demonstrate appropriate academic discourse and the conventions of literary analysis.

Courses

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

Select one of the following two courses:

- ENGL C102 Critical Thinking Through Literature ...4 Units
- or ENGL C102H Critical Thinking Through Literature - Honors.....5

List A - Select two of the following courses:

- ENGL C221 World Literature I.....3 Units
- ENGL C222 World Literature II.....3
- ENGL C231 Survey of British Literature I: Beginning-1785.....3
- ENGL C232 Survey of British Literature II: 1785-Present3
- ENGL C241 Survey of American Literature I: Beginning-1865.....3
- ENGL C242 Survey of American Literature II: 1865-Present3

List B - Select one course not already used from List A and one of the following courses; or two of the following courses:

- ENGL C141 Introduction to Creative Writing.....3 Units
- ENGL C235 Introduction to Shakespeare3
- or ENGL C235H Introduction to Shakespeare - Honors4
- ENGL C245 Women’s Literature3
- ENGL C249 Multi-Ethnic American Literature3

List C - Select any course not already used from List A or B.

Complete one of the following general education patterns:

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

Changed Programs

Business Associate in Science Degree

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

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

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

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

This program prepares students for careers in Business. Employment preparation for such fields as Budget Analyst, Management Analyst, Manager/Supervisor, Loan Officer, Business Owner.

Program Learning Outcomes

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

- Explain the importance of the functional areas of business, business operations, business organizations, and business procedures.
- Apply critical thinking skills (analysis, synthesis,

evaluation) to complex issues in a business environment.

- Make legal and ethical decisions in a business context.
- Analyze the issues involved in operating a business in complex, diverse, and international environments.
- Explain the importance of financial management.

Courses

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

Complete all of the following courses:

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

Complete one of the following general education patterns:

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

Business Certificate of Achievement

The Business Certificate of Achievement (25 units) is designed to develop skills for an increasingly challenging business environment. This degree is intended to provide a student with a broad preparation for a career in business. Upon

completion of this degree, the student will be able to demonstrate a general understanding of business, apply critical thinking skills to technical issues, make legal and ethical decisions in a business environment, analyze issues involved in operating and working in a business in complex, diverse, and international environments, and demonstrate an understanding of financial management.

Complete each course to be applied toward the certificate with a “C” or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

This program prepares students for careers in Business. Employment preparation for such fields as Budget Analyst, Management Analyst, Manager/Supervisor, Loan Officer, Business Owner.

Program Learning Outcomes

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

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

Courses

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

Complete all of the following courses:

BSAD C100	Introduction to Business.....	3 Units
BSAD C101	Financial Accounting.....	4
BSAD C110	Introduction to Personal Finance.....	3
BSAD C131	Business Law.....	3
BSAD C152	Managing Diversity in the Workplace	3

BSAD C171	Introduction to Marketing	3
BSAD C251	Principles of Management and Organization	3
CSCI C101	Introduction to Computer Information Systems.....	3

Disclosures

Gainful Employment information for this program may be found at <http://www.cerrocoso.edu/academics/programs>.

Business Office Technology Associate in Science Degree

The Business Office Technology Associate in Science Degree (60 units total, 30 units in the major) is designed for students preparing for challenging positions as administrative assistants and office managers through courses in communication, industry standard computer applications, business, and bookkeeping in order to meet the needs of the technologically dynamic office.

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

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

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

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

Program Learning Outcomes

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

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

Courses

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

Complete all of the following courses:

BSAD C070	Business Mathematics.....3 Units
BSAD C072	Introduction to Accounting.....3
BSAD C145	Business Communication.....3
BSOT C100	Introduction to Business Office Technology.....3
BSOT C121	Beginning Word1
BSOT C123	Beginning Excel1
BSOT C125	Beginning Access1
BSOT C127	MS PowerPoint1
BSOT C129	Microsoft Outlook.....1

BSOT C132	Intermediate Computer Keyboarding.....1
BSOT C133	Advanced Computer Keyboarding.....1
BSOT C135	Beginning Adobe Acrobat.....1
BSOT C151	Intermediate Word1
BSOT C153	Intermediate Excel.....1
BSOT C154	Office Personnel Seminar3
BSOT C155	Intermediate Access1
BSOT C161	Advanced Word1
BSOT C163	Advanced Excel1
BSOT C165	Advanced Access1
CSCI C070	Computer Literacy1

Complete one of the following general education patterns:

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

Business Office Technology Certificate of Achievement

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

Complete each course to be applied toward the certificate with a “C” or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

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

Program Learning Outcomes

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

- Display business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations.

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

Courses

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

Complete all of the following courses:

BSAD C070	Business Mathematics	3 Units
BSAD C072	Introduction to Accounting.....	3
BSAD C145	Business Communication.....	3
BSOT C100	Introduction to Business Office Technology.....	3
BSOT C121	Beginning Word	1
BSOT C123	Beginning Excel	1
BSOT C125	Beginning Access	1
BSOT C127	MS PowerPoint	1
BSOT C129	Microsoft Outlook.....	1
BSOT C132	Intermediate Computer Keyboarding.....	1
BSOT C133	Advanced Computer Keyboarding	1
BSOT C135	Beginning Adobe Acrobat	1
BSOT C151	Intermediate Word	1
BSOT C153	Intermediate Excel	1
BSOT C154	Office Personnel Seminar	3
BSOT C155	Intermediate Access	1
BSOT C161	Advanced Word	1
BSOT C163	Advanced Excel	1
BSOT C165	Advanced Access	1
CSCI C070	Computer Literacy	1

Disclosures

Gainful Employment information for this program may be found at <http://www.cerrocoso.edu/academics/programs>.

Business Office Technology Administrative Office Assistant Certificate of Achievement

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

Complete each course to be applied toward the certificate with a grade of “C” or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

This program prepares students for careers in Office Technology. Employment preparation for such careers as Office Assistant, Receptionist, Data entry clerk, Mail room clerk, Sales clerk, Filing clerk, Inventory clerk, Counter clerk, Clerk I, Clerk II, Bookkeeper, Accounts Receivable Clerk, Accounts Payable clerk, Payroll clerk.

Program Learning Outcomes

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

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

- Demonstrate intermediate skills and problem solving ability in the use of industry standard applications and technology such as Microsoft Word, Excel, Access, and PowerPoint, to office related tasks.
- Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable.
- Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

Courses

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

Complete all of the following courses:

BSAD C070	Business Mathematics	3 Units
BSAD C072	Introduction to Accounting.....	3
BSAD C145	Business Communication.....	3
BSOT C100	Introduction to Business Office Technology.....	3
BSOT C129	Microsoft Outlook.....	1
BSOT C132	Intermediate Computer Keyboarding.....	1
BSOT C135	Beginning Adobe Acrobat	1
BSOT C151	Intermediate Word	1
BSOT C153	Intermediate Excel	1
BSOT C155	Intermediate Access	1

Business Office Technology Office Clerk Certificate of Achievement

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

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

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

This program prepares students for careers in Business Office Technology. Employment preparation for such careers as Office Clerk, Receptionist, Data entry clerk, Mail room clerk, Sales clerk, Filing clerk, Inventory clerk, Counter clerk, Clerk I.

Program Learning Outcomes

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

- Display business standards for efficiency, time management, and quality of work while projecting a professional image including ethical standards with respect to privacy, confidentiality, and personal behavior both independently and in group situations.
- Demonstrate introductory skills in the use of software tools such as Microsoft Word, Excel, and Access, to entry level office related tasks such as letter and report creation, basic spreadsheet creation/edit, and data entry.
- Demonstrate accuracy and efficiency using a desktop calculator to perform business mathematics calculations appropriate for routine office tasks requiring calculation.
- Demonstrate active listening skills to accurately condense and record verbal information, instructions, and ideas.

Courses

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

Complete all of the following courses:

BSAD C070	Business Mathematics	3 Units
BSOT C100	Introduction to Business Office Technology.....	3
BSOT C121	Beginning Word	1
BSOT C123	Beginning Excel	1
BSOT C125	Beginning Access	1
BSOT C127	MS PowerPoint	1
BSOT C131	Basic Computer Keyboarding.....	1
CSCI C070	Computer Literacy	1

Child Development Teacher Certificate of Achievement

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

The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required for teaching in programs governed by Title V and funded by contracts with the State of California. Permits are issued by the State Department of Education, California Commission on Teacher Credentialing (not Cerro Coso) and include: Assistant Teacher, Associate Teacher, and Teacher Permits.

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

Complete each course to be applied toward the certificate with a grade of "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

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

This program prepares students for careers in Child Development Teacher. Employment preparation for such jobs as Child Development Assistant, Associate Teacher, Teacher, or other educational paraprofessional working in infant, toddler, preschool or school-age care.

Program Learning Outcomes

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

- Understand, observe, analyze development from a theoretical perspective including the realms of physical, socio-emotional, and cognitive development from conception through adolescence.
- Develop curriculum appropriate to the individual developmental needs of children from infancy through school-age and across a variety of

categories: aesthetic, affective, cognitive, language, physical, and social.

- Demonstrate classroom management skills; working with both small and large groups of children.
- Demonstrate an understanding of the health, safety, and nutrition requirements of programs and children from infancy through school age.
- Analyze assessment techniques commonly used in the field of Child Development.
- Assess and practice a variety of program models.
- Address diversity issues, including special needs, with children, families, and programs in a constructive way.
- Take a leadership role in both the profession of Child Development and the in the community through an understanding of advocacy.

Courses

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

Core units as laid out in the Child Development Associate Teacher Certificate of Achievement:

CHDV C100	Principles and Practices of Teaching ...3
CHDV C102	Introduction to Materials and Curriculum3
CHDV C104	Child, Family, and Community3
CHDV C106	Child Growth and Development3

Complete all of the following courses:

CHDV C121	Health, Safety and Nutrition3
CHDV C125	Diversity in Education3
CHDV C200	Observation and Assessment3
CHDV C203	Practicum - Field Experience3

Permit

STATE OF CALIFORNIA CHILD DEVELOPMENT PERMIT: The California Commission on Teacher Credentialing grants permits in accordance with the Child Development Permit Matrix. Applications are separate from Cerro Coso Community College and must be submitted to California Commission on Teacher Credentialing. Contact any Child Development faculty member or visit the California Commission on Teacher Credentialing website

at <http://www.ctc.ca.gov> for more information regarding the Permit Matrix and Professional Growth Advisors. For all Permits, all course work must be completed with a grade of “C” or better.

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

Disclosures

Gainful Employment information for this program may be found at <http://www.cerrocoso.edu/academics/programs>.

Child Development Master Teacher Certificate of Achievement

The Child Development Master Teacher Certificate of Achievement (33 units) is designed to provide students with a complete educational foundation to work as a curriculum specialist with children in a group setting and includes required classes in the core areas (development; child, family, and community; curriculum); six specialization units in the curriculum area of the student’s choice; and adult supervision units.

The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required or teaching in programs governed by Title V and funded by contracts with the State of California. Permits are issued by the State Department of Education, California Commission on Teacher Credentialing (not Cerro Coso) and include: Assistant Teacher, Associate Teacher, Teacher and Master Teacher Permits.

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

Complete each course to be applied toward the certificate with a grade of “C” or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

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

This program prepares students for careers in Child Development Master Teacher. Employment preparation for such jobs as Child Development Assistant, Associate Teacher, Teacher, Master Teacher (curriculum specialist) or other educational paraprofessional working in infant, toddler, preschool or school-age care.

Program Learning Outcomes

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

- Understand, observe, analyze development from a theoretical perspective including the realms of physical, socio-emotional, and cognitive development from conception through adolescence.
- Develop curriculum appropriate to the individual developmental needs of children from infancy through school-age and across a variety of categories: aesthetic, affective, cognitive, language, physical, and social.
- Demonstrate classroom management skills working with both small and large groups of children.
- Demonstrate an understanding of the health, safety, and nutrition requirements of programs and children from infancy through school age.
- Analyze assessment techniques commonly used in the field of Child Development.
- Assess and practice a variety of program models.
- Address diversity issues, including special needs, with children, families, and programs in a constructive way.
- Take a leadership role in both the profession of Child Development and in the community through an understanding of advocacy.

Courses

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

Complete all of the following courses:

CHDV C100	Principles and Practices of Teaching...3 Units
CHDV C102	Introduction to Materials and Curriculum3
CHDV C104	Child, Family, and Community3
CHDV C106	Child Growth and Development3
CHDV C121	Health, Safety and Nutrition3
CHDV C125	Diversity in Education3
CHDV C200	Observation and Assessment3 Units
CHDV C203	Practicum - Field Experience3

In addition, complete the following course:

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

Complete 6 units in one of the following specializations:

Infant Care Specialization

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

School Age Care Specialization

CHDV C107	School Age Development.....3 Units
CHDV C207	School Age Curriculum3

Children with Exceptional Needs Specialization

CHDV C241	The Exceptional Child3 Units
HMSV C102	Cultural Competence in Human Services3

Children with Exceptional Needs Specialization

CHDV C111	Principles of Child Guidance3 Units
CHDV C145	Language and Literature3
or CHDV C149	Play and Meaning3

Permit

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

Master Teacher Permit: Teacher Permit requirements plus 2 units Adult Supervision plus 6 specialization units plus experience of 350 days of 3+ hours per day within 4 years plus 16 general

education units in English/Language Arts, Math/ Science, Social Sciences, and Humanities/Fine Arts.

Computer Information Systems Associate in Science Degree

The Computer Information Systems Associate in Science Degree (60 units total, 28 units in the major) is designed for students pursuing professional employment in computer information systems for business. Students are prepared to pursue a career in network, systems, or database administration; technical and applications support; and computer programming. Designed for both full and part-time students, this program is appropriate to both those currently employed and those seeking to enter this field.

Students completing the CIS AS degree are prepared to transfer to a baccalaureate program in Computer Information Systems, Management Information Systems, or related programs.

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

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

Your transfer institution may require some of the major courses to be taken for a grade. Please consult a counselor and <http://www.assist.org/> to determine any limitations on Pass/No Pass grading in major preparation courses.

Completion of the Cerro Coso local General Education Pattern DOES NOT prepare a student for transfer. If you are planning to transfer to a four-year school, depending on your transfer goal, you should select Option B or C only. For more information refer to the general education section of the catalog.

Career Opportunities in Computer Information Systems: Computer Programmer, Computer Repair (A+ Certified), Computer Operator, Computer Support Specialist, Network Technician, Help Desk Technician.

Program Learning Outcomes

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

- Demonstrate sufficient understanding and application of business and related information technology concepts for entry level employment and advancement in the field. This includes an understanding of the fundamentals of computers and computer nomenclature and why they are essential components in business and society.
- Demonstrate an understanding of the global system in which computer information systems are practiced including the role of ethics and the impact on society as well as contemporary issues.
- Demonstrate preparedness for entry level employment in the field of information technology. This includes areas of focus such as computer hardware, software, networks, and security, or programming.
- Demonstrate a basic understanding of relational databases and concepts, including design, creation, and data manipulation.

Courses

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

Complete all of the following courses:

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

Select 9 units from the following courses:

CSCI C140	A+ Essential Skills for Computers.....	2 Units
CSCI C141	A+ Standard Skills for IT Technicians...	2
CSCI C143	Network + Fundamentals of Network Technologies	3
CSCI C146	Security + Fundamentals of Network Security	3
CSCI C265	Introductory C++ Programming.....	3
CSCI C267	Introduction to Java Programming	3
CSCI C280	Web Development with PHP and MySQL.....	3

Complete one of the following general education patterns:

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

Computer Information Systems Certificate of Achievement

The Computer Information Systems Certificate of Achievement (28 units) is designed for students pursuing professional employment in computer information systems for business. This certificate provides students with skills to enter the job market as help desk providers, computer support specialists, or entry level programmers.

Complete each course to be applied toward the certificate with a “C” or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

Program Learning Outcomes

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

- Demonstrate sufficient understanding and application of business and related information technology concepts for entry level employment and advancement in the field. This includes an understanding of the fundamentals of computers and computer nomenclature and why they are essential components in business and society.
- Demonstrate an understanding of the global system in which computer information systems are practiced including the role of ethics and the impact on society as well as contemporary issues.
- Demonstrate preparedness for entry level employment in the field of information technology. This includes areas of focus such as computer hardware, software, networks, and security, or

programming.

- Demonstrate a basic understanding of relational databases and concepts, including design, creation, and data manipulation.

Courses

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

Complete all of the following courses:

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

Select a minimum of 9 units from the following courses:

CSCI C140	A+ Essential Skills for Computers.....	2 Units
CSCI C141	A+ Standard Skills for IT Technicians....	2
CSCI C143	Network + Fundamentals of Network Technologies	3
CSCI C146	Security + Fundamentals of Network Security	3
CSCI C265	Introductory C++ Programming	3
CSCI C267	Introduction to Java Programming	3
CSCI C280	Web Development with PHP and MySQL.....	3

Disclosures

Gainful Employment information for this program may be found at <http://www.cerrocoso.edu/academics/programs>.

Human Services Associate in Science Degree

The Human Services Associate in Science Degree (60 units total, 23 units in the major) prepares students for employment in a broad range of human services

settings. It consists of six core courses and two additional specialized electives courses to develop competencies for specific employment settings.

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

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

This program prepares students for careers in Social and Human Services. Employment preparation for careers as Adult or Child Case Manager I, Recovery Specialist I, Family Education Advocate, Juvenile Corrections Officer I, Special Education Tutors, Aging and Elder Advocate, and other occupations in the social and human services field.

Program Learning Outcomes

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

- Articulate the broad concerns and practices of human services industries.
- Demonstrate four core sets of human services skills: conducting an interview, writing an incident report, participating in team meetings, and providing necessary support and referrals to consumers.
- Assess situations for appropriate entry level professional, legal, and ethical responses.
- Use supervisory feedback for improved performance.
- Analyze the cultural components of a human services situation and recommend culturally appropriate interventions.

Courses

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

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

Complete all of the following courses:

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

Select 6 units from the following courses:

CHDV C106	Child Growth and Development	3 Units
CHDV C241	The Exceptional Child	3
HMSV C113	Intervention Skills in Human Services	3
PSYC C101	General Psychology.....	3
PSYC C112	Psychology of Substance Abuse.....	3
PSYC C211	Lifespan Development	3
PSYC C241	Abnormal Psychology	3

Complete one of the following general education patterns:

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

Human Services Worker Certificate of Achievement

Human Services Worker Certificate of Achievement (27 units): Any student completing the courses required for the Human Services major qualifies for a certificate in Human Services Worker. The program prepares students for employment in a broad range of human services careers. Certificate consists of seven core courses and two electives.

Complete each course to be applied toward the certificate with a grade of "C" or better. Complete a minimum of 12 units in residence at Cerro Coso Community College.

This program prepares students for careers in Social and Human Services. Employment preparation for careers, such as Adult Case Manager I, Recovery Specialist I, Family Education Advocate, Juvenile Corrections Officer I, Special Education Tutors, Child Case Manager, Human Services Assistant, Social Worker I and all other types of social and human

services occupations with adults, adolescents, children or the elderly.

Program Learning Outcomes

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

- Articulate the broad concerns and practices of human services industries.
- Demonstrate four core sets of human services skills: conducting an interview, writing an incident report, participating in team meetings, and providing necessary support and referrals to consumers.
- Assess situations for appropriate entry level professional, legal, and ethical responses.
- Use supervisory feedback for improved performance.
- Analyze the cultural components of a human services situation and recommend culturally appropriate interventions.

Courses

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

Complete all of the following courses:

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

Select 6 units from the following courses:

CHDV C106	Child Growth and Development	3 Units
CHDV C241	The Exceptional Child	3
HMSV C113	Intervention Skills in Human Services	3
PSYC C101	General Psychology.....	3
PSYC C112	Psychology of Substance Abuse.....	3
PSYC C211	Lifespan Development	3
PSYC C241	Abnormal Psychology	3

Disclosures

Gainful Employment information for this program may be found at <http://www.cerrocoso.edu/academics/programs>.

Medical Assisting Associate in Science Degree

Medical Assisting Associate of Science Degree (60 units total, 32 units in the major) is designed around the Model Curriculum established by the California Community Colleges Chancellor’s Office for preparation for the State Exam for Medical Assistants (CCBMA). This program provides the students with the opportunity to develop the necessary administrative and clinical skills needed to be an effective medical assistant.

Courses required for the Associate degree major at CCCC may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and www.assist.org/ to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

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

This program prepares students for careers in Medical Assisting. According to the United States Bureau of Labor Statistics, Medical Assisting is one of the nation’s fastest growing careers with an expected growth of 34% between 2012 and 2018. Approximately 62 percent of medical assistants work in physician offices; 13 percent work in public and private hospitals including inpatient and outpatient facilities; 11 percent work in other health practitioner settings, such as chiropractor’s and optometrist’s offices.

Program Learning Outcomes

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

- Research online and traditional reference materials effectively to stay informed about emerging trends and breakthroughs in healthcare issues related to

the medical assistant’s role in healthcare.

- Perform Medical Assisting procedures competently, such as OSHA standards, electronic technologies, and medical records.
- Achieve entry level Medical Assisting competencies, such as verbal communication, medical and surgical aseptic, basic banking procedures, medical insurance, and physical assessments which satisfy industry needs.
- Identify State of California regulations that govern the healthcare industry for Medical Assistants.
- Exhibit depth and breadth of knowledge of concepts and principles of medical assisting.

Courses

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

Complete all of the following courses:

Medical Assisting Core Courses

CSCI C070	Computer Literacy	1 Units
HCRS C130	Communication in Healthcare	2
HCRS C131	Medical Law and Ethics for Medical Assistants.....	1.5
HCRS C132	Electronic Health Record	1.5
HCRS C150	Medical Terminology for the Health Professional.....	3

Administrative Medical Assisting

BSOT C121	Beginning Word	1
BSOT C123	Beginning Excel.....	1
HCRS C133	Medical Office Procedures.....	3
HCRS C134	Medical Insurance and Billing	3
HCRS C135	Basic ICD and CPT Coding	2
HCRS C142	Medical Assistant Administrative Externship.....	1.5

Clinical Medical Assisting

HCRS C136	Clinical Medical Assisting I	3
HCRS C137	Clinical Medical Assisting II	3
HCRS C138	Medication Administration for Medical Assisting.....	2
HCRS C139	Laboratory Procedures	2
HCRS C143	Clinical Medical Assistant Externship..	1.5

Complete one of the following general education patterns:

OPTION A	Cerro Coso Local General Education Pattern
----------	--

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

Medical Assisting: Administrative Assisting Certificate of Achievement

Administrative Medical Assisting Certificate of Achievement (20.5 units) is designed around the Model Curriculum established by the California Community Colleges Chancellor’s Office for preparation for the State Exam for Medical Assistants (CCBMA). This program provides the students with the opportunity to develop the necessary administrative skills needed to be an effective medical assistant. This Certificate focuses on the physician’s front office including receptionist, office management, billing, and coding.

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

This program prepares students for careers in Medical Assisting. According to the United States Bureau of Labor Statistics, Medical Assisting is one of the nation’s fastest growing careers with an expected growth of 34% between 2012 and 2018. Approximately 62 percent of medical assistants work in physician offices; 13 percent work in public and private hospitals including inpatient and outpatient facilities; 11 percent work in other health practitioner settings, such as chiropractor’s and optometrist’s offices.

Program Learning Outcomes

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

- Research online and traditional reference materials effectively to stay informed about emerging trends and breakthroughs in healthcare issues related to the medical assistant’s administrative role.
- Perform Administrative Medical Assisting procedures competently, such as OSHA standards, electronic technologies, and medical records.
- Achieve entry level Administrative Medical Assisting competencies, such as verbal communication, basic banking procedures, and medical insurance which satisfy industry needs.

- Identify State of California regulations that govern the healthcare industry for Medical Assistants.

Courses

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

Complete all of the following courses:

Medical Assisting Core Courses

CSCI C070	Computer Literacy	1 Units
HCRS C130	Communication in Healthcare	2
HCRS C131	Medical Law and Ethics for Medical Assistants.....	1.5
HCRS C132	Electronic Health Record	1.5
HCRS C150	Medical Terminology for the Health Professional.....	3

Administrative Medical Assisting

BSOT C121	Beginning Word	1
BSOT C123	Beginning Excel.....	1
HCRS C133	Medical Office Procedures.....	3
HCRS C134	Medical Insurance and Billing.....	3
HCRS C135	Basic ICD and CPT Coding	2
HCRS C142	Medical Assistant Administrative Externship.....	1.5

Medical Assisting: Clinical Assisting Certificate of Achievement

The Clinical Medical Assisting Certificate of Achievement (20.5 units) is an integral multi-skilled member of the health care team, working under the supervision of the health care provider. The Clinical Medical Assisting has an interdependent role acting as an agent for the health care provider and a consumer advocate by providing professional and technical support in an empathetic and caring manner. This Certificate focuses on the physician’s back office including patient assessment, physician’s laboratory, and medication administration. It is designed around the Model Curriculum established by the California Community Colleges Chancellor’s Office for preparation for the State Exam for Medical Assistants (CCBMA). This program provides the students with the opportunity to develop the

necessary clinical skills needed to be an effective medical assistant.

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

This program prepares students for careers in Medical Assisting. According to the United States Bureau of Labor Statistics, Medical Assisting is one of the nation’s fastest growing careers with an expected growth of 34% between 2012 and 2018. Approximately 62 percent of medical assistants work in physician offices; 13 percent work in public and private hospitals including inpatient and outpatient facilities; 11 percent work in other health practitioner settings, such as chiropractor’s and optometrist’s offices.

Program Learning Outcomes

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

- Research online and traditional reference materials effectively to stay informed about emerging trends and breakthroughs in healthcare issues related to the medical assistant’s clinical role.
- Perform Clinical Medical Assisting procedures competently, such as OSHA standards, electronic technologies, and medical records.
- Achieve entry level Clinical Medical Assisting competencies, such as verbal communication, medical and surgical aseptic technique, and physical assessments which satisfy industry needs.
- Identify State of California regulations that govern the healthcare industry for Medical Assistants.

Courses

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

Complete all of the following courses:

Medical Assisting Core Courses

CSCI C070	Computer Literacy	1 Units
HCRS C130	Communication in Healthcare	2
HCRS C131	Medical Law and Ethics for Medical Assistants.....	1.5
HCRS C132	Electronic Health Record	1.5

HCRS C150	Medical Terminology for the Health Professional.....	3
-----------	---	---

Clinical Medical Assisting

HCRS C136	Clinical Medical Assisting I	3
HCRS C137	Clinical Medical Assisting II	3
HCRS C138	Medication Administration for Medical Assisting.....	2
HCRS C139	Laboratory Procedures	2
HCRS C143	Clinical Medical Assistant Externship..	1.5

**Paralegal Studies
Associate in Science Degree**

The Paralegal Studies Associate in Science Degree (60 units total, 32 units in the major): This program is designed to prepare students for work in the legal environment as either professional paralegals or legal assistants. Students receive training in all aspects of the legal system including the court system, legal research, client interviews, legal briefs, and court procedures. Employment preparation for career opportunities with private attorneys, local court jurisdictions, corporate law offices, and self-employment as an independent paralegal or document preparer.

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

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

This program prepares students for careers in Paralegal Studies. Employment preparation for career opportunities with private attorneys, local court jurisdictions, corporate law offices, and self-employment as an independent paralegal or document preparer.

Program Learning Outcomes

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

- Analyze data and information to assist attorneys with client’s case throughout the legal process.
- Locate and analyze relevant primary and secondary legal sources in electronic and print media.
- Apply investigative functions and techniques to gather information from witnesses and other sources.
- Process legal documents and maintain legal schedules.
- Draft and organize legal documents and records including pretrial preparation.

Courses

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

Complete all of the following courses:

BSAD C131	Business Law.....	3 Units
PARA C101	Introduction to Paralegal Studies	3
PARA C112	Legal Research & Writing I.....	3
PARA C122	Legal Research & Writing II.....	3
PARA C130	Civil Litigation and Procedure I.....	3
PARA C140	Civil Litigation & Procedure II.....	3
PARA C190	Legal Ethics	3
PARA C210	California and Federal Civil Procedure Legal Forms.....	3

Select a minimum of 8 units from the following courses:

PARA C150	Law Office Management.....	3 Units
PARA C220	Bankruptcy Law	3
PARA C230	Probate Law	3
PARA C240	Criminal Law & Procedure	3
PARA C250	Family Law	3
PARA C260	Personal Injury and Tort Litigation	3
PARA C270	Real Property Law.....	2
PARA C280	Workers’ Compensation Law	2

Complete one of the following general education patterns:

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

Paralegal Studies Certificate of Achievement

Paralegal Studies Certificate Of Achievement (32 units): This program is designed to prepare students for work in the legal environment as either professional paralegals or legal assistants. Students receive training in all aspects of the legal system including the court system, legal research, client interviews, legal briefs, and court procedures. Employment preparation for career opportunities with private attorneys, local court jurisdictions, corporate law offices, and self-employment as an independent paralegal or document preparer.

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

This program prepares students for careers in Paralegal: Paralegals, Legal Assistant, Legal secretary, Title Examiner, Legal Support Worker.

Program Learning Outcomes

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

- Analyze data and information to assist attorneys with client’s case throughout the legal process.
- Locate and analyze relevant primary and secondary legal sources in electronic and print media.
- Apply investigative functions and techniques to gather information from witnesses and other sources.
- Process legal documents and maintain legal schedules.
- Draft and organize legal documents and records including pretrial preparation.

Courses

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

Complete all of the following courses:

BSAD C131	Business Law.....	3 Units
PARA C101	Introduction to Paralegal Studies	3

PARA C112	Legal Research & Writing I.....	3
PARA C122	Legal Research & Writing II.....	3
PARA C130	Civil Litigation and Procedure I.....	3
PARA C140	Civil Litigation & Procedure II.....	3
PARA C190	Legal Ethics	3
PARA C210	California and Federal Civil Procedure Legal Forms.....	3

Select a minimum of 8 units from the following courses:

PARA C150	Law Office Management.....	3 Units
PARA C220	Bankruptcy Law	3
PARA C230	Probate Law	3
PARA C240	Criminal Law & Procedure	3
PARA C250	Family Law	3
PARA C260	Personal Injury and Tort Litigation.....	3
PARA C270	Real Property Law.....	2
PARA C280	Workers' Compensation Law	2

Disclosures

Gainful Employment information for this program may be found at <http://www.cerrocoso.edu/academics/programs>.

Vocational Nursing Associate in Science Degree

Vocational Nursing Associate in Science Degree (60 units total, 47.5 units in the major): This course of study is an intensive program totaling 1,662 hours approved by the Board of Vocational Nursing and Psychiatric Technicians. The hours include anatomy and physiology, psychology, certified nurse aide (CNA), nursing theory, and supervised clinical nursing experiences. Concepts integrated throughout the first semester of the program include: fundamentals of nursing, geriatrics, nutrition, and pharmacology. Nursing care of clients with various adult medical-surgical conditions is integrated throughout three semesters of the program. Course content also includes concepts of growth and development, normal obstetrics and pediatrics. After successful completion of the program, the student is eligible to take the licensure examination provided by the National Council of State Board of Nursing (NCLEX-PN).

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

For information regarding the process of application and admission in the program, interested students

should contact the Counseling Center or the Director of Vocational Nursing Program.

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

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

This program prepares students for careers in Vocational Nursing. Vocational Nurses work in physician offices, acute care settings, and long term care settings.

Program Learning Outcomes

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

- Identify the etiology, pathophysiology, and signs and symptoms of disorders of all body systems and stages of development.
- Demonstrate an understanding of the nursing process.
- Take a leadership role in both the profession of Vocational Nursing and in the community.
- Successfully pass the State Mandated NCLEX-PN Boards.

Courses

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

Complete all of the following courses:

Semester I

HCRS C100	Fundamentals of Nursing.....	3 Units
HCRS C103	Medical Surgical Nursing	3

HCRS C107	Basic Pharmacology Vocational Nursing.....2
HCRS C113	Vocational Nursing Lab I6
HCRS C070	CPR for the Healthcare Provider0.5
or EMTC C070	CPR for the Healthcare Provider0.5

Semester II

HCRS C204	Medical Surgical Nursing II.....9 Units
HCRS C214	Clinical Nursing II6

Semester III

HCRS C205	Medical Surgical Nursing III.....3.5 Units
HCRS C206	Maternal/Child Nursing3
HCRS C207	Advanced Pharmacology1
HCRS C208	Critical Thinking and Leadership for the Vocational Nurse.....1.5
HCRS C216	Clinical Nursing III6

Select 3 units from the following courses:

HCRS C230	Pharmacology for the Health Professional3 Units
HCRS C240	Nutrition and Diet Therapy.....3
HCRS C250	Cultural Diversity in Health Care.....3
HCRS C255	Basic Cardiac Rhythm Interpretation..3
HCRS C260	Ethics for the Health Professional.....3

Complete one of the following general education patterns:

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

Conditions of Enrollment

Vocational Nursing requires the completion of prerequisite courses for entrance into the program.

BIOL C125	Survey of Anatomy and Physiology.....4 Units
or BIOL C251	Human Anatomy.....4
and BIOL C255	Human Physiology4
CSCI C070	Computer Literacy1
HCRS C055	Certified Nursing Assistant5
HCRS C150	Medical Terminology for the Health Professional3
PSYC C101	General Psychology.....3
or PSYC C101H	General Psychology - Honors.....4

Enrollment is through counseling only.

Vocational Nursing Certificate of Achievement

Vocational Nursing Certificate of Achievement (47.5 units): This course of study is an intensive program totaling 1,662 hours approved by the Board of Vocational Nursing and Psychiatric

Technicians. The hours include anatomy and physiology, psychology, certified nurse aide (CNA), nursing theory, and supervised clinical nursing experiences. Concepts integrated throughout the first semester of the program include: fundamentals of nursing, geriatrics, nutrition, and pharmacology. Nursing care of clients with various adult medical-surgical conditions is integrated throughout three semesters of the program. Course content also includes concepts of growth and development, normal obstetrics and pediatrics. After successful completion of the program, the student is eligible to take the licensure examination provided by the National Council of State Board of Nursing (NCLEX-PN).

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

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

This program prepares students for careers in Vocational Nursing. Vocational nurses work in physician offices, acute care settings, and long term care settings.

Program Learning Outcomes

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

- Identify the etiology, pathophysiology, and signs and symptoms of disorders of all body systems and stages of development.
- Demonstrate an understanding of the nursing process.
- Take a leadership role in both the profession of Vocational Nursing and in the community.
- Successfully pass the State Mandated NCLEX-PN Boards.

Courses

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

Challenge.

Complete all of the following courses:

Semester I

HCRS C100	Fundamentals of Nursing.....3 Units
HCRS C103	Medical Surgical Nursing3
HCRS C107	Basic Pharmacology Vocational Nursing.....2
HCRS C113	Vocational Nursing Lab I6
HCRS C070	CPR for the Healthcare Provider0.5
or EMTC C070	CPR for the Healthcare Provider0.5

Semester II

HCRS C204	Medical Surgical Nursing II.....9 Units
HCRS C214	Clinical Nursing II6

Semester III

HCRS C205	Medical Surgical Nursing III.....3.5 Units
HCRS C206	Maternal/Child Nursing3
HCRS C207	Advanced Pharmacology1
HCRS C208	Critical Thinking and Leadership for the Vocational Nurse1.5
HCRS C216	Clinical Nursing III6

Select 3 units from the following courses:

HCRS C230	Pharmacology for the Health Professional3 Units
HCRS C240	Nutrition and Diet Therapy.....3
HCRS C250	Cultural Diversity in Health Care.....3
HCRS C255	Basic Cardiac Rhythm Interpretation..3
HCRS C260	Ethics for the Health Professional.....3

Conditions of Enrollment

Vocational Nursing requires the completion of prerequisite courses for entrance into the program.

BIOL C125	Survey of Anatomy and Physiology.....4 Units
or BIOL C251	Human Anatomy.....4
and BIOL C255	Human Physiology4
CSCI C070	Computer Literacy1
HCRS C055	Certified Nursing Assistant5
HCRS C150	Medical Terminology for the Health Professional3
PSYC C101	General Psychology.....3
or PSYC C101H	General Psychology - Honors4

Enrollment is through counseling only.

Disclosures

Gainful Employment information for this program may be found at <http://www.cerrocoso.edu/academics/programs>.



COURSE DESCRIPTIONS

New Courses

Anthropology

ANTH C122 N 1.00 Unit
Physical Anthropology Laboratory

Co-requisite: ANTH C121 or ANTH C121H
 Repeat Status: Not repeatable

This laboratory course is offered as a supplement to Physical Anthropology and must be taken concurrently with ANTH C121. Laboratory exercises are designed to introduce students to the scientific method, and explore genetics, human variation, human and non-human primate anatomy and behavior, the primate/hominin fossil record, and other resources to investigate processes that affect human evolution. 54 hours laboratory.

ANTH C141 N 3.00 Units
Native Peoples of North America

Advisory: ENGL C070
 Repeat Status: Not repeatable

This course is an anthropological survey of the peoples and cultures of North America. It emphasizes native ecological adaptations, languages, social organizations, religion, world view, and artistic representations. Students critically examine the impact of tribal nations on each other, as well as the interactions with other groups of people. This course examines the roots of present-day conditions of Native communities and the contributions of Native Americans to the cultures of the Americas. 54 hours lecture.

Deleted Courses

BIOL C122	Survey of Anatomy and Physiology Laboratory
EMTC C110	Emergency Medical Services Instructor
ENGL C020	Literacy Skills
INSF C070	Occupational Safety and Health
INDT C089	Special Topics in Industrial Technology
INDT C090	Special Topics in Industrial Technology
INDT C091	Special Topics in Industrial Technology
INDT C093	Special Topics in Industrial Technology
INDT C094	Special Topics in Industrial Technology
MATH C056	Technical Math for Trades
MATH C057	Geometry
MUSC C122	Piano II
PARA C290	Paralegal Studies Internship
PDEV C023	Learning Disability Awareness and Study Strategies Introduction
PDEV C025	Study Strategies
PDEV C035	Basic Thinking Strategies
PDEV C051	Training in Assertiveness
PDEV C190	Exploring Leadership
PHED C175	Competitive Baseball I
PHED C176	Competitive Baseball II
RET C102	Wind Turbine Technician I
RET C103	Wind Turbine Technician II
RET C104	Introduction to Solar Power Technology
RET C105	Solar Energy I: Photovoltaic Technology and Applications
RET C111	Electrical Circuit Analysis I
RET C112	Electrical Circuit Analysis II
RET C120	Introductory Hydraulics
SPCH C105	Interpersonal Communication

Changed Courses

Administration of Justice

ADMJ C062 A 1.00 Unit

Special Topics in Administration of Justice

Repeat Status: Not repeatable

This course is designed to update current peace officers' training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 0-18 hours lecture/0-54 hours laboratory.

ADMJ C063 A 0.50 Units

Special Topics in Administration of Justice

Advisory: ENGL C070

Repeat Status: Not repeatable

This course is designed to update current peace officers' training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 0-9 hours lecture/0-27 hours laboratory.

ADMJ C101 A/UC/CSU 3.00 Units

Introduction to Administration of Justice

Repeat Status: Not repeatable

This is a comprehensive course on the Criminal Justice System that includes the history and philosophy of the Administration of Justice in America. The course explores the development of the criminal justice system, including all sub-systems, relationship between the sub-systems and their role expectations, theories on crime, adjudication, punishment, rehabilitation, education and training for the continued professionalism of the entire system. 54 hours lecture.

ADMJ C105 A/UC/CSU 3.00 Units

Concepts of Criminal Law

Advisory: ENGL C070

Repeat Status: Not repeatable

In this course students learn the historical development, philosophy, and constitutional provisions of the law and its impact within the criminal justice system. Students develop a working knowledge of legal terms and their definitions. Students look at the classification of crime and its causation. Students conduct analytical research and study of case law decisions. 54 hours lecture.

ADMJ C111 A/UC/CSU 3.00 Units

Principles and Procedures of the Justice System

Advisory: ENGL C070

Repeat Status: Not repeatable

This course surveys and studies the role and responsibilities of each segment within the justice system; including, but not limited to law enforcement, corrections and the judicial system. Legal processes including arrest through trial, sentencing and correctional procedures. Conceptual interpretations of law as reflected in court decisions and how they impact the justice system. 54 hours lecture.

ADMJ C115 A/CSU 3.00 Units

Legal Aspects of Evidence

Advisory: ENGL C070

Repeat Status: Not repeatable

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

ADMJ C121 A/UC/CSU 3.00 Units

Community Relations

Advisory: ENGL C070

Repeat Status: Not repeatable

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

ADMJ C125 A/CSU 3.00 Units

Principles of Investigation

Advisory: ENGL C070

Repeat Status: Not repeatable

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

ADMJ C131 A/CSU 3.00 Units**Juvenile Procedures**Advisory: ENGL C070
Repeat Status: Not repeatable

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

ADMJ C151 A/CSU 3.00 Units**Introduction to Corrections**Advisory: ENGL C070
Repeat Status: Not repeatable

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

ADMJ C211 A/CSU 3.00 Units**Concepts of Enforcement Services**Advisory: ENGL C070
Repeat Status: Not repeatable

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

ADMJ C215 A/CSU 3.00 Units**Patrol Procedures**Advisory: ENGL C070
Repeat Status: Not repeatable

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

Art**ART C101** A/UC/CSU 3.00 Units**Introduction to Art**

Repeat Status: Not repeatable

This course provides a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures. In addition, the student is given studio art experiences dealing with various studio media in order to reinforce the concepts presented. \$10 Material Fee. 27 hours lecture/81 hours laboratory.

ART C121 A/UC/CSU 3.00 Units**Drawing I**

Repeat Status: Not repeatable

This is a studio course that introduces the principles, elements, and practices of drawing, employing a range of subject matter and drawing media. A strong focus is placed on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. \$10 Material fee. 27 hours lecture/81 hours laboratory.

ART C141 A/UC/CSU 3.00 Units**Ceramics I**Advisory: ENGL C070
Repeat Status: Not repeatable

This course introduces students to ceramics materials, concepts, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. The course covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures. \$10 material fee. 27 hours lecture/81 hours laboratory.

ART C151 A/UC/CSU 3.00 Units**Sculpture I**

Repeat Status: Not repeatable

This course introduces sculptural principles, concepts, processes and techniques. Modern materials and their relationship to design, form, and three-dimensional space are examined. A combined lecture and studio approach provides students with the opportunity to develop perceptual skills that enable them to create sculptures for personal artistic expression. \$20 material fee. 27 hours lecture/81 hours laboratory.

ART C231 A/UC/CSU 3.00 Units**Painting II**

Prerequisite: ART C131

Repeat Status: Not repeatable

This course provides students opportunities for advanced projects in painting. \$10 material fee. 27 hours lecture/81 hours laboratory.

Biology

BIOL C112 A/UC/CSU 5.00 Units
General Biology II

Prerequisite: MATH C055, ENGL C070
 Advisory: ENGL C101
 Repeat Status: Not repeatable

This is an introductory course for students majoring in biological sciences and related subjects. The course covers Evolutionary Biology, Phylogenetics and Biodiversity, Anatomy and Physiology of Plants, and Ecology. 72 hours lecture/54 hours laboratory.

BIOL C112H A/UC/CSU 6.00 Units
General Biology II – Honors

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Prerequisite: MATH C055, ENGL C070
 Advisory: ENGL C101
 Repeat Status: Not repeatable

This is an introductory course for students majoring in biological sciences and related subjects. The course covers Evolutionary Biology, Phylogenetics and Biodiversity, Anatomy and Physiology of Plants, and Ecology. The Honors Section will also cover a subset of these topics in greater depth beyond the scope of Biology C112. 90 hours lecture/54 hours laboratory.

Business Office Technology

BSOT C121 A/CSU 1.00 Unit
Beginning Word

Formerly CSCI C121
 Prerequisite: CSCI C070
 Advisory: ENGL C040
 Repeat Status: Not repeatable

This hands-on computer course is designed to provide basic understanding of word processing concepts using Microsoft Word. Learners create, edit, and format documents including business letters, multiple-page reports, newsletters, and cover letters. Mail merge and desktop publishing are also introduced. This course begins preparation for the Microsoft Office Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

BSOT C123 A/CSU 1.00 Unit
Beginning Excel

Formerly CSCI C123

Advisory: CSCI C070, ENGL C040
 Repeat Status: Not repeatable

This hands-on computer course is designed to provide a basic understanding of spreadsheets. Spreadsheet design, creation, revision, formatting and printing are covered. The learner creates basic sales or expense reports, family budgets and basic business related spreadsheet documents using Microsoft Excel features and functions. This course begins preparation for the Microsoft Application Specialist certification exam for Excel. 9 hours lecture/27 hours laboratory.

BSOT C125 A/CSU 1.00 Unit
Beginning Access

Formerly CSCI C125
 Advisory: CSCI C070, ENGL C070
 Repeat Status: Not repeatable

This hands-on computer course provides a beginning understanding of the Microsoft Access database management program. Fundamental relational database design and management as well as building and editing basic tables, forms, queries, and reports are introduced. This course begins preparation for the core level Microsoft Access Office Specialist certification exam. 9 hours lecture/27 hours laboratory.

BSOT C129 A/CSU 1.00 Unit
Microsoft Outlook

Formerly CSCI C129
 Advisory: CSCI C070
 Repeat Status: Not repeatable

This course introduces students to personal management software integrating electronic mail, contact information, task features, a journal, and scheduling with the calendar functions using Microsoft Outlook. 9 hours lecture/27 hours laboratory.

BSOT C131 A/CSU 1.00 Unit
Basic Computer Keyboarding

Advisory: CSCI C070, ENGL C040
 Repeat Status: Not repeatable

Learners are introduced to a computer keyboard with an emphasis on learning and building correct touch typing techniques for alphanumeric, symbol, and punctuation keys. A foundation for keyboarding speed and accuracy is developed and proofreader's marks are introduced. 9 hours lecture/27 hours laboratory.

BSOT C132 A/CSU 1.00 Unit
Intermediate Computer Keyboarding

Advisory: BSOT C131; ENGL C040
 Repeat Status: Not repeatable

Learners in this course build on a basic keyboarding foundation with correct touch typing techniques, including alphabetic, numeric, and symbol keyboarding

as well as 10-Key numeric keypad. Skill-building includes introductory formatting of documents using Microsoft Word. Successful completion of this class results in minimum keyboarding speed of 30 wpm net on a three-minute timed writing. 9 hours lecture/27 hours laboratory.

BSOT C133 A/CSU 1.00 Unit
Advanced Computer Keyboarding

Advisory: BSOT C132
Repeat Status: Not repeatable

Learners in this course build on an intermediate keyboarding foundation with correct touch typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-Key numeric keypad. Skill-building includes formatting of documents and individualized remedial drills. Successful completion of this class results in minimum net keyboarding speed of 45 wpm on a five-minute timed writing. 9 hours lecture/27 hours laboratory.

BSOT C135 A/CSU 1.00 Unit
Beginning Adobe Acrobat

Formerly CSCI C135
Advisory: CSCI C070
Repeat Status: Not repeatable

This is a hands-on microcomputer course designed to provide basic understanding of Adobe Acrobat. Topics include creating portable document files (PDF), working with PDF files, as well as annotation and editing of files. 9 hours lecture/27 hours laboratory.

BSOT C151 A/CSU 1.00 Unit
Intermediate Word

Formerly CSCI C151
Advisory: BSOT C121
Repeat Status: Not repeatable

This hands-on computer course is designed to provide an intermediate understanding of word processing concepts using Microsoft Word. Learners create, edit, and format documents including a business plan, form letters, mailing labels, and learn how to collaborate with others on the creation of complex documents. Features of templates, outlines, mail merge, and online distribution of web based documents are also included. This course continues preparation for the Microsoft Office Application Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

BSOT C153 A/CSU 1.00 Unit
Intermediate Excel

Formerly CSCI C153
Advisory: BSOT C123; ENGL C040
Repeat Status: Not repeatable

This hands-on computer course is designed to provide an intermediate understanding of spreadsheets. Learn how to analyze data through list management, using Autofilter, sort and pivot table features. Work with multiple worksheets and workbooks, and then create a shared workbook, resolve conflicts, and track changes. Finally, plan and prepare an application using Excel's data validation feature and button creation using macros. This course completes topics required in preparation for Microsoft Application Specialist exam for Excel. 9 hours lecture/27 hours laboratory.

BSOT C154 A/CSU 3.00 Unit
Office Personnel Seminar

Prerequisite: BSOT C100, BSAD C070, BSOT C153, BSOT C132, BSOT C161, BSAD C155
Advisory: BSOT C127
Repeat Status: Not repeatable

This is a capstone course designed to integrate and refine office skills. Students gain skills in communication, information processing, time management, ethics, records management, administrative procedures, customer service, and job search. The workplace of today as well as team work, problem-solving, and decision-making skills are emphasized. 54 hours lecture.

BSOT C155 A/CSU 1.00 Unit
Intermediate Access

Formerly CSCI C155
Advisory: BSOT C125, ENGL C040
Repeat Status: Not repeatable

This hands-on computer course provides an intermediate understanding of the Microsoft Access database management program. Advanced queries, table design, custom forms and reports are covered along with integrating Access with the web and other programs. This course continues the study of skills required to prepare for the Microsoft Application Specialist exam for Access. 9 hours lecture/27 hours laboratory.

BSOT C161 A/CSU 1.00 Unit
Advanced Word

Formerly CSCI C161
Prerequisite: BSOT C151
Repeat Status: Not repeatable

This hands-on computer course is designed to provide an advanced understanding of word processing concepts using Microsoft Word. Learners create a document template, apply advanced word processing features, import and run Visual Basic for Applications (VBA) macros, create an on-screen forms and calculations with advanced table techniques, record macros, and work with long documents and subdocuments. This course completes preparation for the Microsoft Office

Application Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

BSOT C163 A/CSU 1.00 Unit
Advanced Excel

Formerly CSCI C163

Prerequisite: BSOT C153

Repeat Status: Not repeatable

This hands-on computer course is designed to provide an advanced understanding of spreadsheets using Microsoft Excel. Data Tables, Scenario Management, using Solver, importing and exporting data, enhancing with Visual Basic for applications and modifying Excel default settings are covered. This course completes preparation for the Microsoft Application Specialist certification exam for Excel. 9 hours lecture/27 hours laboratory.

BSOT C165 A/CSU 1.00 Unit
Advanced Access

Formerly CSCI C165

Prerequisite: BSOT C155

Advisory: ENGL C040

Repeat Status: Not repeatable

This hands-on computer course provides an advanced understanding of Microsoft Access. Action queries, table relationship properties, and automating tasks with macros are covered. Visual Basic for Applications is introduced to enhance database construction and functionality. Managing with replication and synchronization as well securing with the user level Security Wizard is included. This course completes the study of skills required to prepare for the Microsoft Application Specialist exam for Access. 9 hours lecture/27 hours laboratory.

Child Development

CHDV C102 A/CSU 3.00 Units
Introduction to Materials and Curriculum

Advisory: ENGL C070

Repeat Status: Not repeatable

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for infants and young children. Students examine the teacher's role in supporting development by using observation and assessment strategies and emphasizing the essential role of play. An overview of content areas include, but is not limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math, and science. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C104 A/UC/CSU 3.00 Units
Child, Family and Community

Advisory: ENGL C070

Repeat Status: Not repeatable

This course is an examination of the developing child in a societal context focusing on the interrelationship of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development is highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Students are required to observe children in a group setting. 54 hours lecture.

CHDV C105 A/CSU 3.00 Units
Introduction to Infant Development

Advisory: ENGL C070

Repeat Status: Not repeatable

This course is a study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Students apply theoretical frameworks to interpret behavior and interactions between heredity and environment. This course emphasizes the role of family and relationships in development. Observation of infants and/or toddlers is required. 54 hours lecture.

CHDV C106 A/UC/CSU 3.00 Units
Child Growth and Development

Advisory: CHDV C100, ENGL C070

Repeat Status: Not repeatable

This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students observe children, evaluate individual differences and analyze characteristics of development at various stages. Students are required to observe children in a group setting. 54 hours lecture.

Computer Science

CSCI C070 A 1.00 Unit
Computer Literacy

Advisory: ENGL C040

Repeat Status: Not repeatable

This course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging, Internet browsing and searching. This course includes a brief introduction to industry standard word processing, spreadsheet, and presentation application programs. Computer terminology and identification of fundamental hardware

and software applications is introduced. 9 hours lecture/27 hours laboratory.

CSCI C121	Changed to: BSOT C121
CSCI C123	Changed to: BSOT C123
CSCI C125	Changed to: BSOT C125
CSCI C129	Changed to: BSOT C129
CSCI C135	Changed to: BSOT C135
CSCI C151	Changed to: BSOT C151
CSCI C153	Changed to: BSOT C153
CSCI C155	Changed to: BSOT C155
CSCI C161	Changed to: BSOT C161
CSCI C163	Changed to: BSOT C163
CSCI C165	Changed to: BSOT C165

CSCI C270 A/CSU 3.00 Units
Introduction to Database Design and Management

Advisory: CSCI C101, ENGL C070
Repeat Status: Not repeatable

This course provides the students with an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying their structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course also covers basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of Database Management Systems (DBMSs). Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella. 36 hours lecture/54 hours laboratory.

Counseling

COUN C101 A/UC/CSU 2.00 Units
Tools for College Success

Advisory: ENGL C040
Repeat Status: Not repeatable

This course introduces students to the process of academic and career planning by means of personal and group exercises. Life skills such as critical thinking, resource management, personal assessment and motivational factors are explored. Issues of diversity that may impact the student are raised (e.g. equal access, job

opportunities and barriers to education) through class discussions and readings. 36 hours lecture.

Drafting

DRFT C108 A/CSU 3.00 Units
Reading Technical Drawings

Advisory: ENGL C040
Repeat Status: Not repeatable

This course provides students with the opportunity to develop skills in reading and interpreting technical drawings used in an industrial environment. Principles of technical drawing are introduced along with standard symbols and abbreviations found in industrial drawings, schematics, and diagrams. Students produce technical sketches without the use of instruments. 54 hours lecture.

Education

EDUC C005 X 0.00 Units
Exam Preparation for the GED

Formerly PDEV C005

Repeat Status: Not repeatable

This course is designed to prepare students for the General Educational Development Examination (GED). Instruction is provided for all subject areas of the GED with emphasis on reading, writing, and mathematics and review of general science, humanities, and social studies. Instruction is tailored to student need based on instructor assessment. Students demonstrate progress and readiness for the GED through practice exams. 54 hours laboratory.

EDUC C170 A/CSU 0.50 Units
Tutor Training I

Repeat Status: Not repeatable

The purpose of tutor training is to develop tutoring methods and skills for students who plan to work as tutors. This training can be applied to International Tutor Certification Program requirements from College Reading and Learning Association. This course is open to any student; however, training does not ensure a student will be hired as a tutor. 10 hours lecture.

Health Careers

HCRS C055 A 5.00 Units
Certified Nursing Assistant

Repeat Status: Not repeatable

This course develops the skills necessary to pass the state mandated test to become a Certified Nurse's Aide (CNA). Topics include legal and ethical responsibilities,

bedside care, moving and positioning a resident, general observations of a resident's condition and responsibilities related to care of the elderly resident. Practical bedside skills are practiced by the student in the nursing skills lab. The student gains experience in a long-term care facility. The student must pass the course with a grade of "C" or better to be eligible to take the California CNA exam. 54 hours lecture/108 hours laboratory.

HCRS C075 A 2.00 Units
Principles of Intravenous Therapy and Blood Withdrawal

Prerequisite Required by Statute: Current California Vocational Nursing License (LVN), or senior standing in a LVN Program, or Interim VN Permittee status. Students must have a current California Vocational Nursing License (LVN), or senior standing in a LVN Program, or Interim VN Permittee status as mandated by the Board of Vocational Nursing and Psychiatric Technicians.

Repeat Status: Not repeatable

The course is designed to enable the Licensed Vocational Nurse (LVN) to safely initiate and maintain intravenous therapy in a clinical setting. LVNs successfully completing this course will be certified by the California Board of Vocational Nurse Examiners to initiate and superimpose intravenous fluids. Must have a current California Vocational Nursing License or senior standing in a LVN Program, or Interim Permittee Vocational Nurse status. 27 hours lecture/9 hours laboratory.

Health Science

HSCI C101 A/UC/CSU 3.00 Units
Principles of Health Education

Advisory: ENGL C070

Repeat Status: Not repeatable

This course addresses contemporary public health issues and examines the development of strategies to live a healthy lifestyle. The course offers an overview of chronic and infectious diseases, injury prevention, chemical dependency, nutrition, body composition, fitness, psychological wellness, fertility awareness, conflict resolution, and life transitions. 54 hours lecture.

History

HIST C118 A/UC/CSU 3.00 Units
California History

Formerly HIST C218

Advisory: ENGL C070

Repeat Status: Not repeatable

The course covers the political, economic, social and cultural development of California from prehistory to the present. 54 hours lecture.

HIST C218 Changed to: HIST C118

Machine Tool Technology

MCTL C107 A/CSU 2.00 Units
Tool and Equipment Operation

Advisory: ENGL C070

Repeat Status: Not repeatable

This course prepares students to identify and properly use a variety of tools and equipment in an industrial environment. Emphasis is placed on safety and the use of the correct tool for a specific task. Students are given hands-on experience with many of the tools and equipment during practical lab exercises and demonstrations. 18 hours lecture/54 hours laboratory.

Mathematics

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

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

Prerequisite: MATH C055

Repeat Status: Not repeatable

This course covers elements of descriptive statistics, measures of central tendency, dispersion and presentation of data. Included are concepts of probability, random variables and normally distributed random variables. Sampling error, sampling processes and the distribution of sample means are applied to real life examples. Students will conduct hypothesis testing of means and proportions for one and two populations and linear regression testing using the least squares criterion. Students use descriptive and inferential methods employing linear regression and study one and two way analysis of variance. The honors section provides more content and requires greater intensity and depth of study than the non-honors class. 90 hours lecture.

Personal Development

PDEV C005 Changed to: EDUC C005

PDEV C052 A 1.00 Unit
Becoming a Successful Online Student

Repeat Status: Not repeatable

The purpose of this course is to cover the basics of taking an interactive, asynchronous, distance education course via the Internet or other computer based system. Through this course, students use E-mail, participate in online class interactions such as discussion groups and WWW access, and learn about equipment needs and differences between on-line and onsite courses. The goal of this class is to better prepare students for taking online

classes by familiarizing students with the online course environment. 9 hours lecture/27 hours laboratory.

PDEV C101 A/UC/CSU 3.00 Units
Becoming a Master Student

Advisory: ENGL C040

Repeat Status: Not repeatable

This course emphasizes effective student skills. It includes time management, note taking, memory skills, textbook reading, exam preparation, and test strategies. It is an introduction to a variety of college resources. Students explore topics such as personal strengths, goal setting, decision making, career choice, and transfer preparation. 54 hours lecture.

Physical Education

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

Repeat Status: Not repeatable

This is a beginning course in aerobic exercise that emphasizes rhythmic movements and body weight activity. The course is designed to assist students in developing cardiovascular endurance, flexibility, and body composition utilizing continuous dance movements. 54 hours activity.

PHED C105 A/UC/CSU 1.00 Unit
Weight Training I

Repeat Status: Not repeatable

This course is designed to assist students in the development of basic weight training fundamentals and techniques. The course includes material specifically related to strength and muscle development. Emphasis is on individualized programs that contour, build, and firm up the human body in the most efficient manner. The course emphasizes proper care and utilization of equipment involved and the importance of safety. 54 hours activity.

PHED C107 A/UC/CSU 1.00 Unit
General Conditioning I

Repeat Status: Not repeatable

This beginning conditioning course is designed to assist students in developing increased cardiovascular function, flexibility, muscular strength, and endurance, using a variety of exercise equipment. The course emphasizes the development of an improved level of physical fitness through an individually designed fitness program. 54 hours activity.

PHED C109 A/UC/CSU 1.00 Unit
Golf I

Repeat Status: Not repeatable

This course provides golf instruction and practice in the fundamentals of grip, stance, alignment, backswing, and downswing. Topics also include principles of warm-up, golf club selection and use, player guidelines, scoring, game etiquette, and safety procedures. The course emphasizes the "one basic golf swing" theory and includes extensive practice and play at the local golf course. 54 hours activity.

PHED C115 A/UC/CSU 1.00 Unit
Volleyball I

Repeat Status: Not repeatable

This is a beginning course designed to introduce the fundamental skills of beginning volleyball which consist of serving, passing, setting, offensive and defensive strategies. 54 hours activity.

PHED C123 A/UC/CSU 1.00 Unit
Softball I

Repeat Status: Not repeatable

This is a beginning level course designed to introduce basic softball skills. The class emphasizes strategies and fundamental skills of offensive and defensive play including batting, bunting, fielding, and throwing. Students participate in practice drills as well as softball game settings. 54 hours activity.

PHED C131 A/UC/CSU 1.00 Unit
Wellness Walking I

Repeat Status: Not repeatable

This course is designed to give the student a practical understanding of cardiovascular fitness produced by walking. Walking provides an understanding of the benefits, organization, implementation and evaluation of a balanced aerobic fitness program, utilizing walking as the primary activity. 54 hours activity.

PHED C180 A/CSU 2.00 Units
Women's Intercollegiate Soccer

Prerequisite: First year of eligibility: the student-athlete must be enrolled in a minimum of 12 units of course work during the season of sport. Second year of eligibility: the student-athlete must have successfully completed 24 units of course work with a grade point average of 2.0 or above and be enrolled in a minimum of 12 units of new course work during the season of sport. Must meet California Community College Athletic Association Eligibility Guidelines.

Repeat Status: Repeatable Three times

This course allows students to participate in advanced level soccer competition and skill development. The course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Students must meet California Community College Athletic Association Eligibility Guidelines. 175 hours activity.

Physical Science

PHSC C125 A/UC/CSU 4.00 Units
Astronomy

Advisory: ENGL C070, MATH C040
Repeat Status: Not repeatable

This course is designed to give the student a practical understanding of cardiovascular fitness produced by walking. Walking provides an understanding of the benefits, organization, implementation and evaluation of a balanced aerobic fitness program, utilizing walking as the primary activity. 54 hours lecture/54 hours laboratory.

Physics

PHYS C111 A/UC/CSU 5.00 Units
Mechanics

Prerequisite/Co-requisite: MATH C151
Repeat Status: Not repeatable

This course covers the fundamental laws of nature governing the motion of bodies and their relation to external forces. Motion in 1, 2, and 3 dimensions is covered as well as energy, linear momentum, angular momentum, gravitation, fluids, oscillations, and simple harmonic motion. 63 hours lecture/81 hours laboratory.

Psychology

PSYC C101H A/UC/CSU 4.00 Units
General Psychology -Honors

Limitation on Enrollment: Acceptance for the Honors program or eligibility for this Honors course as determined in consultation with the instructor.

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course offers the student an introduction to the scientific study of behavior and mental processes focusing on exploration of major psychological theories and concepts, methods, and research findings in psychology. Topics include the biological bases of behavior and mental processes, perceptions, consciousness, memory, cognition, learning, motivation, emotion, development, intelligence, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology. The American Psychological Association (APA) format is taught and applied to written assignments and papers. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

PSYC C211 A/UC/CSU 3.00 Units
Lifespan Development

Prerequisite: ENGL C070, PSYC C101
Repeat Status: Not repeatable

This course provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems. 54 hours lecture.

PSYC C241 A/UC/CSU 3.00 Units
Abnormal Psychology

Prerequisite: ENGL C070, PSYC C101
Repeat Status: Not repeatable

This course introduces the scientific study of psychopathology and atypical behaviors, broadly defined. Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced. 54 hours lecture.

PSYC C251 A/UC/CSU 3.00 Units
Human Sexuality

Prerequisite: ENGL C070, PSYC C101
Repeat Status: Not repeatable

This course covers the complex and diverse psychological, biological, socio-cultural, and historical aspects of human sexuality. Discussions include evaluation of prominent theories, examination of academic research and exploration of current issues pertaining to human sexuality. Students are encouraged to become aware of their own sexual attitudes, values, and to evaluate the consistency of their behaviors within their own moral frameworks. Current sex norms and various aspects of interpersonal and individual sexual adjustment are explored. 54 hours lecture.

Speech

SPCH C101 A/UC/CSU 3.00 Units
Elements of Speech

Advisory: ENGL C070
Repeat Status: Not repeatable

In this speech course for transfer to four-year institutions, students learn to make effective oral presentations by gathering and selecting information, arranging materials, analyzing audience and occasion, and controlling expression and delivery. 54 hours lecture.



Ridgecrest

3000 College Heights Boulevard
Ridgecrest, California 93555-9571

PHONE
760.384.6100

FAX
760.375.4776

TDD ONLY
760.384.6110

WEB
www.cerrocoso.edu

CC Online

PHONE
760.384.6100

Kern River Valley

5520 Lake Isabella Boulevard
Lake Isabella, California 93240-3204

PHONE
760.379.5501

FAX
760.379.5547

East Kern Center

140 Methusa Avenue, Bldg. 2453
Edwards AFB, California 93524-1400

PHONE
661.258.8644

FAX
661.258.0651

ESCC - Bishop

4090 West Line Street
Bishop, California 93514-7306

PHONE
760.872.1565

FAX
760.872.5328

ESCC - Mammoth Lakes

100 College Parkway
Mammoth Lakes, California 93546-1865

PHONE
760.934.2875

FAX
760.924.1627

**VISIT US
ONLINE**

